

# CITY OF DUBUQUE ADMINISTRATIVE POLICY

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**POLICY NUMBER:** 4.05

**SUBJECT:** RESIDENCY REQUIREMENT FOR CITY EMPLOYEES

**APPROVED BY:** CITY MANAGER

**EFFECTIVE DATE:** ISSUED SEPTEMBER 1, 1980  
REVISED DECEMBER 9, 2009  
REVISED MARCH 24, 2020

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## **PURPOSE**

The purpose of this Administrative Policy (AP) is to put into AP format the City's policy regarding residency requirements for employees.

## **SCOPE**

This AP covers all full-time and part-time employees under the administrative control of the City Manager. This Administrative Policy does not apply to temporary employees.

## **RESPONSIBILITY**

It shall be the responsibility of the City Manager or the City Manager's designated representative to insure compliance with this AP. Failure to comply with the provisions of this AP will be grounds for termination.

## **DEFINITIONS**

Principal place of residence is the place where an employee actually lives and which the employee declares as the employee's home with the intent to remain there indefinitely.

Critical municipal employee is a determination by the City Manager, on a case by case basis, after evaluating whether the employee performs a function for the city that may require the employee to reliably and quickly respond from the employee's residence to a community crisis or potential crisis, or be able to promptly get to work in the event of an emergency or crisis or who perform critical duties for the City in the event of a crisis or potential crisis.

## **POLICY**

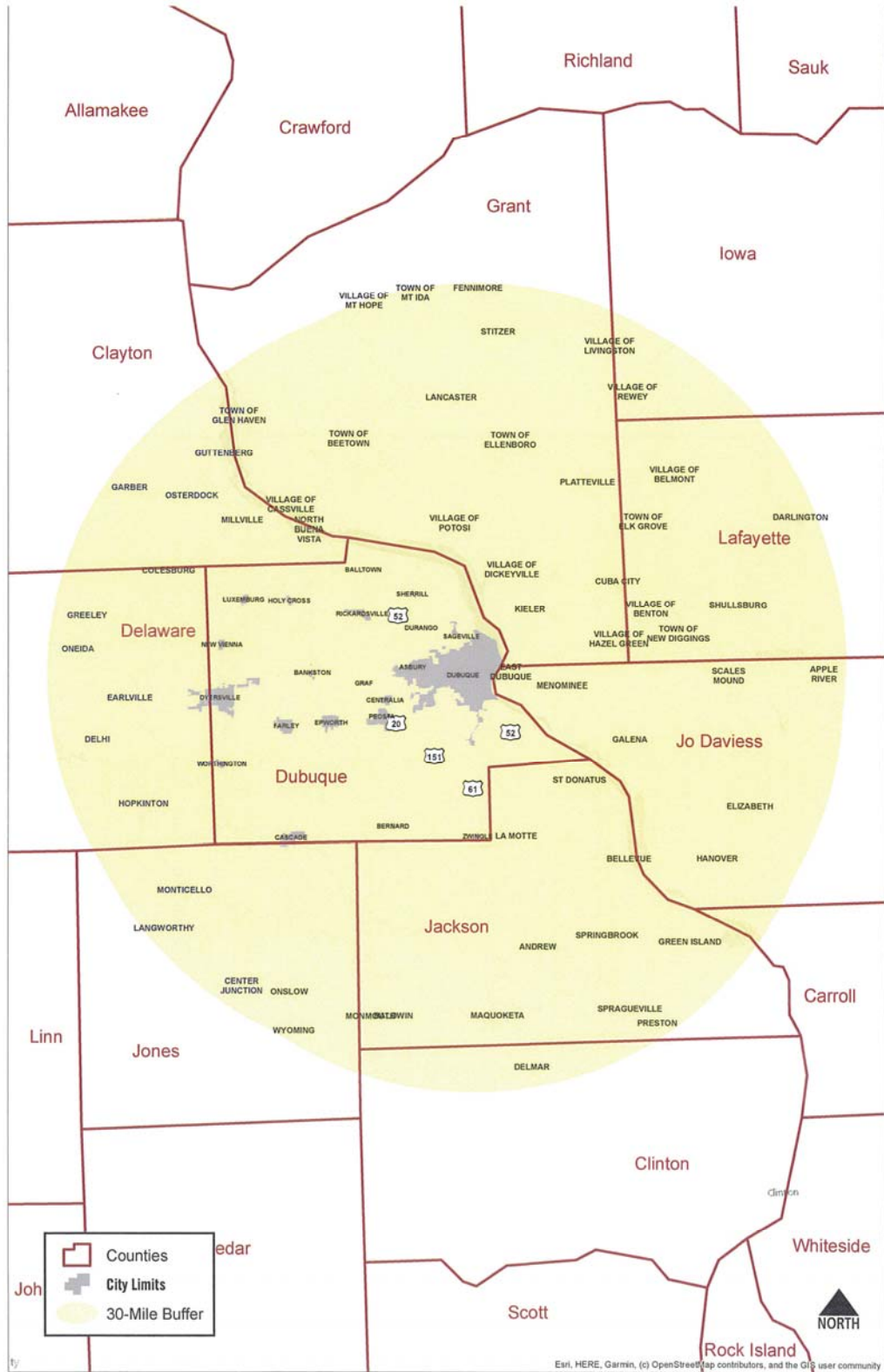
Every person hired or appointed to a position of department manager shall have and shall maintain such person's principal residence within the corporate limits of the City of Dubuque as soon as practicable after employment or appointment, but within two (2) years of employment or appointment.

Every person hired or appointment to the positions listed below are required to have and maintain principal residence either within the corporate limits of the city of Dubuque or within thirty (30) miles of the corporate limits of the City of Dubuque by the most direct street, road, or highway, as soon as practical after their date of employment or appointment, but within two (2) years of their date of employment or appointment:

- Non-civil service employees
- Police officers
- Firefighters
- Other critical civil service municipal employees.

The attached map is for illustration of the 30-mile distance and should not be relied upon when making residency decisions.

  
Michael C. Van Milligen  
City Manager



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