

**SECTION 1: INTRODUCTION**

**INTRODUCTION / INFORMATION / EXCEPTIONS**

**1.1**

**NOTICE: EFFECTIVE DATE: JULY 1, 2018**

This Handbook and Policy Manual is exclusive property of Monona County and any unauthorized copying, distribution, or electronic transmission of this document or any portion thereof is expressly prohibited and will be considered a violation of Monona County policy. Monona County retains the authority to revise, change, amend, update, or delete any provisions of this handbook. When changes are made, employees will receive notification that the update is available. This Handbook, upon the effective date, shall supersede and replaces all previous handbooks.

**TERMS:**

The terms “County” and or “Employer” wherever used in this handbook refers to the Monona County. The term “employee or employees” wherever used in this handbook refers to all employees of Monona County, Iowa unless an exception is noted herein.

**NOTIFICATION & ACKNOWLEDGEMENT:**

All employees of Monona County will receive a copy of this employee handbook and policy manual and are required to read and abide by the applicable provisions herein and sign an acknowledgment stating they are responsible for reading and understand the information. If at any time an employee does not understand a provision in the handbook they shall ask their Department Head to explain or to request an interpretation from the Board of Supervisors.

**DISCLAIMER**

This employee handbook and policy manual is provided to you for informational purposes only and may be revised, changed, amended, or deleted by the Board of Supervisors at their discretion. The provisions and any terms in the handbook do not create or establish any contractual rights, or employment contract, or establish any implied conditions of employment and is subject to interpretation by the Monona County Board of Supervisors, in consultation with the County Attorney. All employees acknowledge and understand that their employment is at-will and may be terminated with or without cause by the County and employees may be terminated by themselves at any time. This handbook may not address all circumstances, situations, or employment conditions that may arise and there may be rules which are not set forth herein.

***All County employees and elected officials are subject to the following sections of this manual: Equal Employment Opportunity (EEO), Sexual Harassment, Discrimination, Workplace Technology, and any applicable laws. All separate governing Boards in Monona County have hereby agreed to accept the terms and conditions of the handbook.***

All employees of Monona County shall be covered by the other policies herein except:

1. Elected Officials.
2. Members of citizens’ boards and commissions.
3. Personnel appointed to serve without compensation.
4. Employees covered by a 28E Agreement and/or compensated by the County.
5. Department Heads specifically excluded as determined by the governing body or law.

Employees subject to an individual employment contract or a union/collective bargaining agreement are covered by this Employee Handbook and Policy Manual unless a provision of their contract or collective bargaining agreement is different than the handbook. Then the contract or collective bargaining agreement will apply.

Each Department Head may establish additional policies for the purpose of handling matters applicable to their specific department. These rules shall not conflict with the personnel rules established by the County and must be approved by the appropriate governing body; and a copy filed with the County Auditor.

Employment with Monona County is “at-will” and for an indefinite time and is terminable at any time, with or without cause by the County or Department Head, or at completion of a special grant or project. Nothing in this manual or in other County rules or policies shall in any way be construed as creating an employment contract, either expressed or implied.

## **SECTION 2: LEGAL & EMPLOYMENT POLICIES**

### **EQUAL EMPLOYMENT OPPORTUNITY, ADA COMPLIANCE, HARASSMENT, ETC.**

**2.1**

#### **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, creed, sex, sexual orientation, gender identity, age, national origin, status of military veteran, 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.

#### **ADA Compliance**

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals on the basis of disability. It is the policy of Monona County to comply with the ADA. Monona County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of the 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 Supervisor, Department Heads, or the County Auditor, or whoever is the designated as the ADA Coordinator.

#### **Harassment**

Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, color, creed, sex, sexual orientation, gender identity, age, national origin, status of military veteran, 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 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. {Code of Iowa, 708.7}

If you believe that you are being harassed or subjected to discrimination of any kind, you should use the complaint procedure in Section 8.1 and/or contact your Department Head. If you believe that you are being sexually harassed, follow the procedures in Section 2.2.

### **PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE**

**2.2**

**NOTICE: The following policy prohibiting sexual harassment in any workplaces governed by Monona County applies to ALL employees and officials including those excluded from certain policies under Section 1.1.**

#### **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 which 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 as 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.
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 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.
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/person who feels they have encountered sexual harassment or has a complaint of or is aware of sexual harassment at work, by anyone, including Supervisor, Department Heads, co-workers, clients, customers, contractors, members of the general public or visitors to the workplace should immediately bring the problem to the attention of the County Attorney's Office, Auditor, or Immediate Supervisor. A County Official will assist the complainant in filling out any necessary forms and offer any other assistance. The County Attorney, or his/her designee, will investigate the complaint and present the finding to the Board of Supervisors.
3. 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.
4. After an investigation, any employee determined to have harassed another employee will be subject to the appropriate disciplinary procedure depending on the severity of the behavior, up to and including termination upon just cause. The County can take any appropriate action they deem necessary to punish the offender and/or to prevent further harassment.

If a non-employee subjects an employee to sexual harassment in the workplace, the employee's Supervisor or manager will inform the non-employee of the County's policy against sexual harassment.

**DRUG & ALCOHOL USE IN THE WORKPLACE**

**2.3**

**DRUG FREE WORKPLACE**

**NOTICE:** Monona County is subject to the Drug Free Workplace Act of 1988, Public Law 100-690. Monona County is committed to the policy of maintaining a drug free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance by any employee in the workplace is prohibited; except a prescription issued by a medical provider that does not interfere with the employee's work performance. (A "controlled substance" within the meaning of this statement means any controlled substance in the Schedules I through V of Section 202 of the controlled substance Act {21 U.S.C. 812} and as further defined in the federal regulations found at 12 22CFR 1308.11) Any violation of this prohibition or law will result in discipline up to and including discharge. As required by federal law, it is a condition of continued employment that:

1. Any employee who is convicted of any criminal drug statute violation for conduct in the workplace is required to notify the Department head of this fact no later than five (5) days after such conviction. (A "conviction" means a finding of guilt—including a plea of "nolo contendere" or a deferred judgment--or the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes.
2. Each employee abides by the terms of this statement:  
Federal Law requires that Monona County notify the federal government of any convictions in violation of our policy. Federal Law further requires Monona County to impose sanctions—which may include discharge—for any violation of the provisions of this notice or policy.

**PRESCRIPTION & MEDICATION AWARENESS**

Employees have the responsibility to consult with their doctors or other licensed medical practitioners about the effect of over-the-counter and prescribed medications on their ability to perform their specific job duties in a safe manner, and to promptly disclose any work restrictions to their supervisor or the department head. Employees should not, however, disclose underlying medical conditions, impairments or disabilities unless specifically directed to do so by their doctors or other licensed medical practitioners.

Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor or department head of any job limitations. Upon notification of job limitations, the County will make reasonable efforts to accommodate the limitation. The employee may be subject to provisions of the Unpaid Leave of Absence policy.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks, or undermines the County's ability to operate effectively and efficiently.

## **PROOF OF EMPLOYABILITY**

**2.4**

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 prior to or no later than the first (1<sup>st</sup>) day of employment and to submit proof of employability and identity within three (3) days of hire.

## **MEDICAL EXAMINATIONS**

**2.5**

The County may require new employees to submit to a physical which may include a pre-employment drug screening after the employee has been offered a position and prior to when the employee starts work. The offer of employment is conditional based on the results of the medical examination. This is to be done by one of the County appointed medical facilities. Each Department Head is to make the appointment for said physical. The County Department Head will approve the form to be used from one of the County appointed medical facilities. A potential employee will be put on the Board of Supervisors agenda for approval following the satisfactory completion of the physical.

Also, any re-hire that has not been employed by Monona County in the previous twelve months may be required to have a pre-employment physical. All medical information collected by the County will be maintained in separate confidential files.

Also, you may 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. Voluntary medical examinations may be conducted as part of the County's employee health programs.

## **EMPLOYMENT OF RELATIVES**

**2.6**

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, sister, brother, grandparent, spouse, daughter, son, grandchild, great-grandchild, niece, nephew, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law and step relations in the same context as above.

If a supervisory relationship between family members is created by the marriage of two (2) employees within the same department, the two (2) 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 (2) 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 various categories of employment, including full-time and part-time, but excludes temporary classifications, in all County departments.

## **JOB VACANCIES AND POSTING**

**2.7**

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 Elected official or 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.

## **PERSONNEL FILES AND REFERENCES**

**2.8**

The Department head will maintain personnel files on each employee in accordance with record keeping 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 if you make a written request for the County to release the information for reference purposes. The County will release any information relating to the results of federally required drug tests in accordance with the applicable law.

Employees may review their personnel file at a time mutually agreed by you and your immediate supervisor. You will not have access to or be able to review letters of reference received or furnished by the County 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 for copying the requested items. To assure that the County's records are current, please notify the Auditor's office whenever there are any changes in your home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents.

## **REEMPLOYMENT**

**2.9**

Former employees of Monona County who return to work for the County are considered new hires and have no accumulated benefits from previous employment, except if rehired within sixty (60) days of their date of departure.

This policy is subjected to the discretion of the Department Head. Transfer of an employee from one department to another County department shall not be considered reemployment. (See Military Leave for employees covered by USERRA law)

## **REDUCTION IN WORKFORCE**

**2.10**

If, in the judgment of the County, it becomes necessary to reduce the number of employees, layoffs will be accomplished with due consideration to status, qualifications, length of service, and past performance. 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 next premium due date. However, the employee may be eligible to continue coverage at his or her own expense under COBRA.

If an employee does not return to work within three (3) working days of being notified to report to work, his or her employment will be terminated, unless other arrangements have been made in advance with the Department Head. Employment of employees who are not called back to work within six (6) months will be terminated.

An employee moving from fulltime to part-time employment, as is stated in transfer section below, the employee will not lose banked leave but will begin accruing based on new position.

## **TRANSFERS**

**2.11**

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 (2) 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.

## **TERMINATION OR RESIGNATION OF EMPLOYMENT**

**2.12**

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.



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. There is a \$50 per day limit with no meal being greater than \$20 including gratuity.
- d) Auto mileage at the established County rate per mile with the meeting agenda attached. (See Section 3.9) Employees attending a meeting or conference need to provide an agenda for verification. *(If available, a County vehicle may be used for this purpose upon approval by the department head.)*
- 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.

## INTRODUCTORY EMPLOYMENT PERIOD

2.14

**Duration** - The introductory period for all new employees shall be regarded as an integral part in the determination of their continued employment with Monona County. During this introductory period, the Department Head may evaluate the employee's work performance as well as their adjustment to their new position.

The duration of an introductory period will be ninety (90) consecutive days. Department Heads may require employees, transferring between departments, to serve an additional introductory period according to a particular department policy.

**Procedure** - During this introductory period an employee may resign with no explanation required and the Department Head or County may likewise terminate the employee's employment with no explanation required.

The discharge of a new introductory employee shall be without recourse. At the end of an introductory period, the employee should be evaluated in writing. An introductory period may be extended up to an additional ninety (90) days if deemed appropriate by the Department Head. Nothing contained in this procedure shall be construed to change the employment relationship from anything but an "at will" basis.

**Expectations** – Employees are expected to perform duties as directed and interact with the public in a respectful, polite, and helpful manner. Employees are expected to be properly groomed at all times and dressed neatly and appropriately.

## GIFTS & GRATUITIES RESTRICTIONS / IOWA ETHICS LAW

2.15

No employee or family member of behalf of an employee may accept gifts having a value in excess of applicable Iowa law from any party having contracts or business relationships with the County and its operations, including consumers.

In day-to-day dealings with consumers, common sense should prevail in determining the appropriateness of accepting refreshments, holiday remembrances, or tokens of appreciation. No employee may solicit such a gift, but acceptance of non-cash token gifts may be appropriate if the person giving the gift is not seeking some service or anything of value in return. No gift may exceed applicable Iowa Law.

## SECTION 3. WORK RULES & RESTRICTIONS

### GENERAL EMPLOYEE OBLIGATIONS

3.1

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 notify their immediate supervisor prior to outside employment. Employees must maintain confidentiality for any information protected by law revealed to them during the course of their employment with the County or governing body.

It is the employee's responsibility to keep his or her licenses and/or certifications current. All required licenses and certificates 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**

The County retains the right to prohibit any active solicitation, buying or selling of any kind during 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. Fundraising solicitations may be permitted by the Department Head.

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.

Soliciting of Personnel Information.

In collecting, maintaining, and disclosing personnel information, the Employer makes every effort to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's file or record. Except as otherwise required by law, the Employer treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employees.

In response to an information request from an outside organization, individual, or entity, the Employer normally verifies only the employment status and dates of employment of former or present employees. The County does not provide any other information unless and until it has received from the employee or former employee a written request that it disclose or confirm additional specific information.

**INVESTIGATIONS**

All employees are required to fully cooperate with any supervisor or official who is conducting a work-related investigation. Employees will be disciplined for lying to any supervisor or official, or providing information to the employer 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 supervisor or official. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by the employer, and discouraging other individuals who may be contacted by the employer from responding to or cooperating with employer. "Failing to cooperate" includes, but is not limited to, failing to provide information, documents, or materials requested by the employer, and providing information, documents, or materials to the employer which are dishonest, misleading, inaccurate, or incomplete.

**WORKPLACE PRIVACY AND SEARCHES**

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

Desks, storage areas, work areas, file cabinets, lockers, credenzas, computer systems, office telephones, modems, facsimile machines, duplicating machines and any vehicles are owned by the County.

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

If the County conducts an examination or inspection under the terms of this policy, there will be at least two (2) County officials or department heads or combination of present at the time of the examination or inspection.

**CELL PHONE USE & RESTRICTIONS**

The use of personal cell phones during working hours is prohibited except with approval granted by the Department Head or if an emergency arises. Sheriff's department employees shall follow department policy for use of personal cell phones. Employees may use their personal cell phone during break time or personal time. Any reimbursement for authorized use of a personal cell phone must be approved by the Department Head in advance.

Any employee using a County-owned cell phone or personal cell phone with the approval of the Department Head during working hours must strictly follow all conditions set by the Department Head and must obey all State and Federal laws regarding such use. Any employee using a cell phone with the approval of the Department Head who is driving, or operating equipment should use the hands-free method.

Any unauthorized use or illegal use of cell phones, including but not limited to texting while driving or operating equipment, or any violation of the policy herein will result in discipline up to and including termination.

Employees are required to pull off the road to make or take a cell phone call. Cell phone use is prohibited in adverse weather or certain traffic conditions.

Each Department head must review the department's billing statement for accuracy. The original monthly activity statement must be attached to the claim and signed by the Department head. The claim will then be submitted to the Auditor's office for payment. The County will seek reimbursement for any additional charges resulting from personal calls. Use of personal cell phones during work hours is prohibited except in case of an emergency.

Misuse of County-owned cell phones may result in revocation of the phone service and repayment of charges. Violation of the cell phone policy may result in disciplinary action up to and possibly including termination.

Public safety and law enforcement personnel are exempt from this policy in event of an emergency or if cell phone use is authorized by the County Sheriff.

### **SMOKING & TOBACCO USE RESTRICTIONS**

**3.7**

The County has established a No Smoking Policy and No Tobacco products use within the confines of any County owned building including all public areas and within the scope of employment. Smoking or using tobacco products will not be allowed anywhere on Monona County property except in areas designated by the Board of Supervisors. No smoking under this policy includes all forms of electronic cigarettes, inhalators, and vapors.

### **USE of PERSONAL OR COUNTY VEHICLES**

**3.8**

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. A copy of your insurance card/certificate of insurance showing limits of liability must be submitted to the Auditor's office to receive mileage reimbursement. The County requires you to carry a minimum coverage of \$100,000 per person and \$300,000 per accident. Please provide this information annually. 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.

### **OUTSIDE EMPLOYMENT**

**3.9**

The members of the County staff shall be permitted to engage in outside work, if the employment does not present a conflict of interest, and there shall be no interference with work at Monona County. Employees should notify their department head of any outside employment.



Job descriptions are not intended to be comprehensive or exclusive and are comprised and issued under the authority of the Board of Supervisors. Job descriptions may be adjusted, amended, revised, or rescinded, at any time by elected officials or delegated management. Employees may be required to perform tasks not contemplated by their original job description.

**EMPLOYEE SAFETY RESPONSIBILITIES**

Employees must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Must abide by all State and Federal laws in driving or operating equipment.
2. Use all protected equipment while driving or operating equipment such as seat belts and other safety devices provided.
3. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
4. Work according to good safety practices as posted, instructed, and/or discussed.
5. Refrain from any unsafe act that might endanger yourself or your fellow workers.
6. Report any unsafe situation or act to your supervisor immediately.
7. Accept responsibility for deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with **Monona County**.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur.
11. Failure to abide by or follow the rules and requirements above will be cause for disciplinary action up to and including termination.

**CREDIT CARD USE POLICY**

**POLICY:** It shall be the policy of the County to allow the application for and use of credit cards by departments for the department's use as a financial instrument to charge items such as fuel, lodging, uniforms and other items needed to complete the tasks within their course of employment. The credit card issued will have a spending limit no less than \$500 and no greater than \$5,000. The Board of Supervisors may grant approval for a temporary increase in the spending limit on an individual basis for expenses greater than the \$5,000 maximum spending limit.

All credit cards will have two administrators. One will be the Department Head and one will be the Chairman of the Board of Supervisors.

**PROCEDURES:** The purpose of this policy is to establish procedures and guidelines pertaining to the application for and use of credit cards issued in the department name of the County.

**DEFINITIONS:** "Credit Card" is a financial institution issued credit card, which has been issued in the Department's name and then reissued to an individual employee. "Credit Card Logs" will be maintained by the department head. These logs will reflect the credit cards held by each department and the individual employees to whom they are given.

**PROCEDURES FOR USE:** Employees will be issued a credit card either solely or will share a universal credit card. Once issued, that employee will maintain the security of the card and will report **immediately** if the card is lost or stolen. The credit card can only be used for County business with the approval of the department head. **Personal use of the credit card is strictly prohibited.** Each purchase made with a credit card will require an itemized receipt in accordance with the procurement policy which will be turned in to the department head to be attached to the credit card statement and claim for submission to the Auditor's Office for payment. **Any charges that do not have corresponding receipts in accordance with the procurement policy will NOT be paid.** The card user will be required to pay all charges without receipts within the same billing cycle that it was charged. Prior to purchasing anything that exceeds the approved spending limit the department head must approve it. The department head notes review and approval of these purchases on the receipt and statement by signing the claim for submission to the Auditor's Office for payment. **The credit cards WILL NOT be used to receive cash at any time.**

**MISUSE OF CREDIT CARDS:** Misuse of a Department owned credit card will result in an investigation of the user of the credit card. The investigation may be done either by the Monona County Auditor's Office, State of Iowa Auditor's Office and/or the Department of Criminal Investigation (DCI). If the credit card user was found to have violated this policy the user will be subject to disciplinary action

**PROCEDURE:** The application procedure is on file in the Auditor's office.

## **SECTION 4: HOURS OF WORK & STATUS, PAY PLANS**

### **DEFINITION OF EMPLOYEE STATUS**

**4.1**

**"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 thirty (30) 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 section above 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 WORK PROVISIONS: PAY, HOURS, SCHEDULES, RECORDS, RETIREMENT**

**4.2**

**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 1st 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.

**Step Pay Increase**--Department heads may submit to the Board of Supervisors step increases for new hires for intervals of three (3) months, six (6) months and on the one (1) year anniversary date.

After the first year, raises will be administered annually in the new fiscal year beginning July 1. This is at the discretion of the Department Head. It is not intended to be a guarantee of a raise.

**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 forty (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.

**Work from Home**—Employees will not normally be permitted to work from home with a request from their Department head and approval from the Board of Supervisors.

**Inclement Weather** – 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, but 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 or delayed starting for the courthouse will be by recommendation of the Sheriff and County Engineer to the Chairman of the Board of Supervisors who will then make the decision. 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.

**Retirement System** – The State of Iowa requires all full and regular part-time employees to enroll and make contributions to the Iowa Public Employment Retirement System (IPERS).

**Evaluations** – Employees may be evaluated using a department established form at the end of their introductory period and annually thereafter. Evaluations shall be filed in the employee's personnel file.

**Exit Interview** -- 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 pay or final paycheck.

## TEMPORARY LIGHT DUTY

4.3

### 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.

## **SECTION 5: EMPLOYEE LEGAL LEAVES OF ABSENCE**

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

5.1

It is the policy of Monona 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 FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave.

***Please note that from time to time there may be adjustments or changes to FMLA that supplement or revise this section and will be posted by the Employer for your knowledge.***

**Leaves Available** (FMLA forms are available from your County Auditor or Payroll Clerk)

An eligible employee will be granted up to twelve (12) work weeks of unpaid, job-protected leave in a 12-month "rolling year" period for FMLA leave for any qualifying reasons\* which include the following:

1. The birth of and /or need to care for your newborn child / or a qualifying pregnancy\*.
2. The placement of a child with you for adoption or foster care.
3. The need to care for your spouse, child, or parent with a serious health condition.
4. Serious health condition that makes you unable to perform the functions of your job.
5. Because of any qualifying emergency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

### **Service Member Leave**

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to care for the service member. The twenty-six (26) work weeks are a combined total with other reasons for FMLA leave. For example, if an employee had used six (6) weeks of FMLA leave for his/her own serious health condition; twenty (20) weeks would be available during that twelve (12) month period for service member leave.

### **Eligibility Requirements**

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

### **General Provisions**

For purposes of this policy:

**"Child"** means a son or daughter under eighteen (18) years of age, or a child eighteen (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 (3) consecutive calendar days AND involves either two (2) or more treatments by a health care provider, or at least one (1) treatment by a health care provider plus a regimen of continuing treatment;
- Any period of incapacity due to pregnancy or for prenatal care;
- Chronic serious health condition;
- Long-term conditions for which treatment may not be effective; or
- Multiple treatments and recovery there from.

**"Spouse"** An Employee's legal spouse as defined or recognized under the State law for the purposes of marriage, may include a legal same-sex marriage partner, but does not include an unmarried domestic partner.

**"12-month period"** during which the leave entitlement occurs will be applied to a twelve (12) month "rolling year" period for FMLA leave.

**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 twelve (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 work weeks, intermittently in separate blocks of time, or by reduction of 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 twelve (12) months of the birth, adoption or placement.

### **Notice Requirements**

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 the elected official and/or department head in writing using a "Request for Family/Medical Leave" form at least thirty (30) days in advance.

If circumstances require that the leave begin in less than thirty (30) days, you must notify an elected official and/or department head as soon as is practicable.

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 elected official and/or department head and to make a reasonable effort to schedule the treatment so as not to unduly disrupt County operations.

### **Medical Certification**

The County may require written medical certification from the appropriate health care provider 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.

Medical certification forms are available from your Department Head. Employees should provide the certification within fifteen (15) days of the County's request.

Certification will include the date of the 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, certification must 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 need. Other certification requirements apply in the case of intermittent or reduced schedule leave.

The County also may require periodical medical certification, and/or periodic reports from the employee during the FMLA 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 allow employees to use accrued paid leave as part of your FMLA-protected leave to run concurrently as follows:

1. Employees can use accrued leave time, vacation, sick leave, personal leave, while on FMLA leave for any qualifying FMLA leave.



2. When an employee has used all their accrued paid leave for any portion of FMLA leave, the balance of FMLA leave will be without pay, except employee will be allowed to keep one (1) week of vacation leave.

(Paid leave includes vacation, sick leave, personal leave, and comp time)

### **Rights and Benefits during Leave**

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

While you are on an FMLA leave, the County will continue your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. 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 thirty (30) days late. If you miss a premium payment and the County pays your contribution, you will be required to reimburse the County for 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.

### **FMLA for MILITARY FAMILIES:**

#### **Injured Service Member (Military Caregiver) Leave**

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury which was sustained or aggravated in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness which was incurred or aggravated in the line of duty on active duty; or a veteran who has a serious injury or illness which was incurred or aggravated in the line of duty on active duty and who was a member of the Armed Forces, including the National Guard or Reserves, at any time within five (5) years of receiving treatment that triggers the need for military caregiver leave.

This military caregiver leave is available during "a single twelve (12) month period" during which an eligible employee is entitled to a combined total of twenty-six (26) weeks for all types of FMLA qualifying reasons. The other types of FMLA leave remain subject to the twelve (12) week limit per rolling year.

When care for a covered service member is involved, spouses employed by the same County are jointly entitled to a combined total of twenty-six (26) weeks of leave during a single twelve (12) month period for the birth and care of a newborn child, placement of a child for adoption or foster care, to care for parent who has a serious health condition, and to care for the covered service member.

#### **Active Duty Family Leave (Exigency Leave)**

Eligible employees are entitled to up to twelve (12) weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of any branch of the Armed Forces, including the National Guard or Reserves, and is on active duty in a foreign country or has been notified of an impending call to active duty status in a foreign country. This leave is subject to the same aggregate twelve (12) weeks of FMLA leave per rolling year as the traditional forms of FMLA leave.

Both types of military family FMLA leave are subject to certification or other verification requirements. Where an employee fails to timely comply with any such requirements, or where this process establishes time off and absences from work are not covered by FMLA, the FMLA leave may be delayed or denied and any absences and time off may be considered unexcused absences subjecting the employee to discipline up to and including termination of employment.

*\*If an employee does not qualify under FMLA, then the Iowa Civil Rights Act allows for pregnant employees, under certain conditions, up to eight (8) weeks of job-protected leave.*

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 employees who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted a military leave of absence for a period up to thirty (30) days with pay as prescribed by Section 29.A28 of the Code of Iowa. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one (1) day toward the thirty (30) days without loss of pay.

Absences required for military service that exceed thirty (30) days shall be granted in accordance with the County's policies on vacation, compensatory time, or unpaid leave, and with applicable state and federal law. Unpaid leave shall not be granted until all military leave has been exhausted.

## REEMPLOYMENT RIGHTS / ELIGIBILITY (USERRA)

An employee's eligibility for reemployment with the County after completing military service will be determined in accordance with applicable state and federal law, including USERRA. Conditions for reemployment are briefly explained as follows; however, any changes to state or federal law will take precedence over this summary:

1. An employee, 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 an employee 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 (5) years;
3. An employee's discharge from military service must be honorable; and
4. When an employee returns 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** an employee must report to work by the beginning of the employee's first (1<sup>st</sup>) regularly scheduled work day that would fall eight (8) hours after the employee returns home.

**For service of 31 to 180 days** an employee must apply for reemployment within fourteen (14) days after completing service.

**For service of 181 days or more** an employee must apply for reemployment no later than ninety (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 thirty-one (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 thirty (30) days is allowed to elect to receive continued coverage under the County's health insurance plan for up to eighteen (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 one hundred and two percent (102%) of the premium.

## WORKER'S COMPENSATION

An employee who is injured during working hours shall contact the employee's immediate supervisor immediately at the County's Office. If it is necessary to consult a physician or hospital, the employee is advised to tell the County that this is a work-related injury. Under Iowa law, compensation for loss of time does not start until the beginning of the fourth day. The employee must maintain contact with their immediate supervisor so that loss of time can be accurately reported. The County will provide the County's share of health insurance coverage to an eligible employee currently on the County's health insurance plan, for a period of six (6) months, if said employee is unable to work because of a Worker Compensation injury.

An employee who is nursing a child up to one (1) year old may take a break for a reasonable period of time for the purpose expressing breast milk any time she needs to express milk. The County will make a location available to the employee (other than a bathroom) that is shielded from the view and free from intrusion from coworkers and the public for the purposes of expressing milk. If a suitable location cannot be identified for a nursing mother in a particular location, please contact the Department Head or immediate supervisor as soon as possible to discuss viable alternatives.

## **SECTION 6: WORKPLACE TECHNOLOGY POLICY & RESTRICTIONS**

### **USE OF WORKPLACE TECHNOLOGY**

6.1

**(Including, but not limited to, E-mail, Internet, Social Media, Cell Phones, Smartphones, Tablets, Computers, & Laptops)**

***NOTICE: All employees of the County, all Elected Officials, all members of citizen boards and commissions, all independent contractors, and all volunteers shall be covered by this policy.***

#### **INTERNET USE & E-MAIL**

The County provides numerous methods of communication, information gathering, and transmission, including computer hardware and software systems, telephone systems, pagers, wireless devices, and fax for use by County employees in the performance of their County duties. Use of computer resources and any other County provided electronic communication device is limited to legitimate County business consistent with the work assignment.

Computers may be used on a limited, occasional or incidental basis by employees for personal business, provided such occurs during the non-working time of the employee, does not detract from the performance of the employee's duties, and does not violate the provisions of this policy as set out below.

All information and communications transmitted or received by, received from, or stored in these systems are the property of the County.

**No Expectation of Privacy: Inspection and Monitoring.** Because all electronic communication and content are the property of the County, employees should not expect that communications or content are private. The County reserves the right to audit, intercept, access, retrieve, inspect, monitor, block, review, copy, delete, or disclose any communications and all computer activity, including e-mail and all World Wide Web or other Internet activity, for any purpose, without notice to the employee and without seeking permission of the employee. Users should have no reasonable expectation of privacy in the use of these resources.

**Business Use.** All County electronic communication systems are to be used primarily for business purposes. Any personal use of electronic communication systems is not private, is subject to this policy, and must be incidental, occasional, and kept to a minimum (not more than a few minutes on any given day). Chain letters, joke chains, gambling, games, and similar activities are not allowed.

**Business Form.** E-mail, text messages, voicemail messages and other communication methods reflect the County's image. They should be courteous, professional, and businesslike. It is expected that employee communications on the County's electronic communication systems will reflect favorably on the County and on the employee.

Employees shall properly identify themselves when sending messages and shall clearly distinguish between personal opinion and County policy.

**Unacceptable Use Examples.** It is unacceptable for any user at any time to use, submit, publish, display, or transmit on any County computer or electronic communication system information which:

- Violates or infringes on the rights of any other person, including the right to privacy;
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise objectionable or illegal material;
- Contains any material or comments that would offend someone on the basis of his or her race, gender, age, sexual orientation, gender identity, religious or political beliefs, national origin, or disability;
- Restricts or inhibits other authorized users from using the system or otherwise inhibits the efficiency of the computer system;
- Encourages the use of controlled substances or uses the computer system for the purpose of inciting crime, or uses the system for any other illegal purpose;

**It is also unacceptable for any user at any time to use the facilities and capabilities of the system to:**

- Conduct any business activity or solicit the performance of any activity which is prohibited by law; or
- Transmit material, information or software in violation of any local, state or federal law;
- Conduct any fund raising and public relations activities; or
- Make any unauthorized and/or personal purchases.

Employees who violate this policy are subject to disciplinary action in accordance with these personnel policies.

**Downloading Material.** Downloading software and other material from the internet, e-mail or any other source is prohibited without the approval of the Elected Official and/or in cooperation with the Information Technology Department.

**Copyrighted Material.** Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law. Using someone else's ideas or writing and passing it on as the employee's own work (plagiarism) is prohibited.

**Electronic Mail (E-mail).** E-mail is subject to all policies regarding computer use outlined in this policy. Users should not consider electronic communications to be either private or secure. For purposes of monitoring compliance with this policy, the County may inspect or monitor electronic mail messages as a routine matter.

The County may inspect, monitor, and copy the contents of electronic messages in the course of an investigation triggered by indications of impropriety, as necessary to locate substantive information that is not readily available by some other means, or as deemed appropriate by the County, provided such inspection is not in violation of state or federal law. The County reserves the right to cooperate fully with local, state or federal officials in any investigation concerning or relating to any e-mail transmitted on any network.

**Public Records.** E-mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others and may be subject to state law and County policy pertaining to record retention and destruction.

**Password Protection/Disclosure.** Unauthorized access of any other user's messages or files is strictly prohibited. Do not let anyone else use your password and do not write it down somewhere where it might be read by others. It is recommended to use the password-protected screen if you leave your computer unattended.

**Respect the electronic communication systems/content of others.** Notwithstanding the County's right to access communications and other content contained on its electronic communication systems, employees are expected to respect the confidentiality of content and communications sent to or received by others. Employees may not access or review e-mail, voicemail, or other electronic communications or content that is not addressed to them unless authorized for a job-related business purpose.

**Sensitive Communications.** E-mail, voicemail, Internet, wireless, and facsimile transmissions may not be appropriate vehicles for certain sensitive or confidential communications. Consider whether it is better to discuss certain topics face-to-face to protect the County's proprietary or confidential information or sensitive personnel matters.

**Photographs and other recordings.** Common courtesy requires that persons not photograph or make audio or video recordings of others without their permission or consent.

No employee should make any audio or video recording of another person or persons at work or a work-related event unless it is with the permission or consent of those persons depicted in the recording. Such permission or consent must be obtained directly before making any recordings or must be implied by the circumstances, such as when the recordings relate to persons while they are participating in or attending public events.

**Damage.** Any intentional malicious act to deface, alter, harm or destroy any electronic equipment, any data of another user, or any information contained on any County or other computer system or Internet, shall be considered an act of vandalism subject to disciplinary action and/or criminal prosecution. Any employee identified as a security risk or having a history of problems with other computer systems may be denied access to any computer system.

**COUNTY SOCIAL MEDIA**

**6.2**

The County expects its employees to model responsible and appropriate conduct, both at work and away from work. The County understands that employees may maintain or contribute to personal blogs, personal web, message boards, conversation pages and other forms of social media (such as MySpace, Facebook, Twitter) outside of their job functions.

Employees' use of social media forms are subject to the normal requirements of legal and ethical behavior within the County workplace to the extent such behavior affects the workplace. Employees should be guided by good judgment, applicable laws, County policies, and sound professional judgment when using social media.

## **PERSONAL USE OF SOCIAL MEDIA**

**6.3**

The County recognizes the prevalence of social media used for personal purposes and acknowledges that its employees have the right under the First Amendment to speak out on matters of public concern. However, the County also has the right to regulate the speech of employees in certain circumstances, such as when the personal use of social media interferes with the employee's ability to perform his or her duties or affects the County's ability to efficiently provide public services.

Accordingly, it is essential that employees conduct themselves in such a way that their personal use of social media does not adversely affect their position with the County.

In addition, employees using social media for such purposes should adhere to the following guidelines:

- If you are participating on a social networking website, web page, and/or blog for personal use, you may identify yourself as an employee of the County. However, you must state that you are expressing your own opinion, not that of the County. You will be held fully responsible for your activities.
- If you identify yourself as a County employee, remember that your actions will reflect not only on you but on the County as well.
- Never pretend to be someone else and submit or post information concerning the County.
- Do not use the County's logos, photographs, or any other such graphic representations or images, or link any personal page on a social networking website or other personal web page to any County website or material.
- If you submit or post information or comments that are not related to the County, your activities may still result in professional repercussions. Such actions include, but are not limited to, posting of photographs or information which violates federal or state law and regulations and/or County policies and rules.
- Keep in mind that you do not have control of what others may submit or post on social networking websites; therefore, be aware that your conduct in your private life may affect your work life.
- Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the County.
- Supervisors should exercise caution and good judgment when engaging with direct reports through social media. Failure to act in accordance with County policies, such as the anti-discrimination or anti-harassment policy will result in discipline, up to and including termination.
- During the work day, personal use of social media is never permitted on working time by means of the County's computers, County-issued mobile devices, networks, and other IT resources and communication systems.

### **VIOLATION OF THESE POLICIES**

Employees who fail to comply with this Internet and Communication policies or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. If an employee has any questions about the application of this policy, he or she should consult his or her Supervisor.

## **SECTION 7: DISCIPLINE & EMPLOYEE CONDUCT**

### **DISCIPLINE / TERMINATION**

**7.1**

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 outlining examples of unacceptable employee conduct. 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 immediate termination, without prior warning.

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



**WORK RULES**----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. Engaging in excessive, unnecessary, or unauthorized use of County property or supplies, particularly for personal use.
6. Reporting to work intoxicated or under the influence of non-prescribed drugs.
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
8. Bringing or using alcoholic beverages on County property or using alcoholic beverages while engaged in or on County business when not on County premises.
9. Fighting or using obscene, abusive, or threatening language.
10. Stealing property of coworkers, customers, clients, or the County.
11. Having unauthorized firearms on County premises or while on County business.
12. Disregarding smoking, safety or security regulations.
13. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, or Supervisors.
14. Failing to follow County job instructions or to perform work requested by a Supervisor or Manager.
15. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
16. Failing to maintain confidentiality of County, client, patient, or customer information.
17. Failure to keep and maintain necessary licenses and/or certifications.
18. Failure to maintain required motor vehicle insurability. Loss of insurability may be the result of motor vehicle violations and/or accidents both on the job and on an employee's own personal time.
19. Dishonesty and producing false information or statements, and insubordination.

**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 may 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.

Exempt employees will not be subject to unpaid disciplinary suspensions of less than one (1) day intervals.

An employee is free to resign their employment with the County at any time and for any reason and the County retains the same right regarding termination of employment.

**NON-VIOLENCE WORKPLACE POLICY 7.2**

The County has a policy of zero tolerance for violence, bullying, or threats of violence in the workplace. Non-violence is an essential job requirement for all positions at the County. If an employee experiences or reasonably suspects violence, bullying, or threats of violence in the workplace, he or she should follow the complaint procedure in the County's complaint resolution process (8.1) and/or immediately notify the Department Head or Chair of the County Board of Supervisors or County Attorney.

**SECTION 8: COMPLAINT RESOLUTION POLICY**

**COMPLAINT RESOLUTION PROCEDURE 8.1**

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. 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 (5) calendar 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 or Department Head**

Submit your complaint in writing to the appropriate Elected Official or Department Head within five (5) calendar days of the immediate supervisor's response.

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

**Step 3. Board of Supervisors**

If unresolved in Step 2, the complaint may be submitted to the Board of Supervisors within five (5) calendar days from the response in Step 2, if it has not been considered by another governing body. If the Board of Supervisors decides to intervene they will issue a decision within fifteen (15) calendar days. If the Board does not intervene or the employee does not timely promote the complaint it shall be considered settled on the last response.

<b>EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY</b>	<b>8.2</b>
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If any employee reasonably believes that some policy, practice or activity of the County is in violation of law, a written complaint must be filed by that employee with their Supervisor, Department Head, or a member of the Board of Supervisors.

It is the intent of the County to adhere to all laws and regulations that apply to it and the underlying purpose of this policy is to support the County's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

An employee is protected from retaliation for bringing the alleged unlawful activity, policy, or practice to the attention of the County and providing it with a reasonable opportunity to investigate and correct the alleged unlawful activity. Indeed, an employee may be subjected to disciplinary action for failing to do so.

The County will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the County, or of another individual or entity with whom the County has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The County will not retaliate against employees who disclose or threaten to disclose to a Supervisor or public body, any activity, policy, or practice of the County that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation

**SECTION 9: EMPLOYEE BENEFITS & TIME OFF**

<b>GROUP HEALTH &amp; LIFE INSURANCE PLANS</b>	<b>9.1</b>
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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 below regarding continuation of health insurance benefits after termination of employment.

## **Continuation of Medical Coverage**

### **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.

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.

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
1st	1.54	40	40
2---5	3.08	80	120
6---10	4.62	120	160
11---15	6.15	160	200
16---20+	7.69	200	240

\*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.

## **LONGEVITY PAY**

**9.4**

"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
- 25 years of continuous service = base wage + .25

## **LEAVES of ABSENCE**

**9.5**

### **SICK LEAVE**

#### **Eligibility and accrual**

Full-time employees will accrue sick leave at the rate of one (1) day per month, up to a maximum accumulation of one hundred & twenty (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 five (5) 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 9.1 on Continuation of Health Insurance Coverage).

### **INJURY LEAVE**

#### **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.

## **FUNERAL LEAVE**

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.

## **PERSONAL LEAVE**

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

## **LEAVE WITHOUT PAY (Non-FMLA)**

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 AND RELATED DUTIES**

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 this section of the 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 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.

***NEW HANDBOOK AND POLICY MANUAL NOTICE:***

***The employee acknowledgement form must be signed and attested to by your Department Head or the County Auditor prior to the effective date of July 1, 2018.***

***All new employees will be provided a Handbook and Policy manual upon hire to read and review, and must sign an acknowledgement form.***

***All changes and amendments to this Handbook and Policy manual will be distributed and an amendment acknowledgement form will need to be signed.***