

MONONA COUNTY EMPLOYEE HANDBOOK

Welcome to Monona County.

This employee handbook is exclusive property of Monona County, hereinafter “*County*”, which is used to refer to employer, elected official, governing body, or agency.

This handbook was written by Monona County management personnel, including elected officials and appointed administrators, to explain some of the County’s policies, procedures, employment benefits, and other matters concerning your employment with the County. Some of the policies and benefits described in this handbook, such as the group health insurance plan, are covered in greater detail in official policy documents from the insurance carrier. You should refer to those documents for more information.

The policies described in this handbook are presented as a matter of information only. The plans, policies, and procedures described here are not conditions of employment. The statements contained in this handbook are subject to change and may be revised from time to time, without prior notice, by County officials. Any suggestions you may have for changes in the policies explained in the handbook are welcome.

All County employees are covered by this handbook, except those listed below. However, Sexual Harassment and Discrimination applies to all employees regardless of position. If a policy herein is in conflict with the collective bargaining agreement the agreement will prevail.

1. elected officials;
2. members of boards and commissions;
3. personnel appointed to serve without compensation;
4. persons providing service on a contractual basis;
5. persons hired under state and/or federally funded programs; and
6. intermittent or on-call employees

The policy prohibiting **SEXUAL HARASSMENT** in county workplaces applies to all Monona County employees, even those otherwise excluded from coverage of this handbook.

DISCLAIMER

This handbook is provided for informational purposes only. The policies, procedures, benefits, and plans described in the handbook may be revised by the County at any time without prior notice. The County may change, add to, eliminate, or modify any of the policies in the handbook at any time at its discretion, with or without notice.

Any promises, representations, or actions by a County official or employee which are contrary to this handbook are not the official policy of the County, and are of no force or effect. This handbook supersedes and cancels the effect of any previous versions of a County employee handbook.

This employee handbook is not intended to create any contractual rights in favor of you or the County. This handbook is not to be construed as an employment contract, express or implied, or as a promise that you will be employed for any specified period of time. Employment can be terminated at any time at the will of either you or the County. Nothing in this handbook changes the at-will nature of your employment with the County.

Section One: Employment Policies

Equal Employment Opportunity, Harassment, and ADA Compliance

1.1

Equal Employment Opportunity

Monona County is dedicated to equal employment and advancement opportunities. It is the County's policy to hire and promote qualified individuals on the basis of their qualifications, interest and aptitude, without unlawful regard to race, religion, color, sex, age, national origin, disability, or any other characteristic protected by local, state, or federal law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, training, transfers, promotions, and benefits.

Harassment

Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, color, sex, age, national origin, disability, or any other characteristic protected by local, state, or federal law is strictly forbidden. Harassing conduct in the workplace includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts or words; and written or printed materials, including computer generated images, made or posted in the workplace or in the course of employment for the County, that denigrate or show hostility to an individual or group. Such conduct is a prohibited form of discrimination under state and federal employment laws and is also considered misconduct subject to disciplinary action.

If you believe that you are being harassed or subjected to discrimination of any kind, you should use the complaint procedure for sexual harassment allegations.

ADA Compliance

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals on the basis of disability. It is policy of Monona County to comply with the ADA. The County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of that person's physical or mental disability. In compliance with the ADA, the County will consider reasonable accommodations that do not pose undue hardship to the County to enable qualified applicants or employees with disabilities to perform the essential functions of the position. The County encourages applicants or employees to make suggestions regarding reasonable accommodations to their supervisors, department heads, or the County ADA Coordinator.

Preventing Sexual Harassment in the Workplace

1.2

Purpose

It is the policy of Monona County that all employees are responsible for maintaining a workplace free from sexual harassment. Submission to sexual harassment shall not be a condition of employment or advancement with the County. The County strongly disapproves of offensive or inappropriate sexual behavior in the workplace, and all employees must avoid any conduct that could be viewed as sexual harassment. This policy has been prepared in accordance with the Equal Employment Opportunity Commission's directives and reaffirms that sexual harassment in the workplace is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.

Definitions

Sexual harassment is illegal discrimination on the basis of sex. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual or harassing nature by supervisors, managers, co-workers, or others in the workplace. Sexual harassment exists when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of your employment;
2. Submission to or rejection of the conduct is used as the basis for decisions affecting your employment; or
3. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of a variety of behaviors, including, but not limited to the following examples:

1. Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats:
2. Non-verbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings, or gestures;
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact, or assault;
4. Threats or demands to submit to sexual requests in order to keep your job or receive some job-related benefit; or
5. Retaliation for reporting or threatening to report harassment.

Procedures

1. Employees are encouraged to express their objection to behaviors that could constitute sexual harassment to the person engaged in the behavior.
2. Any employee who has a complaint of sexual harassment at work, by anyone, including supervisors, department heads, co-workers, or visitors to the workplace, should immediately bring the problem to the attention of his or her department head or the County Attorney. Employees are assured that they will not be retaliated against as a result of reporting a complaint about sexual harassment.
3. The person receiving a complaint of sexual harassment shall immediately notify the Chairperson of the Board of Supervisors. The Board of Supervisors will promptly name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible.
4. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency. Discipline may result for deliberately filing false charges of harassment.
5. Any employee determined after an investigation to have harassed another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. Appropriate action will be taken to prevent further harassment.
6. In the event a non-employee subjects an employee to sexual harassment in the workplace, the employee's supervisor or manager, County Attorney or the Board of Supervisors' designee will inform the non-employee of the County's policy against sexual harassment. Other action may be taken as appropriate.

Proof of Employability

1.3

To comply with the Immigration Reform and Control Act of 1986, the County requires all employees to present documented proof of identity and eligibility to work in the United States. You are required to complete Section 1 of the Form I-9 on the first day of employment and to submit proof of employability and identity within three working days of hire. If you are unable to produce the required documents within three working days of hire, you must present a receipt for application for the documents within three days and produce the documents within 90 days.

Medical Examinations

1.4

The County does require you to submit to a job-related medical examination after you have been offered a position and before you begin work.

You may also be required to submit to a job-related medical examination when necessary to determine if you are still able to perform the essential functions of your position, and to any fitness for duty examinations required by federal, state, or local law or County policy. Also, voluntary medical examinations may be conducted as part of the County's employee health programs. All medical information collected by the County will be maintained in separate confidential files.

Job Posting

1.5

Whenever a non-deputy position becomes available, a notice of such opening will be posted on the bulletin board located at the main entrance of the Courthouse for at least ten calendar days before the deadline for filling the position. The notice will contain the position title, a brief job description, and minimum hiring specifications.

Application forms are available from and shall be submitted to the appropriate department head. Applicants, including current employees, shall be considered on the basis of job-related qualifications including attitude, skill, ability, past performance, efficiency, disciplinary record, and length of service. Military service may also be a factor in hiring decisions, as provided by Iowa's Veteran's Preference law.

Employment of Relatives

1.6

It is the County's policy to hire the best qualified person available for each position. Relatives of current employees are eligible for employment with the County, subject to limitations of state law governing the employment of relatives of public officials and employees and the terms of this policy. To avoid the appearance of favoritism and difficulties in administering discipline, the County will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the supervision of, or by, a family member. For purposes of this policy, "family member" includes the individual's mother, father, grandparent, spouse, daughter, son, grandchild, great-grandchild, niece, nephew, aunt, uncle, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, step-mother, step-father, step-daughter, or step-son.

If a supervisory relationship between family members is created by the marriage of two employees, the two employees will be given the option of deciding who will transfer, if

possible, or who will terminate employment. If the decision cannot be made by the two employees in a timely manner, length of service in the department will be the deciding factor and the least senior employee will be transferred if possible. Otherwise, the employment of the least senior employee will be terminated.

This policy applies to all County departments and all categories of employment, including full-time, part-time, and temporary classifications. Only employees engaged in a supervisory/subordinate relationship with a relative as defined in this policy on or before August 1, 2000 are exempt from this policy.

Length of Service **1.7**

“Length of continuous service” means an employee’s length of continuous service with the County since the employee’s most recent date of hire.

Longevity Pay Rate Schedule:

10 years of continuous service = base wage + .10

15 years of continuous service = base wage + .15

20 years of continuous service = base wage + .20

Reemployment **1.8**

All former employees of Monona County who return to work for the County are considered new hires and have no accumulated benefits from previous employment. Transfer of an employee from one department to another County department shall not be considered reemployment and the employee shall retain all accumulated benefits.

Transfers **1.9**

A transfer is the movement of a County employee into another job with the County. The employee will be eligible for and earn benefits according to the policies of the department into which the employee transfers. Inter-departmental transfers will normally require two weeks advance notice prior to the official transfer of an employee unless otherwise agreed to by the appropriate department heads. The Employee will not lose banked leave that has already been earned.

Resignation or Termination of Employment **1.10**

Your employment with the County may be terminated at any time by either you or the County. The County requires you to provide written notice to your department head at least two weeks before the effective date of your resignation. Employees should not assume that requests to use vacation during the last two weeks of employment will always be granted. Because of work load demands or the need to train your replacement, requests to use vacation during the last two weeks of your employment might not be approved. Employment records will reflect the last day worked as the date of termination. If you are eligible to receive accrued but unused vacation pay or compensatory time, you will receive that amount in a lump sum payment.

Reduction in Force

1.11

If, in the judgment of the County, it becomes necessary to reduce the number of employees, layoffs will be accomplished with due consideration to job classification, qualifications (which includes such factors as relevant training, education, and job experience), and past performance (which includes such factors as attendance and reliability). Employees on layoff are not eligible for holidays, vacation, sick leave, or County group health insurance programs. County-paid medical insurance coverage terminates on the last day of the month in which employment is terminated. However, the employee may be eligible to continue coverage at his or her own expense (See Section 4.2 - Continuation of Health Coverage).

Moving from fulltime to part-time employment: As is stated in previous transfer section, the employee will not lose banked leave but will begin accruing based on new position.

Personnel Files and References

1.12

The County maintains personnel files on each employee in accordance with recordkeeping requirements established by state and federal law. These files contain job-related information including performance appraisals, disciplinary records, and some beneficiary designations.

Any information contained in the files will be released only if required by law, or upon your written request and release. The County will release any information relating to the results of federally required drug tests in accordance with applicable law.

If you are interested in reviewing the contents of your personnel file, you may do so at a time mutually agreed upon by you and your department head. You will not have access to or be able to review letters of reference received or furnished by the employer or any reference check performed by the County. A representative of the County may be present during your review. You may, at your own expense, request and receive copies of the contents of your file, except as provided above. The County may charge a reasonable fee to copy the requested items.

To assure that our records are current, please notify your department head whenever there are any changes in your home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents. Department heads will notify the County Auditor of any changes.

Section Two: Earnings and Hours of Work

Definition of Employee Status

2.1

“Full-time employee” means an employee who is regularly scheduled to work at least 40 hours per week. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as described below. Regular full-time employees are eligible for benefits as described in this handbook. The date of full-time employment is used for computing benefit eligibility.

“Part-time employee” means an employee who is regularly scheduled to work fewer than 40 hours per week. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as defined below. Regular part-time employees are not eligible for any benefits unless otherwise specified in this handbook.

“Temporary or seasonal employee” means an employee engaged to work full-time or part-time for the County with the understanding that his or her employment will be terminated no later than upon completion of a specific assignment. Temporary or seasonal employees are not eligible for any benefits described in this handbook.

“Exempt employee” means an employee who is not required to receive overtime compensation for work performed beyond 40 hours in a work week in accordance with the Fair Labor Standards Act (FLSA).

“Nonexempt employee” means an employee who is required to receive overtime compensation for all hours worked beyond 40 hours in a work week in accordance with the FLSA or for all hours worked beyond 171 hours in a 28-day work period in the case of some law enforcement personnel.

Nothing in this or any other section of this handbook shall be construed as a guarantee of the number of hours an employee will be scheduled to work.

General Provisions

2.2

Work schedules

Department heads will determine the work schedule, including meal periods and interruptible rest periods, for all employees in their departments. Daily and weekly work schedules may be changed at the discretion of each department head to meet varying conditions and workload. Hours of operation, set by the Department Head, will be submitted to the Auditor’s office annually January 1 of each year.

Recording work hours

All employees must accurately record their hours worked for each pay period on a form provided by their department head.

Payday

Employees are normally paid by the end of the working day every other Wednesday for work performed through midnight of the previous Saturday. Checks, or check stubs in the event the employee has requested direct deposit of the paycheck, will be distributed to department heads (or designee) on pay day by the Auditor's Office. Department heads will distribute pay checks or stubs to employees. Checks will not be available to employees before the scheduled pay day.

Deductions

All required deductions, including those for state and federal taxes and your contributions to IPERS and Social Security, and all authorized voluntary deductions, including health insurance contributions, will be automatically withheld from your paycheck.

Overtime

Overtime work may be necessary to maintain County operations. If you are classified as a nonexempt employee under the Fair Labor Standards Act (FLSA), you will be compensated for overtime hours in the form of monetary compensation or compensatory time for hours worked in excess of 40 hours in a workweek. Nonexempt law enforcement officers, jailers, and employees whose duties include jail monitoring will be compensated at the overtime rate for hours worked in excess of 171 hours in a 28-day work period. Employees who are classified as exempt employees under the FLSA are not eligible for overtime payments.

Employees who have accrued compensatory time may request to use the compensatory time and shall be permitted to use such time within a reasonable period after making the request if use of compensatory time does not unduly disrupt the operations of the department or office. An employee may not accrue more than 45 hours of compensatory time.

Paid leaves, vacation time, and other paid non-work time will not be counted as working time for the purpose of determining overtime. Paid Holidays will count as working time for purposes of determining overtime.

Work period

The work period for payroll purposes and for computing overtime begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday.

Reimbursable Expenses

2.3

If an employee is required to use his or her own vehicle to fulfill the job requirements of the County, the employee will be reimbursed at the County's current mileage allowance. All mileage reimbursements must have approval of the department head.

The following expenses for County approved meetings, training, and conventions will be considered for reimbursement:

- a) Registration fees (may be paid directly by the County);
- b) Lodging expenses at reasonable cost;
- c) Reasonable meal expenses if meals are not included as part of the registration fee. Day trip has a \$10 limit. If overnight stay is needed the limits are: breakfast \$7; lunch \$10 and supper \$18. Gratuity/tips are not normally included but will be paid if automatically put on the bill due to a large party.
- d) Auto mileage at the established County rate per mile. (If available, a County vehicle may be used for this purpose upon approval by the department head); and
- e) Necessary parking fees for personal or County-owned vehicles will be reimbursed upon presentation of receipts.

Employees must submit detailed receipts for all reimbursable expenses. Time and expenses that are not work-related will not be paid. Travel time and mileage that is not work-related will not be reimbursed.

Courthouse Closed Due to Weather 2.4

If the courthouse remains open, employees not reporting for work due to inclement weather will not be paid for time absent, but employees may use any vacation or personal leave. If the courthouse closes during the working day, employees present that day will be paid for the full day. Employees not present will not be paid, but they may use vacation or personal leave. If the courthouse is closed for the full day, employees who were scheduled to work will be paid for the full day. Determination of closing of the courthouse will be by the elected officials in coordination with the County Engineer. Employees should check with your Department Head for information on courthouse closing. This policy does not apply to employees whose job is required regardless of weather conditions.

Section Three: Time Off Benefits

Holidays 3.1

Monona County recognizes certain days of importance as holidays and pays full-time employees for time off on these days in accordance with certain eligibility rules. The County recognizes the following holidays:

- | | |
|------------------|------------------------|
| New Year's Day | Veterans Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Day |
| Labor Day | |

Pay for holidays not worked

Full-time employees who do not work on a holiday listed above shall receive their regular compensation for the holiday ("holiday pay") computed at one time their hourly wage rate times their normal daily work hours.

Pay for holidays worked

Full-time nonexempt employees required to work on a holiday listed above will receive one and one-half times their regular hourly wage for hours worked on the holiday and will receive their regular compensation for the holiday (holiday pay).

When a holiday falls on a Saturday or Sunday

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Departments working 24-hour, seven-day schedules will observe the actual holiday.

Holidays during leaves of absence or layoff

If a recognized holiday falls during your vacation, or any period of approved paid sick leave, it will be counted as a holiday and will not be deducted from your accumulated vacation or sick leave. If you are on layoff or an unpaid leave of absence, you are not eligible for holiday pay.

Personal Leave 3.2

Regular full-time employees are eligible for 16 hours per fiscal year to be used for personal reasons. Personal days must be scheduled in advance and must be approved by the department head. Unused personal days may not be carried over from one fiscal year to the next. Upon retirement, resignation, or termination, employees will not receive any compensation for any unused personal days. During the first year of employment, a new employee will receive personal days on a prorated basis.

Vacation 3.3

Recognizing the importance of vacation time that provides the opportunity for rest, recreation, and personal activities, Monona County grants annual paid vacations to full-time employees and to certain part-time employees. The amount of vacation to which you are entitled depends on your length of service as of your anniversary date as follows:

Eligibility

Full-time regular employees will earn vacation with pay according to the following schedule:

Years of service	Hours earned per pay period	Hours per year	Maximum accumulation*
During first year	1.54	40	40
During 2 nd -8 th year	3.08	80	120
During 9 th -18 th year	4.62	120	160
19 st year and beyond	6.15	160	200

*After the first year of employment, employees may accumulate up to their annual entitlement plus 40 hours.

Part-time employees who regularly work at least 24 hours per week are eligible for prorated vacation based on the average number of hours worked per week computed over the previous anniversary year. Seasonal employees and employees who work fewer than 24 hours per week are not eligible for vacation.

Vacation pay

Vacation pay is computed by multiplying your straight time hourly rate by the appropriate number of hours.

Leaves of absence

Vacation will accrue during the period of time you are actively at work and during paid leaves of absence. Vacation will not accrue during layoffs, suspensions, or unpaid leaves of absence.

Scheduling and carryover

You may take your accrued vacation at any time subject to the work requirements of your department and approval of the department head. In individual departments, the pressure of workload may preclude the scheduling of vacation for a particular period of time, or limit the number of vacations allowed in a particular time.

Vacation pay upon termination

Upon retirement, resignation, or termination from County service, employees who have completed at least one year of continuous service shall be paid for all accrued but unused vacation.

Donating vacation to fellow employee

Employees may be allowed to donate some of their vacation time to another employee's sick bank after that employee has exhausted all applicable paid time off and whose absence from work is required because of the employee's serious illness or the serious illness of the employee's spouse or child. The following provisions apply to vacation donation:

1. A request must be made by an employee to the department head who will review the situation and either approve or not approve the donation program on a case-by-case basis.
2. An employee may not donate more than two days per incident.
3. Once the vacation has been transferred to an employee, it cannot be returned to the donating employee. The decision to transfer vacation hours is irrevocable.
4. Employees wishing to donate vacation must sign an authorization form. The County will not disclose names of employees who donate vacation hours.

Eligibility and accrual

Full-time employees will accrue sick leave at the rate of one day per month, up to a maximum accumulation of 120 days.

Use of sick leave

Eligible employees may use sick leave for any non-work-related illness, injury, or temporary disability, including pregnancy and childbirth that prevents you from performing your job duties. The department head may require you to provide certification from your attending health care provider supporting absences due to illness, injury, or temporary disability.

Upon approval of the department head, sick leave may also be used for the employee's medical and dental appointments that cannot be scheduled during non-working hours. Sick leave for this purpose may be used for the actual time traveling to and from the appointment and the time spent at the appointment.

Eligible employees may also use up to three days of accumulated sick leave per year for absences due to hospitalization or outpatient surgery of the employee's spouse, child, or parent. This must be coded family sick on timecards.

In certain circumstances, employees may use vacation leave that has been donated by a fellow employee for absences due to the employee's own serious illness or the serious illness of the employee's spouse or child. For details about using donated vacation leave, see Section 3.3.

Sick leave may be used for a work-related injury or illness as provided in Section 3.5 of this handbook.

Granting of sick leave is not automatic and all sick leave must be approved by your department head. Sick leave shall not be used in advance of accrual. To be eligible for sick leave, you must notify your department head or supervisor on duty as soon as possible before the start of your scheduled reporting time and indicate the nature of the illness and the expected duration of your absence.

Medical verification

In order to receive sick leave, a written statement submitted by your attending health care provider describing in detail the nature and extent of the illness or injury may be required by your department head. You may also be required to provide additional periodic written statements by the attending health care provider describing the progress of your health and date for returning to work. Your department head may require medical verification at any time, but in all cases when sick leave is requested for more than three continuous working days. You may also be required to provide a statement from your health care provider verifying that you may safely return to work. The County may also require an examination by a health care provider of the County's choice and at County expense.

Payment for sick leave

Payment for sick leave will be computed by multiplying the employee's straight time hourly rate by the appropriate number of hours the employee is absent from his or her scheduled shift.

Termination of employment

No payment of accumulated sick leave will be made upon retirement, resignation, or termination of employment.

Continuation of health insurance premiums while on sick leave

Non-work-related injuries or illness: The County will continue to pay its share of your health insurance premium payments for the period of time you are off work and receiving sick leave and/or vacation payments. You must still pay your share of the premium. If all sick leave and vacation has been exhausted and you have requested an unpaid medical leave, you must pay the full cost of the premium if you desire coverage to continue.

Work-related injuries or illness: The County will continue your health insurance premium payments up to a maximum of 24 months if you are injured on the job and receiving workers' compensation payments. You must still pay your share of the premium. If you are off for more than 24 months, County-paid health insurance coverage will terminate. However, you may continue the health insurance coverage by paying the full cost of the premium (See Section 4.2 on Continuation of Health Insurance Coverage).

NOTE: If leave qualifies under the federal Family and Medical Leave Act, please see Section 3.7 of this handbook regarding continuation of health insurance coverage during the leave.

Work-related Injuries

3.5

Coverage

To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by workers' compensation insurance. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness.

Employee's reporting requirement

An employee must report a work-related injury or illness to his or her department head immediately following the injury, or as soon as the employee has knowledge of the injury or illness. Call Company Nurse and report the injury as soon as possible. Your failure to report a job-related injury or illness may result in the appropriate workers' compensation report not being filed in

accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

Income replacement

Generally, an employee who is eligible for workers' compensation may use sick leave for scheduled work days lost during the first three days following the injury or illness. If the employee continues to be eligible for workers' compensation, the employee will be paid at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability. If the employee is off work for more than 14 calendar days, the insurance carrier will then pay for the first three days following the illness or injury. The County will then deduct the pay for those first three days from the employee's next regular payroll check. An employee may supplement workers' compensation benefits with accumulated sick leave, vacation, or compensatory time if the employee requests the supplement in writing. The County will then compensate the employee for the difference between his or her regular wages and the workers' compensation payment. The employee's accumulated sick leave, vacation, or compensatory time will be reduced accordingly.

Workers' compensation and the FMLA

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). Normally, workers' compensation leaves will run concurrently with applicable FMLA leaves. An employee who refuses a light duty assignment will lose workers' compensation payments and will continue on an FMLA leave if the employee's condition qualifies as a serious health condition and the employee is eligible for leave under that policy.

Return to work

Before returning to work, an employee who has been receiving workers' compensation benefits must submit evidence satisfactory to the County that the employee is safely able to return to work.

Temporary Light Duty

3.6

Eligibility

Temporary light duty assignments may be made by the County for employees with work-related injuries or illnesses who are covered by workers' compensation or for qualified individuals with disabilities that prevent them from performing their normal job duties. In either case, eligibility for light duty is limited to employees for whom the assignment would be a progressive step in their return to work.

Duration of light duty assignments

Assignment of light duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by the County. Light duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary light duty assignments are not intended to become regular assignments.

Medical certification

Before assigning temporary light duty, the County will require medical certification from the employee's physician that the employee is unable to perform his or her normal job duties within medical restrictions, and that the employee is able to perform the proposed light duty assignment within medical restrictions. At the conclusion of the light duty assignment, the County will require fitness-for-duty medical certification to determine whether the employee is able to safely return to his or her normal job duties.

Return to work after light duty

If, at the end of the temporary light duty assignment, the employee is able to perform his or her normal job duties, the employee may return to his or her normal position. If, at the end of the temporary light duty assignment, the employee is not able to perform his or her normal job duties, the County will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to work.

Family and Medical Leave

3.7

It is the policy of the County to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) of 1993. Whether or not a particular situation is covered by FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests leave FMLA leave. The County will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave.

Leaves available

An eligible employee will be granted up to 12 work weeks of unpaid, job-protected leave each 12-month period for any of the following qualifying reasons:

1. The birth of and/or need to care for your newborn child;
2. The placement of a child with you for adoption or foster care;
3. The need to care for your spouse, son, daughter, or parent with a serious health condition; or
4. A serious health condition that makes you unable to perform the functions of your job.

Eligibility requirements

To be eligible for family and medical leave, you must have worked for the County for at least 12 months, and for at least 1,250 hours during the 12 months immediately preceding the start of the leave.

General provisions

For purposes of this policy:

“Child” means a son or daughter under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster, or step-child.

“Parent” does not include parents-in-law.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves

- inpatient care in a hospital, hospice, or residential medical care facility; or
- a period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by a health care provider, or at least one treatment by a health care provider plus a regimen of continuing treatment; or
- any period of incapacity due to pregnancy or prenatal care;
- chronic serious health condition;
- long-term conditions for which treatment may not be effective; or
- multiple treatments and recovery thereafter.

“Spouse” an Employee’s legal spouse as defined or recognized under the State law for the purposes of marriage but does not include an unmarried domestic partner.

The **“12-month period”** during which the leave entitlement occurs is designated as the 12-month period calculated backward from the first date an employee uses leave. For example, if an employee uses four weeks beginning February 1, 2003, four weeks beginning June 1, 2003, and four weeks beginning December 1, 2003, the employee would not be entitled to take any additional leave until February 1, 2004. However, beginning on February 1, 2004, the employee would be entitled to four weeks of leave, and on June 1, 2004, the employee would be entitled to an additional four weeks of leave, etc.

Married employees: If you and your spouse are both employed by the County, and are both eligible for family and medical leave, you and your spouse will be limited to a combined total of 12 weeks of family and medical leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with you for adoption or foster care, or to care for the child after placement; or to care for your parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of your spouse or child, or because of your own serious health condition.

How and when leave may be taken

Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days you work per week, or hours per day.

Intermittent or reduced schedule leave may be taken when medically necessary to care for your spouse, child, or parent with a serious health condition, or because of your own serious health condition. You must provide the County with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule your intermittent or reduced schedule leave so as not to disrupt County operations. You may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits, which better accommodates the intermittent leave or reduced schedule.

Leave for childbirth, adoption, or foster care may be taken intermittently or on a reduced leave schedule only if the employee's department head agrees to the proposed intermittent or reduced leave schedule.

Leave for the birth of a child or placement of a child for adoption or foster care must be taken within 12 months of the birth, adoption or placement.

Notice requirements

Employees applying for and granted family and medical leave are required to meet notification and documentation requirements as outlined in this policy. Failure to meet these requirements may result in denial, delay, or revocation of leave.

If you know in advance that you will be taking leave because of birth, adoption, or placement of a foster child in your home, or because of planned medical treatment for you or a covered family member, you must notify your department head in writing using a "Request for Family/Medical Leave" form, available from the department head, at least 30 days in advance. The notice shall state the reasons, the starting date, and the length of leave requested. Department heads shall forward the notice to the County Auditor.

When the need for leave is foreseeable based on planned medical treatment for you or your covered family member, the County expects you to consult with your supervisor and department head and to make a reasonable effort to schedule the treatment so as not to unduly disrupt County operations.

If circumstances require that the leave begin in less than 30 days, you must notify your supervisor as soon as is practicable. Ordinarily, this notice should be given within one or two working days of learning of the need for leave. This notice can be given verbally in person, by telephone, fax machine, or by other electronic means, and may be given by your spokesperson, such as a spouse, adult family member, or other responsible party, if you are unable to do so personally.

Medical certification

When leave is requested to care for a child, spouse, or parent with a serious health condition, or because of your own serious health condition, you may be required to provide the County with written medical certification from the appropriate health care provider using a physician certification form available from your department head or County Auditor's Office. Employees should provide the certification within 15 days of the County's request. Certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If you are seeking leave for your own health condition, the certification must also state that you are unable to perform the functions of your position. For leave to care for a family member, the certification must state that you are needed to care for the family member, and an estimate of the amount of time you will be needed. Other certification requirements apply in the case of intermittent or reduced schedule leave. The County may also require periodic medical recertification and/or periodic reports from employees during leave. Medical certification may also be required when an employee is returning to work after leave for the employee's own serious health condition.

Use of paid leave

The County will require you to use paid leave as part of your FMLA as follows:

1. Vacation and personal days for any portion of an FMLA leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition; and
2. Vacation, sick leave, and personal days for any portion of an FMLA leave to care for your own serious health condition. Any situations in which you use paid sick leave because you are unable to work due to a condition that qualifies as a serious health condition under this policy will be counted against your 12-week FMLA entitlement.

When you have used all required paid leave for any portion of an FMLA leave, the balance of the leave will be without pay.

The employee may elect not to use a maximum of one week of the employee's accumulated vacation.

Rights and benefits during leave

Length of service, sick leave, and vacation will accrue only during periods of paid leave. All benefits which you had accrued before taking leave will be retained after returning from an approved FMLA leave, if not depleted during the leave.

While you are on FMLA leave, paid or unpaid, the County will maintain group health insurance coverage for you by continuing payment of premiums for single coverage and any portion of dependent coverage which the County would ordinarily pay. You will be required to pay the same cost of coverage as if you were actively at work. You will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result

if the premium amount is more than 30 days late. If you miss a premium payment and the County pays your contribution, you will be required to reimburse the County for the delinquent payment upon return from leave.

Under certain circumstances, if you fail to return to work after an approved FMLA leave, the County may require you to reimburse it for the amount the County paid for your health insurance coverage during the leave.

Returning to work

At the conclusion of your FMLA leave, you will be restored to your former position, if that position is vacant, or one with equivalent pay, benefits, and conditions of employment, provided you have complied with the requirements of this policy.

Upon returning to work from leave due to your own serious health condition, you may be required to provide certification from your health care provider that you are able to resume work and are fit for duty.

Unpaid Leaves of Absence

3.8

If you have exhausted all applicable sick leave, vacation, compensatory time, personal days, and FMLA leave, you may request an unpaid leave of absence. Applications for unpaid leave must be made in writing and shall state the reasons for the leave and inclusive dates. Approval of unpaid leave is at the discretion of the department head.

Employees who are disabled because of pregnancy, childbirth, or related medical conditions who are not eligible for leave under the County's sick leave or Family and Medical Leave Act policies, or who do not have sufficient leave available under those policies, may apply for an unpaid leave for the period of the disability, or up to eight weeks, whichever is less, as provided in Iowa Code section 216.6(2)(e), as it currently exists or is hereafter amended. The County may require medical certification stating that the employee is not able to perform the duties of employment.

During an unpaid leave granted under this section, you do not receive compensation, do not accrue length of service, vacation, and sick leave, and are not eligible for paid holidays. The County does not make contributions to retirement programs for the duration of the leave. You may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the 15th of the month for the following month's coverage. Failure to pay the premium on time will result in termination of coverage.

Return to work

If you plan to return to work following an unpaid leave taken under this section, you must notify your department head before the end of your leave. If the leave was for anything other than medical reasons or military service, the department head will attempt to restore you to the position you held at the

start of the leave, or in a comparable position, if possible. If no such position is available, your employment will be terminated.

If the unpaid leave was for medical reasons, you may be required to submit to fitness-for-duty testing before returning to work. If, at the end of the unpaid leave of absence, you are not able to perform your job duties, your department head will review your medical condition and determine whether you are a qualified individual with a disability and whether your work restrictions can be reasonably accommodated to allow you to return to work.

If the unpaid leave was for military service, reinstatement will be governed by applicable state and federal law.

Requests for extension of an unpaid leave must be submitted in writing to the County. Approval of the extension is at the discretion of the County.

Jury or Witness Duty 3.9

Any full-time employee required to report for jury duty shall receive a paid leave of absence for the time spent on duty subject to the requirements of this policy. Any part-time employee required to report for jury duty shall receive an unpaid leave of absence for the time spent on duty subject to the requirements of this policy. Any full-time or part-time employee subpoenaed to appear as a witness in a civil or criminal proceeding in which that employee is not directly involved as a plaintiff or defendant shall be granted a leave without pay or may use paid vacation time. Employees who must appear as a witness in a civil or criminal proceeding in which they are directly involved as a plaintiff or defendant may apply for an unpaid leave of absence under Section 3.8 of this handbook.

All employees summoned to jury or witness duty must submit a copy of the summons to their supervisor within two working days after receiving the summons. Employees on jury or witness duty are expected to promptly return to work when released from service, either permanently or temporarily.

Hours spent by any employee appearing as a witness in any job-related legal proceeding at the direction of the County shall be considered to be work time.

While on paid jury leave, the County will continue your regular salary, but you must submit certification of the number of hours spent in such service and assign any compensation you receive in connection with the duty, less any reimbursement for travel or meal expenses, to the County Auditor.

Bereavement Leave 3.10

A full-time employee may be excused from work for up to five days with pay in the event of the death of the employee's parent, step-parent, spouse, child, or step-child. A full-time employee may be excused from work for up to three days with pay in the event of the death of one of the employee's following personal family members: daughter-in-law, son-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, grandchild, mother-in-law, father-in-law, and unmarried domestic partner. A full-time employee may be excused from work for one day with pay in the event of the death of an aunt, uncle, niece, or

nephew. Additional days may be granted for extenuating circumstances, such as travel, with approval of the department head. These additional days will be deducted from the employee's accrued vacation or personal days. If the employee has exhausted all vacation and personal days, the additional funeral days will be unpaid.

Payment will be made only for those days which you would have worked. If a death in your family occurs, please notify your department head as to the expected length of your absence.

Full-time employees may use vacation or personal days to attend the funeral of friends or other relatives not listed above.

Military Leave

3.11

Leaves available

The County will grant leaves of absence for military service to full-time and part-time regular employees in accordance with applicable state and federal law. A full-time or part-time regular employee who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of service. The first 30 calendar days of military leave each calendar year shall be without loss of pay. Absences required for military service that exceed 30 calendar days shall be granted in accordance with the County's policies on vacation, personal, compensatory time, or unpaid leave, and with applicable state and federal law.

Reemployment rights - eligibility

Your eligibility for reemployment with the County after you complete military service will be determined in accordance with applicable state and federal law. Conditions for reemployment are briefly explained as follows:

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable;
2. The cumulative length of the absence and all previous absences from your employment with the County for reason of military service must not exceed five years;
3. Your discharge from military service must be honorable; and
4. When you return from military service, you must report to work or submit a timely application for reemployment according to the following schedule:

For service of less than 30 days you must report to work by the beginning of your first regularly scheduled work day that would fall eight hours after you return home.

For service of 31 to 180 days you must apply for reemployment within 14 days after completing service.

For service of 181 days or more you must apply for reemployment no later than 90 days after completing service.

Continuation of benefits during military service

Employees on leave for military service and any of their dependents entitled to coverage under the County's health insurance plan are entitled to coverage as follows:

1. An employee that leaves employment for less than 31 days is entitled to continued health insurance coverage, and will not be required to pay more than what an active employee would pay for coverage.
2. An employee that leaves employment for more than 30 days is allowed to elect to receive continued coverage under the County's health insurance plan for up to 18 months following separation from employment or until the employee's reemployment rights expire, whichever event occurs first. The County may require the employee to pay up to 102% of the premium.

Section Four: Insurance Benefits

Group Medical Insurance

4.1

In order to protect both you and your family against the consequences of medical expenses caused by sickness or accidents, Monona County provides eligible full-time employees the opportunity to participate in a group health insurance program. The insurance program, coverage, and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County. Details of the plan are explained in the County's group health insurance plan booklet.

Eligibility and expenses

The County will pay the entire premium for single coverage for each employee regularly scheduled to work at least 30 hours per week. If the employee wishes to cover his or her eligible dependents, the County will pay a portion of the premium cost. The County's contribution toward the health insurance premium is set by the Board of Supervisors and is subject to review and change on a yearly basis.

Enrollment

Upon employment, you will receive an application form to complete and sign. This form tells us whether or not you wish to enroll yourself and your eligible dependents in the County's health insurance plan. If you do not elect plan coverage at time of employment, but wish to enroll at a later date, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County.

When coverage begins

If the employee enrolls in the plan, insurance coverage will be effective on the first day of the month following the employment date.

When coverage ends

County-paid insurance coverage ends on the last day of the month in which employment is terminated. Please review County policy set forth in Section 4.2 of this Handbook regarding continuation of health insurance benefits after termination of employment.

Continuation of Medical Coverage

4.2

Retirement coverage

Employees who retire from Monona County employment before age 65 are eligible to continue in the County's group health insurance plan up to age 65. Coverage must be continuous, in that the employee must elect coverage at time of retirement, and the retired employee must pay the full cost of the premium. A retired employee is one who has applied for and is receiving an IPERS retirement allowance.

COBRA continuation coverage

If you resign or your employment is otherwise terminated, or if your work hours are reduced, and consequently you or your dependents are no longer eligible to participate in the group health insurance plans offered by the County, you and your eligible dependents may have the right to continue to participate for up to 18 months at your (or your dependents') expense. The 18-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to 36 months for your spouse and dependent children, if, within that 18-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the 18-month period, your spouse and dependent children may be entitled to extend their continuation period to 36 months, starting on the date that you become eligible for Medicare.

If you are determined to be disabled under the Social Security Act at the time of your termination or reduction in hours, you may be entitled to continuation coverage for up to 29 months. The County may charge an administrative fee during the 19th-29th months of coverage.

Your eligible dependents may extend coverage, at their expense, for up to 36 months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

If you or your eligible dependents elect to continue in the group health insurance plan, you will be charged the applicable premium. Failure to make timely payments may result in termination of coverage. The County may charge an additional two percent administrative fee.

The Auditor will contact you concerning these options at the time termination occurs or your work hours are reduced. The beneficiary must notify the Plan Administrator of the desire to continue coverage within 60 days after receipt of notice of loss of coverage. After the initial election, the beneficiary must remit 100% of the applicable premium if coverage is continued pursuant to Iowa Code Chapter 509A (Retirement Coverage) or 102% of the applicable premium if coverage is continued pursuant to COBRA. All payments must be made by the 15th of the month for the following month's coverage. Delinquent payments of the premium may be grounds for terminating the continuation coverage. The Auditor will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our

group health insurance plan, you and/or your dependent is responsible for contacting the Auditor to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the Auditor within 60 days of qualifying for social security disability benefits.

If this election for continuation of coverage is made, the beneficiary may have the option of converting group coverage to a direct subscriber plan with the group medical insurer.

Section Five: Work Rules and Discipline

General Employee Obligations 5.1

Employees are expected to maintain good work habits including regular attendance and punctuality, and to conduct their job duties in an ethical fashion. Employees must avoid any activity outside of their employment with the County that would adversely affect their performance on the job or involve a possible conflict of interest. Employees must maintain the confidentiality of any protected information revealed to them during the course of their employment with the County.

Employee Licenses and Certifications 5.2

Employees must keep any required licenses or certifications current. All required licenses and certifications shall be brought to the appropriate department head to be copied for the employee's personnel file. Failure to keep required licenses and certifications current may result in termination.

Soliciting on County Premises 5.3

County policy forbids solicitation, buying, or selling of any kind during working hours. These activities should be conducted during non-working hours. This policy applies to any form of solicitation including seeking contributions to charities, selling tickets, or memberships in service clubs or other organizations. Solicitation by one employee of another is prohibited during the time either employee is required to be performing job duties. Distribution of leaflets, pamphlets, or any other materials is also forbidden during working time. For purposes of this policy, working time does not include breaks or meal times. Distribution of leaflets, pamphlets, or other materials is forbidden in working areas at any time.

Driving County or Private Vehicles 5.4

An employee who is required to drive County or private vehicles in the performance of his or her job duties is required to possess and maintain the appropriate valid driver's license(s). The employee is also required to maintain insurability and certify to the County that the required level of insurance is carried. Completed certification forms must be forwarded to the County Auditor by March 1 of each year. Employees who do not have the required information on file will not be allowed to drive a County vehicle at any time or drive a privately owned vehicle on County business. Failure to have the required information on file may result in the employee being removed from his or her position as the employee will not be able to perform an essential requirement of his or her job.

The County may conduct periodic motor vehicle record checks on each employee who is required to drive County-owned vehicles or private vehicles for County business.

Any motor vehicle accident or traffic violation while performing County-related work must be reported to the employee's department head immediately. Employees driving under the influence of drugs or alcohol are subject to the County's substance abuse policies and work rules and may be subject to disciplinary action, up to and including discharge.

County vehicles are to be used for County-related business. Non-employees may ride in County-owned vehicles only with prior authorization from the department head or governing body. Employees should check with their immediate supervisors to determine if other departmental restrictions or guidelines apply to operation and maintenance of a County vehicle.

Cell Phone Use Policy and Restrictions 5.5

Cell phones provided by the County are for business and emergency use only. Use of personal cell phones during working hours is prohibited except with approval granted in writing by the Department Head or an emergency arises.

While using a cell phone employees are required to pull off the road in making or receiving a call, and use is prohibited in adverse weather conditions. Public safety personnel are exempt from this policy in the event of an emergency.

Employees using a cell phone shall obey all State and Federal Laws regarding such use and will be liable for any traffic violations or accidents as a result of using their cell phone.

Investigations 5.6

All employees are required to fully cooperate with any member of management who is conducting a work-related investigation. Employees will be disciplined for lying to any member of management, or providing information to any member of management which is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any member of management. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by management, and discouraging other individuals who may be contacted by management from responding to or cooperating with management. "Failing to cooperate" includes, but is not limited to, failing to provide information, documents, or materials requested by management, and providing information, documents, or materials to management which are dishonest, misleading, inaccurate, or incomplete.

Workplace Privacy and Searches 5.7

The County attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are County property and are to be used to conduct County business.

As part of your employment, a desk or work space may be made available to you. The desk and work space are County property. Because the desk and work space are County

property, not your personal property, the desk and work space are subject to being inspected by the County at any time, with or without notice to you.

The County assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to you.

If the County conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

Drug, and Alcohol Use in the Workplace 5.8

The County requires all employees to report to work on time and in the appropriate mental and physical condition for work. Employees using alcohol or drugs without medical authorization in the workplace or in the course of their employment are subject to discipline up to and including termination.

The County recognizes that drug and alcohol dependency and abuse pose major health, safety, and security problems. Employees needing help with such problems are encouraged to contact the agencies located in the community who provide substance abuse assistance programs.

Drug free workplace

It is the policy of the County to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, threatens the County's ability to function effectively and efficiently, and undermines the public's trust in our operations. Therefore, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in County business off the County's premises is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that in the opinion of the County, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the County.

Employees directly engaged in work performed pursuant to a federal grant or contract are required to report any conviction under a criminal drug statute for violations occurring on the employer's premises or off the employer's premises while conducting employer business to the employee's supervisor or other appropriate County official within five days of such conviction. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the County may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Drug testing of employees required to maintain a commercial driver's license

Federal law requires drug testing of certain employees required to have a commercial driver's license (CDL). Such drug testing will be conducted in accordance with applicable law and with the County's substance abuse policy. Employees covered by the federal regulations will receive a supplement to this handbook.

Tobacco free workplace

It is the policy of Monona County to be a tobacco-free workplace. Smoking is prohibited in all enclosed County owned or leased buildings, including outdoor areas or grounds used in connection with the public building, including but not limited to, parking lots, sidewalks, courtyard and sitting or standing area adjacent to the public building. Smoking is also

prohibited in all County owned or leased vehicles, ATV's, UTV's, tractors, motorgraders, and other motorized County owned or leased equipment per the Smoke-free Air Act Policy from July 15, 2008.

Use of Workplace Technology

5.9

The County may provide electronic mail systems, computers, telephone systems, voice mail, fax machines, and other technology to employees at County expense for their use in performing their duties for the County. The purpose of this policy is to prevent misuse of the County's workplace technology and to ensure appropriate, efficient, and effective use of such technology. These machines and systems are business equipment owned by the County to be used for business purposes. Exceptions are limited to necessary personal phone calls, and authorized personal use of the Internet and e-mail systems during nonworking time as approved by department heads.

Employees shall maintain the highest professional ethics and conduct while on the County's electronic communication systems. Employees must restrict personal use to occasional use that does not interfere with County business. Occasional, incidental personal use of County technology must not interfere with job activities nor result in any expense to the County.

Obscene, demeaning, defamatory, or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the County's policies concerning workplace harassment and sexual harassment. Any use of the Internet or other technology to obtain, transfer, download, or send sexually explicit material for personal use is expressly prohibited.

All communications over and activity conducted on the County-owned systems are property of the County. The County may access, review, audit, and disclose all matters sent over its systems or placed into their storage.

Employees should have no expectation of or right of privacy when using the County-owned systems. The Internet is an open, unsecured network. Also, some electronic communications such as electronic mail and computer files may exist on back-up tapes after the user deletes them. Simply deleting a message or file may not fully eliminate the message from the system. The use of personal passwords or access codes does not restrict the County's ability to access electronic communications or files.

The County may retrieve an employee's voice and electronic mail messages and computer files for non-investigative reasons (such as to retrieve a needed computer file or message) and as part of a valid investigative search relating to workplace misconduct.

The County may review a record of an employee's Internet usage. An employee's use of the electronic mail, Internet, voice mail, or other computer systems constitutes consent to the County's review of the employee's electronically stored e-mail, files, or messages. All messages should be composed with the expectation that they will be made public.

Employees must inform their department heads of voice mail, e-mail and computer passwords or access codes. Employees shall not use unauthorized codes, passwords, or other means to gain access to others' files.

Loading, copying or installing any software, including commercial software, shareware, freeware, games, screen savers, or any other type of software, is prohibited without authorization from the appropriate department head. Employees who are authorized to download information from the Internet must comply with disk scanning procedures

established by the County to minimize the risk of contracting a computer virus. Employees are prohibited from deactivating software designed to detect and destroy computer viruses.

Use of the electronic communication system to copy and/or transmit any documents, images, software or other information protected by a copyright owned by someone other than the County, without proper authorization from the copyright owner, is prohibited. Copyright protection applies to any document, image, software or information unless it is specifically marked as public, not copyrighted, or freeware. In the absence of any specific copyright markings, material or information should be considered copyright protected. The County assumes no responsibility for reviewing, ascertaining or policing copyright material that may be transmitted to or from the electronic communication system by employees.

Employees will be disciplined, up to and including termination, for violating the County's technology policy. Employees who are terminated, laid off, or on extended leave of absence may not access e-mail or other County electronic communications systems.

Guidelines for Employee Conduct and Discipline

5.10

In order to maintain safe, efficient, and harmonious operations, and to continue to provide the highest standard of public service, the County has adopted the following rules. Each rule reflects a common understanding of what behavior is acceptable in the workplace.

These rules can be modified by the County as changing conditions warrant. The County may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not included in the following list. You must understand that any offense, whether or not it is included in these work rules, may result in disciplinary action, up to and including discharge, without prior warning.

The County expects your complete cooperation in observing these rules which have been designed for our common protection and benefit.

Employee conduct

While it is not possible to list all the offenses for which you will be disciplined, the following are examples of inappropriate, unacceptable conduct:

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records.
3. Violating the County's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism.
5. Unauthorized failure to return from a leave of absence.
6. Engaging in excessive, unnecessary, or unauthorized use of County property or supplies, particularly for personal use.
7. Reporting to work intoxicated or under the influence of illegal substances.

8. Illegally manufacturing, possessing, using, selling, attempting to sell, distributing, or transporting drugs.
9. Bringing or using alcoholic beverages or illegal substances on County property during working hours or using alcoholic beverages or illegal substances while engaged in County business off of County premises.
10. Fighting or using obscene, abusive, or threatening language.
11. Stealing property of coworkers, customers, clients, or the County.
12. Possessing any weapons not in accordance with State and Federal Laws
13. Disregarding smoking, safety, or security regulations.
14. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers.
15. Failing to follow County job instructions or to perform work requested by a supervisor or manager.
16. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
17. Failing to maintain confidentiality of County, client, patient, or customer information.
18. Failing to maintain necessary licenses and/or certifications.
19. Failing to maintain required motor vehicle insurability.
20. Discourteous treatment to members of the public.
21. Violating any policy included in this employee information handbook, or any other County policy or work rule.

Discipline

The County may use whatever discipline it decides is appropriate in any situation, up to and including discharge, without regard to the progressive discipline guidelines explained below. Situations that the County believes will respond to corrective discipline may be handled as follows:

1. **Counseling:** The employee's supervisor may give the employee a verbal warning.
2. **Written warning:** If the unsatisfactory conduct continues, the employee's department head may issue a written warning.
3. **Suspension:** If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended without pay.
4. **Termination:** If the conduct continues, the County may terminate the employment of the employee.

Unpaid disciplinary suspensions of exempt employees shall in accordance with the Fair Labor Standards Act.

Employees are free to resign their employment with the County at any time and for any reason and the County may terminate the employment of an employee at any time and for any reason.

Upon the termination of service to Monona County or retirement by an employee, the County may request an Exit Interview with the employee to discuss conditions of their leaving employment with the County, and may require the return of any County owned property prior to the approval of any severance package.

Section Six: Complaint Resolution Procedure

Misunderstandings, conflicts, problems, or other questions about your job can arise in any workplace. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If your concern relates to sexual harassment or another type of workplace harassment, follow the procedure in the sexual harassment policy contained in this handbook. Also, certain complaints may fall under resolution procedures established by state law. For other complaints, the County has adopted the following procedure to respond to your concerns.

Step One: Immediate supervisor

First, see your immediate supervisor. He or she is in the best position to resolve your problems or concerns. In an effort to resolve the problem, your immediate supervisor will consider the facts and conduct an investigation, if necessary. You will normally receive a response regarding your problem within five working days of meeting with your supervisor. If you are not satisfied with the response of your immediate supervisor, or if the supervisor fails to respond to your complaint within five working days, you may proceed to Step 2.

Step Two: Elected Official, Board of Supervisors, or Governing Body

You shall prepare a written summary of your concerns and request that the matter be reviewed by the appropriate Elected Official, Board of Supervisors or the appropriate governing body.

Employees of the Auditor, Treasurer, Recorder, Sheriff, or County Attorney may direct their complaint to the appropriate elected official. Employees of the Secondary Road Department and the custodial staff may direct their complaint to the Board of Supervisors. Employees of the Assessor, Conservation Department, Emergency Management Commission, or Public Health Department may direct their complaint to the appropriate governing body.

After a full examination of the facts (which may include a review of the written summary of your statement, discussions with all individuals concerned, and a further investigation if necessary), the elected official, Board of Supervisors, or appropriate governing body will normally advise you of its decision within 15 days. The decision of the elected official, Board of Supervisors, or governing body shall be final.

Appendix A: Employee Acknowledgments

Employee Acknowledgment of Receipt of Handbook

I have received my copy of the Monona County Employee Handbook. I understand that the handbook has been provided to me for informational purposes only, and that the County may change or withdraw any policies, procedures, or benefit programs at any time. I acknowledge that this handbook is not a contract of employment, express or implied, and that I am not guaranteed employment for any specific duration. Either the County or I may terminate my employment at any time with or without notice or cause.

Drug Free Workplace Policy Acknowledgment

I have received a copy of the employer's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on this employer's premises or while conducting the employer's business. A violation of this policy can subject me to discipline up to and including termination. I realize I must abide by the terms of this policy and that if I am directly engaged in work performed pursuant to a federal grant or contract, as a condition of employment, I must notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. I further realize that federal law mandates that the employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

Acknowledgment of Receipt of Workplace Technology Policy

I have received a written copy of the County's Workplace Technology policy. I fully understand the terms of this policy and agree to abide by them. I understand that the County's computer and electronic communications systems are to be used for business purposes only, with limited exceptions, and that all information stored in, transmitted, or received through the County's systems is the property of the County. I acknowledge that I have no expectation of privacy in connection with the use of this equipment. I acknowledge and consent to the County monitoring my use of this equipment at any time at its discretion. Such monitoring may include, but is not limited to, printing and reading E-mail entering, leaving, or stored in these systems; listening to my voice mail messages; recording the Internet address of any site that I visit; and recording any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive may be recorded and stored in an archive file for management use. I know that any violation of this policy could lead to discipline, up to and including termination.

Employee's signature

Date

Addendum to Monona County Employee Handbook
Dated January 1, 2004

Employees of the Monona County Sheriff's Office will follow all the provisions of the Monona County Employee Handbook except for the following modifications:

Holidays

The Monona County Sheriff's Office recognizes the following holidays:

New Year's Day	Labor Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Floating holiday

In addition to the holidays listed above, full-time employees will be granted one floating holiday each calendar year, to be scheduled with the department head's approval. The floating holiday must be used within the calendar year in which it is earned and may not be carried over to the following year. (This is to replace the Friday after Thanksgiving that Courthouse employees take.)