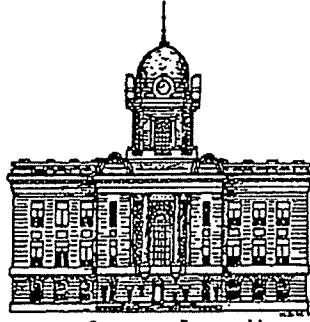


Jasper County, Iowa

Joe Brock
Denny Carpenter
Dennis Stevenson



Board of Supervisors
Courthouse
PO Box 944
Newton IA 50208
Phone 641-792-7016
Fax 641-792-1053

JASPER COUNTY BOARD OF SUPERVISORS AGENDA

www.co.jasper.ia.us

April 26, 2016

9:30 a.m.

- Item 1 Elderly Nutrition – Kelli Van Manen**
 - a) Approve Aging Resources Contract for FY17/18
- Item 2 Human Resources – Dennis Simon**
 - a) Policy Revision Approval
- Item 3 Resolution Approving Transfer Order #1357**
- Item 4 Approval of Board of Supervisors minutes for 4/19/16**
- Item 5 Board Appointments**

PUBLIC INPUT & COMMENTS

**AGING RESOURCES OF CENTRAL IOWA
 FY 2017 - 2018 CONTRACT AWARD
 (July 1, 2016 - June 30, 2018)**

CONTRACTOR:

Jasper County Board of Supervisors

Agng Resources' Award

SERVICE(S):

Title III / ES: Nutrition

\$115,000

This Agreement is made and entered into as a two (2) year contract between Aging Resources of Central Iowa, hereinafter referred to as the "Area Agency" and the agency shown above, hereinafter referred to as the "Contractor."

The Contractor and the Area Agency agree to the terms and conditions of the contract which include:

1. This Contract Award Cover Page
2. Contract Budget/Specification of Service Page
3. Title III Contract Conditions
 - Part I Conditions Applicable to Contracts of this Service Type
 - Part II Conditions Applicable to all Aging Resources' Contracts
4. Contract Authorized Signatures Page

In witness of this agreement, the parties have agreed to extend this contract beginning July 1, 2016 and ending June 30, 2018.

CONTRACTOR:

AGING RESOURCES:

Project Manager / Date

Executive Director / Date

Authorized Official / Date

Board Chairperson / Date

CONTRACTOR'S AUTHORIZED SIGNATURES

The following persons are authorized to sign program and fiscal reports for the Contractor:

Contractor's Official (Chairperson, President) :

Print Name	Signature	Date
------------	-----------	------

Contractor's Project Manager :

Print Name	Signature	Date
------------	-----------	------

Contractor's Accountant/Bookkeeper :

Print Name	Signature	Date
------------	-----------	------

Other (Title) :

Print Name	Signature	Date
------------	-----------	------

Other (Title) :

Print Name	Signature	Date
------------	-----------	------

FY17-18 NUTRITION BUDGET, CLIENTS AND UNITS OF SERVICE

Jasper County Elderly Nutrition

REVENUES	BUDGET
Title III C-1 Congregate	\$ 45,000
Title III C-2 HD	\$ 70,000
NSIP(USDA) Cash	\$ 44,200
Elder/Other Waiver	\$ 50,000
Local Public Funds	\$ 245,155
Other Local Funds	\$ 5,000
Contributions-Cong	\$ 38,000
Contributions-HD	\$ 77,000
TOTAL	\$ 574,355

EXPENDITURES	BUDGET
Personnel & Fringes	\$ 330,755
Premise Expenses	\$ 5,200
Travel/Training/Mtgs	\$ 44,900
Equipment	\$ -
Supplies	\$ 1,000
Contractual	\$ 6,000
Food-Cash	\$ 185,000
Other Costs	\$ 1,500
Indirect Costs	\$ -
TOTAL	\$ 574,355

UNITS OF SERVICE	FROM CONG	TO CONG	FROM HD	TO HD	FROM E/Other Waiver	TO E/Other Waiver
-------------------------	------------------	----------------	----------------	--------------	----------------------------	--------------------------

Congregate Eligible	20,000	19,000				
Congregate Ineligible	100	100				
HD			48,000	50,000		
Elderly/Other Waiver					8,400	7,800

CLIENTS TO BE SERVED	FROM CONG	TO CONG	FROM HD	TO HD	FROM E/Other Waiver	TO E/Other Waiver
60+	241	241	460	470	25	22
60+ Low Income	105	105	333	340	25	22
60+ Minority	3	3	7	7	1	1
60+ Minority Low Income	2	2	5	5	1	1
60+ Rural	84	84	244	245	5	5
75+	146	146	449	450	4	4

JASPER
COUNTY
HUMAN
RESOURCES
MANUAL



**JASPER COUNTY
EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES**

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I. INTRODUCTION

1. Welcome to Jasper County

This Policy and Procedure handbook has been prepared so that you will have a ready reference for the procedures, policies, and benefits of our County. Refer to it when you have a question. If you do not find the answer, or if the answer seems unclear, your supervisor or the Human Resources Director will be happy to help you find the answer.

Jasper County maintains its status as an “at will” employer in the State of Iowa and employees at Jasper County are “at will” employees. That means that as an employee of Jasper County, your employment with Jasper County is voluntarily entered into and you are free to resign at any time for any reason. Jasper County is also free to end an employment relationship with you at any time for any legal reason when it believes it to be in Jasper County’s best interest. While it is hoped that your employment with Jasper County is long and mutually beneficial, neither you nor Jasper County has entered into any contract of employment, either stated or implied. The employment relationship between you and Jasper County is and will always be one of voluntary employment at-will.

No one in Jasper County has the authority to promise any employee that he or she will be employed for a particular or indefinite period of time except for the Board of Supervisors, and this must be done with full Board approval. Any employee, who feels he or she has been promised that he or she will be employed for a particular length of time, or be fired only for good cause, should contact the Human Resource Director immediately.

The contents of this handbook are not to be construed in any manner as constituting the terms of any employment contract between Jasper County and one or all of its employees. In any situation concerning insurance, or other employee benefits, the terms of the insurance policy or benefit plan text are controlling, irrespective of any statement contained in this Handbook.

Jasper County reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, work rules, procedures, in whole or in part, at any time.

This handbook serves as a supplement to any collective bargaining agreements that cover County employees. If any provision of this handbook conflicts with a collective bargaining agreement, that applicable term of the collective bargaining agreement shall govern.

2. Manual Coverage

A. Department Rules

All employees are expected to comply with all Federal and State laws governing their employment with Jasper County. Personnel rules may be established for the purpose of handling personnel matters applicable to a specific department. These rules shall not conflict with the personnel rules established by the County. The Department Head, upon establishing these rules, will distribute a copy to the Board of Supervisors

and all present departmental employees. All newly hired employees must be furnished with a copy of this handbook, as well as, a copy of the special departmental rules at least by the time the individual is hired.

B. Positions Covered by This Manual

It is the policy of the Board of Supervisors that these rules and regulations apply to all offices, positions, and employees of the County, except those elected officials, members of citizen's boards and commissions, and personnel appointed to serve without compensation. Statutorily appointed deputies are not exempt from the fringe benefits defined throughout this manual, but however, are covered under these policies and procedures insofar as the Elected Official for that Office defines. Employees under County resolution or the jurisdiction of boards and commissions operating under the power as specified in the County resolutions or in the Code of Iowa shall be exempt from these rules insofar as the rules and regulations of the County resolutions and those of boards and commissions supersede these provisions.

3. Amendment of Rules and Policies

Any County employee may suggest amendments to these Rules and Policies in writing to the Board of Supervisors.

Amendments shall become effective upon adoption by the County Supervisors.

4. Violation of Rules and Policies

Violation of the provisions of these Rules and Policies shall be grounds for disciplinary action, up to and including discharge.

II. GENERAL EMPLOYMENT PRACTICES

1. Equal Employment Opportunity Policy:

Jasper County believes in equal opportunity for all individuals without regard to race, creed, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, pregnancy genetic disposition, marital status, veteran or military status, or any other characteristic protected by local, state or federal law. This policy extends to all terms, conditions and privileges of employment as well as the use of all County facilities and participation in all County-sponsored activities, including the following:

- A. Recruitment, advertising, and job application process;
- B. Hiring, upgrading, award of tenure, demotion, transfer, layoff, termination, right to return from layoff and rehiring;
- C. Rates of pay or any other form of compensation and changes in compensation;
- D. Job assignment, job classification, organization structures, position descriptions, lines of progression, and seniority lists;
- E. Leaves of absence, sick leave or any other leave;
- F. Fringe benefits available by virtue of employment, whether or not administered by Jasper County;
- G. Selection and financial support for training, including: apprenticeship, professional meetings, conferences and other related activities and selection for leaves of absence to pursue training;
- H. Activities sponsored by a covered entity including social and recreational programs; and
- I. Any other term, condition, or privilege of employment.

Harassment, retaliation, coercion, interference or intimidation of any employee due to that employee's protected status is strictly forbidden, and any employee who experiences such activity should report it immediately to his or her supervisor, Elected Official, Department Head, the Human Resource Director, or County Attorney.

2. ADA Compliance

The American with Disabilities Act (ADA) and its amendment, prohibit discrimination against qualified individuals on the basis of disability. It is the policy of Jasper County to comply with the ADA. Jasper County will not discriminate against any qualified employee or job applicant

with respect to any terms, privileges, or conditions of employment because of that person's physical or mental disability. In compliance with the ADA, the County will consider reasonable accommodations that do not pose undue hardship to the County to enable qualified applicants or employees with disabilities to perform the essential functions of the position. The County encourages applicants or employees to make suggestions regarding reasonable accommodations to their supervisors, department heads, or the County ADA Coordinator.

3. GINA Compliance

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual or an individual's family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

4. Sexual Harassment and Sexual Discrimination

A. Policy Statement:

As sexual harassment constitutes a violation of Section 713 of Title VII of the Civil Rights Act of 1964, as amended, and the Iowa Civil Rights Act, Jasper County, Iowa affirms its intent to maintain a work environment free of sexual discrimination and/or sexual intimidation. Sexual discrimination will be found where any of the following conditions of sexual harassment exist:

- i. Submission to the conduct is either an implicit or explicit term or condition of employment.
- ii. Submission or rejection is used as a basis for employment.
- iii. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Such conduct may take various forms, as for example:

- Verbal – sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- Nonverbal – sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- Physical – unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

- iv. Sexual harassment of employees by non-employees in the workplace is not acceptable and should be reported to a Department Head/Elected Official.

B. Procedures:

- i. Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors, or outside of work by anyone employed by Jasper County, should immediately bring the problem to the attention of one of the following individuals: Department Head/Elected Official, Human Resource Director, Chairperson of the Board of Supervisors, or the County Attorney.
- ii. Inquiries and/or complaints will be investigated immediately by the Human Resource Director and/or County Attorney. All complaints will be handled in a timely and confidential manner. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.
- iii. Investigation of a complaint will normally include conferring with the parties involved and any apparent witnesses. Employees shall be guaranteed an impartial and fair investigation. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.
- iv. Any employee determined by impartial investigation to have harassed another employee shall be subject to appropriate disciplinary procedures, up to and including termination.
- v. A non-employee who subjects an employee to sexual harassment in the workplace will be informed of the County's harassment policy by the employee's supervisor, Elected Official, Human Resource Director, or County Attorney; other action may be taken as appropriate.

C. Disciplinary Action:

Jasper County affirms its right to discipline any employee under this policy through suspension without pay or any other disciplinary action it deems appropriate in light of the seriousness of the incident.

5. Recruitment and Selection

All Department Heads shall, and Elected Officials are encouraged by the County Board of Supervisors to, publicly advertise all available positions (see positions covered by this manual in Section I(2)(B)) and post notice of available positions on the official bulletin board as well as list the opening with Workforce Development Center. The Board of Supervisors will require all Department Heads under their direct supervision to utilize Human Resources for all posting and hiring needs. All departments not under the direct supervision of the Board of Supervisors and/or Elected Officials are encouraged to utilize Human Resources and follow the County's

hiring policy and associated requirements.

6. Job Posting and Recruitment Policy

The Human Resource Department shall give public notice of positions opened. Positions will remain open for a minimum of ten (10) calendar days following the announcement date. Job posting announcements shall be posted on the official County job bulletin board, Listed on the County's website, and sent to the local Workforce Center. Department Heads may request copies be sent to newspapers, radio stations, education institutions, professional and vocational associations, and other recruitment sources.

Job postings shall include the job title, salary range, location, and method of making application, closing date for receiving application, minimum qualifications, any special requirements, and any selective certification requirements. All job postings shall include a statement indicating that Jasper County is an equal employment opportunity employer.

The department for whom the job posting is to be advertised shall approve the advertisement and submit the advertising approval form back to the Human Resource Department.

A. Job Posting and Recruitment Procedure:

- i. Any department with a job opening will contact the Human Resource Department with current employment needs. Departments with high turnover will do this on a weekly basis.
- ii. The Human Resource Department will develop the posting/advertisement, including the job title, salary range, location, method of making application, closing date for receiving application, minimum qualifications, any special requirements, and any selective certification requirements. All job postings shall include a statement indicating that Jasper County is an equal employment opportunity employer.
- iii. The Human Resource Department will submit the posting to the Department Head/Elected Official for approval, along with the advertising approval form.

The Human Resource Department will post the position for at least ten (10) days on the official Jasper County Job Bulletin Board and Website; submit a copy of the posting to all Jasper County Departments, and a copy to the local Workforce Center, and send the job posting to any other advertising source the department head has indicated on the advertising approval form.

7. Application Policy

Applicant information shall be on the application form prescribed by the Human Resource Department unless an alternate method has been authorized in a recruitment announcement. Applicants must supply at least their name, current mailing address, signature, and social security

number, however, if an applicant requests, a nine-digit number will be assigned by the Human Resource Department to be used in lieu of the social security number. If other than the social security number is requested, it shall be the applicant's responsibility to ensure that all future correspondence directed to the department regarding the applicant's records contains the assigned nine-digit number. All other information requested in the application will assist the Human Resource Department in accurately and completely processing and evaluating the application. Applications that are not complete will not be treated as an official application. The department and/or the Human Resource Department may request an applicant to submit documented proof of the possession of any license, certificate, degree, or other evidence of eligibility or qualifications to satisfactorily perform the essential duties of the job classification with or without a reasonable accommodation.

The Human Resource Department may at any time verify statements contained in the application and seek further information concerning an applicant's qualifications. If information is obtained which affects or would have affected an applicant's qualifications or status, (if already employed), the Department Head and/or Human Resources Director shall make the necessary adjustment or take other appropriate action, including termination.

All applications must be designated for a specific position or job title and must be received during the designated posted period. Jasper County will not accept unsolicited applications or hold them for future openings.

The Department in which the applicant was hired will develop an employment file, which consists of a copy of the application and related materials.

The Human Resource Director may refuse to place an applicant as eligible for an unlimited period or refuse to appoint an applicant for a job classification if it is found that the applicant:

- A. Does not meet the minimum qualifications or special requirements for the job class or position as specified in the job description, administrative rules, or law, or as documented through the essential functions of the job.
- B. Is physically or mentally incapable of performing the essential functions of the job classification or position and a reasonable accommodation cannot be provided.
- C. Has knowingly misrepresented the facts when submitting information relative to an application, test, certification, appeal, or any other facets of the selection process.
- D. Has used or attempted to use coercion, bribery, or other illegal means to secure an advantage in the application process.
- E. Has obtained examination information to which applicants are not entitled.
- F. Has failed to submit the application within the designated time limits.

- G. Has been convicted of a crime that is shown to have a direct relationship to the duties of a job class or position.
- H. Was previously discharged from a position within Jasper County employment.
- I. Is proven to be an un-rehabilitated substance abuser who would be unable to perform the duties of the job class or who would constitute a direct threat to County property or to the safety of others.

Applicants must meet the qualifications for the position as well as any selective certification requirements associated with a particular position as indicated in the job description. The Human Resource Director, Department Head and/or Elected Official will determine whether or not an applicant meets such qualifications and requirements.

Applicants and employees may, as a condition of the job, be required to have a current license, certificate, or other evidence of eligibility or qualifications. Employees who fail to meet and maintain this requirement shall be subject to discharge in accordance with policies.

A. Application Procedure:

- i. All applications for appointed departments* are to be completed at the Human Resource Department, with the exception of the civil service process. Departments under direction of a different Board (Conservation, Department of Health, Assessor, etc.) and Elected Official Offices will be recommended to follow this process.
- ii. The Human Resource Department will do the initial screening, checking that each applicant meets the minimum requirements of the job description.
- iii. The applications meeting the minimum requirements will be sent to the Department Head/Elected Official of the department in which the applicant is applying.
- iv. Once the application is received by the Department Head/Elected Official; it shall then be determined who will be a part of the interview process. At least two (2) persons should participate in interviews including the supervisor and another employee within the department.
 - a. Upon request, the Human Resource Department will submit to the hiring department formatted questions that can be asked (and discuss questions that cannot be asked or issues that cannot be discussed).
- v. After the interview, the Department Head/Elected Official will submit the applicant's interview results along with the applicant's qualifications, education, experience (direct and indirect) and reason as to why they would want to hire or not hire this person.
 - a. If the employee is not hired, a letter will be sent to the applicant by the Human Resource Department.
 - b. Any applicant who is a qualified for the position and is a veteran as defined under Iowa Code Section 35.11, are entitled to preference in hiring or

appointment over other applicants of no greater qualifications pursuant to Iowa Code Section 35C.1(1).

- vi. The Human Resource Department will submit a written reference check form to the selected applicant's previous employers, Department of Criminal Investigation (D.C.I.) and any other necessary background checks (i.e., motor vehicle checks).
- vii. The Human Resource Department will contact the Department Head/Elected Official as soon as the checks have been completed.

*Appointed Departments include: Congregate Meals, CPC, Engineer's, Human Resources, Information Systems, Maintenance, and Planning & Zoning.

8. Definitions

A. Employees:

All persons who receive wages or salaries from the County.

i. Regular full-time Employees:

Regular full time employees are those who have completed their introductory period and are normally scheduled to work at least thirty (30) hours per week.

ii. Regular part-time Employees:

Regular part-time employees are those who have completed their introductory period and are normally scheduled to work less than the customary number of full time hours.

iii. Temporary Employees:

An employee who is hired for a position lasting six (6) months or less shall be considered a temporary employee. Temporary employees are not eligible for any benefits received by employees considered full-time or part-time, but are subject to the same work rules governing full and part-time employees. All help that is hired for only a temporary period of time, shall be limited to a maximum six (6) month appointment without being re-appointed by the Board of Supervisors.

B. Employee Classification: "Non-exempt" or "Exempt".

- i. Non-exempt employees perform work that is subject to the Fair Labor Standards Act. The method to determine overtime benefits for non-exempt employees is as follows:
 - a. Any time worked in excess of forty (40) hours must be pre-approved in writing by the employee's Department Head.
 - b. Any overtime worked shall be compensated either by 1½ times the employee's normal hourly rate, or the equivalent amount in compensatory time that must be used in the current or following pay period, or it will be paid out.
 - c. Collective bargaining agreements may have different or additional

provisions governing overtime for bargaining unit employees.

- ii. Exempt employees are classified as Executive, Administrative, or Professional by the Fair Labor Standards Act and are exempt from overtime provisions due to the nature of the work they perform. Exempt employees shall not receive overtime or compensatory time either in the form of pay or time off. The Department Head may however, grant reasonable periods of time off, when he or she feels it is warranted. Exempt employees are paid an annualized salary, may work at multiple locations, and are not eligible for overtime pay or any other financial remuneration regardless of the number of hours worked to accomplish their assigned duties.

9. Introductory Period

All new employees will complete a six (6) month introductory period. (Unless specified otherwise by a collective bargaining agreement or the law). Vacation leave may be utilized after six (6) months; sick leave can be used after completion of two consecutive pay periods. A performance evaluation will be completed at the end of the introductory period.

A. Reason For Duration:

The introductory period for all new employees is an integral part in the determination of their continued employment with the County. During this period, the Department Head may evaluate the employee's work performance as well as adjustment to their new position. The duration of an introductory period will be six (6) consecutive months.

B. Procedure:

The Department Head may terminate the employee at any time, for any lawful reason during an employee's introductory period. The discharge of a new introductory employee shall be without recourse of an appeal within the County system. At the end of the introductory period, the employee will be evaluated in writing. An introductory period may be extended up to an additional three (3) months if deemed appropriate by the Department Head or Elected Official.

C. Promotion:

When an employee is promoted from one job classification to another job classification having a higher wage rate, the employee may, at the discretion of the Department Head, be placed in an introductory period for up to six (6) months. A regular full-time employee who vacated his/her position to accept a promotion and is rejected during the introductory period will be reinstated to his/her former position with no loss of seniority or benefits if such former position is then vacant and still available.

D. Transfers:

A transfer is a lateral movement of an employee into another job within the County. Transfers, either voluntary or involuntary, will be granted by the Department Head or Elected Official. An employee transferred will continue to receive the same benefits and his/her anniversary date will not change. A transferred employee will serve an introductory period of sixty (60) days. Inter-departmental transfers will normally require a two (2) week notice prior to the official transfer of an employee unless otherwise agreed to by the appropriate Department Head. A regular full-time employee who vacated his/her position to accept a transfer and is rejected during the introductory period will be reinstated to his/her former position with no loss of seniority or benefits if such former position is then vacant and still available.

10. Eligibility for County Fringe Benefits

Full-time employees regularly scheduled to work a minimum of thirty (30) hours per week shall be eligible for County paid fringe benefits such as leaves, holidays, health insurance and related items when consistent with carrier provisions and policies. Insurance benefits will begin the first of the month following thirty (30) days of employment.

Part-time employees (employees who regularly work less than thirty (30) hours per week) and temporary employees are not eligible to receive any benefits unless otherwise provided by federal/state statute. A part-time/temporary employee must work an average of thirty (30) hours per week for six (6) consecutive months to be eligible for Health, Dental and Vision Insurance.

Example 1

Employee X time sheet from July 1, 2013 thru July 31, 2013

Week 1 – works 26 hours

Week 2 – works 32 hours

Week 3 – works 33 hours

Week 4 – works 29 hours

$(26+32+33+29 = 120/4 = 30$ hours average)

Example 2

Employee Y time sheet from July 1, 2013 thru July 31, 2013

Week 1 – works 42 hours

Week 2 – works 0 hours

Week 3 – works 36 hours

Week 4 – works 42 hours

$(42+0+36+42 = 120/4 = 30$ hours average)

Employees X and Y would be eligible for insurance.

11. Employment of Relatives

It is the County's policy to hire the most qualified person available for each position. Relatives of elected officials and County management are not eligible for employment within the organization of Jasper County. Relatives of current, non-management, employees are eligible for employment with the County, subject to limitation 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 immediate supervision of, or by, a family member. For purposes of this policy, "family member" includes your spouse, your or your spouse's mother, father, grandparent, daughter, son, grandchild, sister, brother, aunt, uncle, niece, nephew, cousin or those of like relationships by marriage. Recognizing special cases may arise, the Board of Supervisors can make exceptions where necessary.

If an immediate supervisory relationship between family members is created by the marriage of two employees, the two employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the two employees cannot make the decision in a timely manner, length of service in the department will be the deciding factor and the least senior employee will be transferred, if possible. Otherwise, the employment of the least senior employee will be terminated.

This policy applies to all categories of employment, including full-time, part-time, and temporary classifications, in all County departments. Only employees engaged in an immediate supervisory/subordinate relationship with a relative as defined in this policy on or before the effective date are exempt from this policy. Elected officials and management shall also comply with the restrictions on hiring close relatives set for them in Iowa Code Chapter 71.

12. Assignment of Duties

The responsibility for assigning duties to employees rests with the Department Head/Elected Official. Suggestions for improvements in procedures or methods of work are welcome and should be made to the Department Head.

13. Hours of Work

A. Hours of Work:

- i. Provisions – Normal office hours shall be set by the Department Head/Elected Official, making up a forty (40) hour work week. A lunch period may be staggered to ensure that offices remain open to serve the public during the entire day. The defined work period is established as commencing at 12:00 a.m. on Saturday and ending at 11:59 p.m. on Friday (except for Law Enforcement). The defined work period for Law Enforcement personnel is established as a twenty-eight (28) consecutive day work period.

- ii. Exceptions – Departments operating an “around-the-clock” operation require different working hours, as do departments with particular scheduling problems. Employees shall ascertain working hours from their Department Heads.

14. Rest Periods and Breast Milk Expression

- A. One (1) fifteen (15) minute break is allowed during each one-half (½) workday.
- B. An employee who is nursing a child up to one year old may take a break for a reasonable period of time for the purpose of 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 view and free from intrusion from coworkers and the public for 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.

15. Overtime

A. Qualified Overtime:

In emergencies, a Department Head/Elected Official may authorize overtime to meet essential County services. This is defined as that work time beyond forty (40) hours per week that an employee is requested to perform by his or her supervisor for a “work demand” situation arising from unusual, unforeseen, and/or overload circumstances. All pay for allowed overtime, shall be paid for at one and one-half (1½) times the employee’s regular hourly rate. Overtime for all non-exempt Law Enforcement and Secondary Roads personnel is provided for in their respective collective bargaining agreements.

B. Eligibility:

All employees shall be eligible for overtime unless specifically excluded under the executive, administrative, or professional exemption provisions of the Fair Labor Standards Act. The list of the positions, which are exempt, is on file in the Human Resource Director’s office. All overtime must have prior approval by Supervisor, Department Head or Elected Official.

16. Lost Checks

In the case where an employee has lost their check, a report of the loss should be made immediately to the Auditor’s Office. The procedure followed in issuing a new check will be explained to the employee and upon completion of this procedure; a new check will be issued.

17. Travel and Travel Expenses

It may be necessary or desirable for an employee to use his personal automobile for County business. The employee will be reimbursed at a mileage rate set by the Board of Supervisors upon the submission of a properly completed request for reimbursement.

A. Automotive Insurance:

The County does not provide any form of comprehensive collision or liability insurance coverage on personally owned automobiles. Employees receiving mileage reimbursement for use of automobiles for County business shall furnish proof of at least automotive liability insurance. The County does provide for comprehensive, collision and liability insurance coverage on an automobile leased/owned by the County.

B. Prior Approval:

Before an employee uses his/her personal automobile for County business, prior approval of the Department Head must be obtained or no reimbursement will be made.

C. Out of County Travel:

Actual costs incurred for lodging, meals and other modes of travel that are required for out of County conferences and meetings will be reimbursed. Itemized receipts for travel, lodging and meal expenses shall be presented for reimbursement within thirty (30) days of returning from the event. There will be no reimbursement for alcohol. Any employee of the County who is required to travel by air shall be authorized to travel only on coach accommodations. However, if these accommodations are not available and it is important that the employee travel at that time, he/she will be allowed to accept those accommodations which are available.

D. Attendance at Meetings and Associated Travel Time:

The attendance of an employee at a meeting or training outside of the County shall be approved in advance by the Department Head. In the event such meeting or training and associated travel exceeds the employee's regular work day, the Department Head shall apply the Federal Fair Labor Standards Act in determining whether the employee should be compensated for any time that exceeds the regular work day.

18. Mileage

Employees required to use their personal vehicle for County business will be reimbursed for mileage at the rate set by the County Board of Supervisors. The County's mileage reimbursement rate will follow the federal rate which is published each year on <https://www.irs.gov>.

All employees who use a QUALIFIED NON-PERSONAL USE VEHICLE qualifies as a working condition fringe. This amount can be excluded from employee's wages. A qualified non-personal use vehicle is any vehicle the employee will not use for personal purposes. Qualified non-personal use vehicles include:

- A. Clearly marked Sheriff vehicles
- B. Unmarked vehicles used by law enforcement officers. The officer MUST be authorized to carry a firearm, execute search warrants and make arrests.
- C. Any vehicle designed to carry cargo with a loaded gross weight over 14,000 pounds.
- D. Delivery trucks with seating for the driver only, or driver plus a folding jump seat.
- E. A passenger bus with a capacity of at least twenty (20) passengers used for its specific purposes.
- F. Tractor and other special purpose farm vehicles.

All Other County-Provided Vehicles

When Jasper County provides a vehicle that does not qualify as a non-personal use vehicle, and the employee uses the vehicle for commuting, the personal use of the vehicle is usually a non-cash taxable fringe benefit.

For example: A County-owned car/pickup has the name of the County marked on the vehicle. Usually the employee is allowed to take the vehicle home because he/she is "on call". The vehicle is not a Qualified Non-Personal Use Vehicle, thus, the commuting is a non-cash taxable fringe benefit. Jasper County uses the Community Rule, IRS Regulation 1.61-21(f) to determine the value to the personnel use. \$3.00 per day or \$1.50 per one-way commute (home to work or work to home) is a non-cash fringe to the employee, includible in the gross income. Jasper County Elected Officials are not included in this.

Travel To and From the Courthouse. Elected officials who drive from home to the Courthouse are nondeductible community expenses. Any mileage reimbursement for this type of travel is taxable income to the County Supervisor, subject to federal income tax withholding as well as social security and Medicare tax.

Jasper County Employees are prohibited from using County Vehicles "of any type" for personal use, including stopping for personal errands. This is a clear violation of Jasper County Work Rules and IRS regulations.

19. Injury on the Job

Employees must immediately notify their Supervisor, Department Head or Elected Official when injured on the job. For any injury, no matter how minor, the employee must report the injury to

“Company Nurse” at 1-888-770-0928 or an alternative designated number. “Company Nurse” is the Workers’ Compensation’s initial reporting process where the employee will speak with an actual nurse for minor treatment or be referred to the designated medical center. Newton Clinic PC located in Newton is the designated facility for minor incidents within normal business hours Monday through Friday 8:00 AM to 5:00 PM. All Injuries that occur after hours or on weekends still must be reported to “Company Nurse” but will be referred to the Skiff Emergency Room (or closest Emergency Trauma Center) for treatment. Follow-up visits should be scheduled with Newton Clinic PC. After initial medical care is completed, continuing care will be coordinated through IMWCA (Iowa Municipality Worker’s Compensation Association) including referrals to specialists such as physical therapists, orthopedic surgeons, etc.

Jasper County Human Resources Office shall be notified of all injuries, including the submission of First Report of Injury and accident investigation must be completed within twenty-four (24) hours of the injury or as soon as circumstances allow. All pertinent documentation needs to be forwarded to the Human Resources Office upon completion. The Human Resources Office will be the contact source between the department and Occupational Health Services.

During Newton Clinic office hours: The injured employee will go to the Newton Clinic, identify them self as a Jasper County employee coming in for a workers’ compensation injury.

After Clinic hours or weekends: The injured employee will go to Skiff Medical Center Emergency Room in Newton and will inform the ER personnel that they are a Jasper County employee and this is a Worker’s Compensation injury.

Any subsequent medical attention must be with the Newton Clinic PC located in Newton. If a referral needs to be made, it must be authorized by IMWCA prior to treatment.

It is the goal of Jasper County to provide the best possible care and to return the employee to a healthy and productive individual as quick as possible. Jasper County will follow the direction of the treating physician and light duty work will be made available to accommodate almost any situation in regards to a work related injury.

20. Records and Evaluations

A. Changes in Personnel Records:

Any changes in name, marital status, and withholding tax exemptions, address, or telephone number shall be promptly reported by the employee to the Auditor’s Office.

B. Evaluation of Employee Work and Conduct:

- i. Guidelines – Department Heads shall utilize written evaluation procedures for all department employees on the form provided by the County. Completed evaluations shall be filed in the specified department area.

- ii. Procedure – Evaluation forms are available in the Human Resource Office, employees will be evaluated at the end of their probationary period and annually thereafter. The purpose of the evaluation is to provide an opportunity for the Department Head/Elected Official and the employee to discuss the employee’s performance and progress, and to set goals for the continued development. All evaluation records will be confidential. Employees wishing to release information from the personnel file must provide a written request to the Elected Official/Department Head or Human Resource Director.

21. Personnel Files:

The following information, when previously furnished or subsequently collected in sum or in part, is to be included in the employee’s “official” personnel file. Such documents may be accessed by the employee and disclosed consistent with applicable law and County policy: 1) Records used in deciding such employment actions as hiring, promotions, salary increases, disciplinary actions/decisions and terminations; 2) records relating to an employee’s past and present compensation; 3) records consisting of information provided by, or signed by, the employee; and 4) any non-sensitive information and records kept in the files. Included would be the following:

A. Employment Actions:

Dates hired, re-hired, separated, promotions, demotions, layoffs, all testing materials, E.G. aptitudes, ability, medical tests.

B. Compensation Program Information

Job descriptions, evaluation systems, merit/seniority systems, wage rate tables.

Collective bargaining agreements, individual employment contract. Permanent.

C. Hiring and Personnel Action Information:

Job applications, resumes, letters, advertisements, protected class records, failure to hire documents, training notices, opportunities for current employees (job postings).

D. Basic Employee Data:

Name, address, social security number, gender, date of birth, job classification or identification number.

Work authorization I-9.

Work permit.

E. Compensation Records:

Daily work schedules, pay rates, weekly compensation, amounts/dates, hours, straight/overtime rates, pension payments, accident/health plan payments, fringe benefits paid, pay deductions and additions.

F. Tax Records:

Wages subject to withholding taxes, withholding agreements and forms, actual taxes and dates.

Benefit records, disclosures to I.R.S., D.O.L
Benefit plan description.

G. Health, Medical & Safety Data: (Need to keep in separate file)

Job related injuries, illness, and details of accidents, logs with dates and summaries.

Request for disability accommodations.

Medical exams for employment.

OSHA related medical examinations for accidents, injuries, toxic substance exposure records, and blood borne pathogen exposure records.

22. Employee Records

Employee personnel records are confidential pursuant to Iowa Code Section 22.7(11). Personnel records shall be maintained in a confidential manner. It is the policy of Jasper County that each employee should be free to examine his or her own personnel files subject to the following provisions:

- A. The confidentiality and integrity of employee records and files should be protected by an adequate security system.
- B. Internal access to personnel files should be strictly limited to those who have a legitimate “need to know”.
- C. Restricted information relating to an employee assistance program (drug and alcohol abuse), third party reference checks, criminal and civil investigations, arrest records, political affiliation, credit/financial problems and related sensitive information shall not be kept in employee files.
- D. Except otherwise provided by law, e.g., Fair Credit Reporting Act, external disclosure of employee information without his/her permission to third parties should be limited

and tightly controlled. Confirmation that the person is a present or former employee and job title last held will in most cases will be sufficient.

- E. Employees may make copies of documents from their files.
- F. In official investigations, law enforcement officials are required to produce a valid subpoena before releasing any background information about the employee.
- G. An employee will be permitted to designate a representative to examine his/her files only with written consent.
- H. An employee may write a refutation to any material that is in the file that is viewed as unfair or inappropriate, i.e., performance evaluations that have been prepared but not reviewed by the employee.
- I. A person designated by the Agency Head shall be available during normal business hours to provide the employee with access to his/her file and safeguard against potential removal or alteration of file contents.

23. Resignation

Upon the decision of an employee to resign, a written resignation should be submitted to his or her immediate supervisor. Proper notice for resignation is as follows:

- A. Department Heads, Managers, Supervisors – four (4) weeks.
- B. Other exempt employees – three (3) weeks.
- C. Non-exempt personnel – two (2) weeks.
If proper notice is not given, the employee's rehire status may be affected.

All compensation and fringe benefits accrued (i.e., unused compensatory time, vacation time, and incentive days) up to the resignation date will be paid to the employee.

24. Abandonment of Position

An employee who is absent from duty for two (2) consecutive working days without notifying their Department Head/Elected Official will be deemed to have resigned. The Department Head shall not grant renewed employment unless in his or her discretion, a justifiable reason can be produced explaining the period of absence.

25. Reduction in Workforce

Except as provided below, a layoff shall be required when the Department Head/Elected Official permanently reduces the number of employees or number of hours worked by regular full-time employees. Reduction in force shall be by job class and may be by designated unit, or department wide as determined by the Department Head/Elected Official. No reduction in force shall be implemented until all temporaries and then probationary employees have been terminated. The plan for reduction in force shall be developed by the Department Head and/or Elected Official and shall be posted. Employees who are affected shall be given a minimum of ten (10) days advance notice unless budgetary or other valid considerations require less time.

Recall shall be in inverse order of reduction if the employee is qualified to perform the work available and accepts the position. Recall rights shall expire one (1) year from the date of layoff.

Employees in bargaining units will follow the appropriate procedures for staff reduction identified in the negotiated collective bargaining agreement.

26. Temporary Layoffs

Temporary layoffs caused by lack of work, equipment breakdowns, weather conditions, or other emergencies that cannot be anticipated and which do not exceed one (1) week in duration shall not be subject to the above provisions. Prior notification is not required under such circumstances. Except for those benefits that are provided solely on the basis of time worked, e.g., holidays, overtime, etc., no reduction in benefits will occur in this particular instance.

27. Death or Disability:

The beneficiary of a deceased or disabled employee will receive all monetary benefits accrued by the employee up to the time of death or disability, i.e., vacation time, overtime, salary. The employee's immediate family may continue County group health insurance through COBRA (See Continued Coverage COBRA and 509A.13 in Section III (9) and (10)).

28. Benefits Obtained Upon Reinstatement:

An employee loses all credit for previous employment upon voluntary separation from County employment except where the person is rehired within sixty (60) days.

29. Resolving Disagreements:

A. Introduction:

The grievance procedure has been established to insure a systematic means of obtaining further consideration of problems after every reasonable, informal means of discussion has failed. Grievance procedures apply to all full and part-time, non-introductory employees. The Human Resource Director should be notified

immediately of any grievance issues.

B. Matters subject to grievance procedure:

Those decisions or conditions affecting the employment of the employee which are under the complete or partial jurisdiction of the Board of Supervisors and not specifically covered by law or other rules or policies set in writing, shall be covered under the procedure. The decisions or conditions may include alleged poor working conditions, unjust application of discipline or the unfair interpretation or application of County or departmental rules and regulations by a Department Head/Elected Official.

C. Rules:

- i. Individuals involved with a grievance procedure may discuss the issue during the working day with involved individuals but without payment if discussion extends beyond the employee's normal working hours.
- ii. An employee must be notified far enough in advance of any grievance meeting so that they may make arrangements to attend the meeting.
- iv. Any employee may file a grievance or complaint without fear of jeopardizing their position. The aggrieved employee and any County employees who are witnesses shall be granted time off with pay to provide a statement in grievance meeting or hearing.
- vi. If an employee voluntarily resigns, they waive all rights to appeal such action.
- vii. The timetable for a particular grievance procedure may be changed on mutual consent of the employee and the reviewer.
- vii. Any employee found by the grievance procedure to have been wrongfully disciplined, suspended or discharged shall be reinstated without loss of pay or seniority for the term of the suspension or the duration of such discharge.

D. Grievance Procedure:

An employee with a problem or complaint should first discuss it with their immediate supervisor. After all informal means of reaching a satisfactory compromise by both parties is exhausted the following procedures should be implemented in an attempt to resolve the dispute.

- i. The formal grievance shall be filed in writing with the employee's immediate supervisor within seven (7) calendar days after the alleged grievance occurred, or within seven (7) days after one could reasonably be expected to have knowledge of the grievance. (If the grievance is with the immediate supervisor, an employee may present their grievance to the Department Head).
- ii. Upon receiving the employee's grievance, the supervisor has five (5) calendar days in which to give the employee a written statement defending their position or action.

- iii. If the employee does not agree with the decision of the supervisor or does not receive a reply within five (5) calendar days, the employee may present a written grievance to the Department Head. (If there is no immediate supervisor, and the grievance is with the Department Head, then an employee may present their grievance to the Board of Supervisors).
- iv. Failure of the employee to take further action within seven (7) calendar days after receipt of the written decision from their supervisor, or within seven (7) calendar days after the written decision should have been issued, will constitute the withdrawal of the grievance.
- v. On receiving an employee's grievance, the Department Head shall review the grievance and render a written decision not more than seven (7) calendar days after receiving the grievance.
- vi. During this time, the Department Head may contact all individuals associated with the grievance, conduct interviews, and obtain all needed information.
- vii. If the employee does not agree with the decision reached, or if the employee does not receive a response within seven (7) calendar days of submitting the appeal, they may present the appeal to the Board of Supervisors.
- viii. Failure of the employee to take further action within seven (7) calendar days after they have received the decision from their Department Head or should have received a decision from their Department Head will constitute withdrawal of the grievance.
- ix. Upon receipt of the written appeal, the Board of Supervisors or their representative should discuss the matter with the employee, their representative if applicable, the employee's immediate supervisor, and any other individual who has knowledge of the matter.
- x. Upon completion of these discussions, the Board of Supervisors shall either render a decision or institute a fact-finding committee, to advise the Board of Supervisors on its decision.
- xi. In either case, the Board of Supervisors shall issue a written decision within fourteen (14) calendar days after receipt of the written appeal.
- xii. The decision of the Board of Supervisors is final.
- xiii. If the Board of Supervisors sets up a fact-finding committee; the membership shall consist of three (3) members.
- xiv. The Board of Supervisors shall select two (2) Department Heads who are uninvolved in the dispute, and the grieving party will select the third (3rd) member, who shall be an employee of the County.
- xv. If an employee is a part of the Health Department, the grievance shall be appealed to the Board of Health for their review and final decision.
- xvi. If the employee is part of the Conservation Department, the grievance shall be appealed to the Conservation Board for their review and final decision.
- xvii. If an employee is a part of the Veteran Affairs Department, the grievance shall be appealed to the Veteran Affairs Board for their review and final decision.

30. Attendance Policy:

A. Purpose:

Daily Attendance of each Employee is essential to the successful operation of Jasper County. Employees who are not present for scheduled work cause unnecessary hardships for their co-workers. Every Employee is responsible for reporting promptly and being fully prepared for all scheduled work.

The County recognizes that some Employees are not able to report for all of their scheduled hours. This policy is to provide a guideline to ensure that all Employees are treated fairly and consistently regarding attendance. It is the recognized that exceptional circumstances may arise. The County reserves the right to make exceptions to this policy based on the circumstances of an individual case. Any exception, due to individual circumstances will be made with the involvement of Human Resources.

B. Definitions:

Proper Notification – Notifying the County of any absence or tardy *at least* 30 minutes prior to the start of the Employee’s schedule start time. Emergencies that would prevent proper notification may be reviewed on a case-by-case basis with the involvement of Human Resources.

- i. A bona-fide reason must be stated. Inappropriate reasons, or reasons which would have allowed the Employee to give advance notice, will not be accepted
- ii. Any false or misleading reason given will be considered ***falsification*** and could be grounds for immediate suspension and/or discharge. Human Resources will be involved with any Employee suspension and/or discharge.

Pre-arranged Absences – an absence that is prearranged and approved twenty-four (24) hours or more in advance with the Employee’s Supervisor/Department Head.

A **Full Shift** is equal to one (1) day.

C. Responsibility:

The Supervisor/Department Head and Human Resources will collaborate to ensure absences and tardiness are coded in a fair and consistent manner.

It is the responsibility of the Department Head / Elected Official to complete the Attendance Notification form and communicate to the Employee their points’ assessment.

D. Guidelines:

Employees must give **Proper Notification** (as defined above) to the County

regarding any absence or tardy.

Excused Absence – The following reasons for time away from scheduled work will be excused.

1. Authorized Leave of Absence (military, medical, personal)
2. Release from scheduled work due to emergency, or lack of work
3. Work related injury-illness supported by a notice from the Health Care Provider
4. Holiday, Jury Duty, Bereavement, Vacation
5. Disciplinary Suspensions
6. Absence covered by the Family and Medical Leave Act (FMLA)*
(Points will be assessed once employee has exhausted all FMLA excused time)
7. Pre-arranged absences

A. Absences that **were not pre-arranged** but could have been will not be excused.

B. **Attendance Points** – Various types of absences will accumulate “Attendance Points”. Points will remain on an Employee’s attendance record for a period of one (1) year from the date the Employee missed scheduled work. Attendance Points will be assigned as follows:

- | | |
|--|----------------------|
| 1. Absent full shift without proper notification | Three (3) points |
| 2. Late two (2) hours or more without proper notification | Two (2) points |
| 3. Late less than two (2) hours without proper notification | One (1) point |
| 4. Absent full shift with proper notification | One (1) point |
| 5. Late two (2) hours or more with proper notification | One (1) point |
| 6. Late less than two (2) hours with proper notification | One half (1/2) point |
| 7. Leaving work early without being pre-arranged | One half (1/2) point |
| 8. Pre-arranged leave work early | Zero (0) points |
| 9. Pre-arranged to come in late | Zero (0) points |
| 10. Excused absence (pre-arranged) | Zero (0) points |

***Note:** (Consecutive work days missed for Employee illness will count as one day/shift provided proper notification is given for each day’s absence. A notice from a Health Care Provider (HCP) will be required for absences of three (3) days or more of consecutive work days. Proper notification of absences will be required until a notice from a HCP is given to the County, at which time the Employee need not give proper notification or need to call in for the period of illness stated on the notice from the HCP or until the next scheduled appointment with the HCP as stated on the notice.)*

C. **Attendance Counseling** – When an Employee’s Attendance Points accumulate as follows, the County will notify/counsel the Employee regarding their attendance record with an Attendance Notification Letter:

- | | |
|--|-------------------------------|
| 1. Three (3) points but less than six (6) | Attendance Notification |
| 2. Six (6) points but less than ten (10) | Attendance Notification |
| 3. Ten (10) points but less than fourteen (14) | Final Attendance Notification |
| 4. Fourteen (14) points | Termination |

D. **Probationary or Part-Time** – Attendance for Employees who are part-time or are in their probationary period will be governed under a two (2) step policy.

- | | |
|---|-------------------------|
| 1. Three (3) points but less than six (6) | Attendance Notification |
| 2. Six (6) points but less than ten (10) | Termination |

E. **Falsification of Reason for Absence** – Any falsification, verbal or written will be considered **Gross Misconduct** and the Employee will be discharged.

F. Attendance points will be cleared to zero upon completion of the probation period.
** The Employee's probationary period may be extended.*

G. Human Resources need to be notified prior to the suspension or termination of an Employee for attendance.

H. Approval of pre-arranged absences is based upon the business needs of the County and/or Department. A pre-arranged absence may consist of a full shift or a partial shift and are for bona-fide business.

I. Departments / Offices may use a pre-arranged absence form for Employees requesting a pre-arranged absence.

III. COMPENSATION AND OTHER BENEFITS

1. Wage Compensation:

Pay Period – Both hourly and salaried employees of Jasper County are paid every other Wednesday according to the schedule compiled by the Auditor’s Office. All payroll information must be into the Auditor’s Office by 12:00 p.m. Friday prior to payday, or alternative deadline established the Auditor. Distribution of paychecks shall be made through the employee’s Department Head. No paycheck will be handed out at the Auditor’s Office unless it has received prior approval from the Department Head.

2. Wage Policy:

Jasper County maintains an equitable method of awarding wages based on education, experience, and complexity of job.

A. Pay Scale: A Grid using “Ranges” and “Steps”.

Each position is assigned a pay grade and corresponding base wage. Employees who just meet the minimum requirements of the position are placed at Step 1. Additional levels may be awarded for education, experience, and certification beyond the minimum requirements. When an employee’s position changes to a lower or higher grade, a new level will be determined based on education, experience, and certifications. The Human Resource Director reviews and makes recommendations for changes in employee’s wage.

B. Pay Upon Promotion:

Employees promoted to a different job range shall be assigned to a higher pay range that is equal to one step greater than current step for promoted pay range, or to the entry level of the new position grade, whichever is greater. At the discretion of the Department Head, the newly promoted employee could be placed in the introductory phase for up to six (6) months. There would be no step increase at the end of the introductory period for promoted employees. ***Merit increases will be considered one year from the last step increase.***

C. Pay Upon Transfer:

Transfers are utilized when an employee is laterally moving from one department to another to a job with similar job duties and requirements. There are no step increases with a lateral transfer. The employee could be placed in the introductory phase for up to two (2) months.

Staff may move levels on the pay scale as a result of an annual performance appraisal or by obtaining additional education and certification.

D. Pay for Extraordinary Duties:

The employer may authorize a one (1) step pay increase for an employee who is assigned to perform duties not normally assigned to a position in that job class. The increased pay will continue only as long as extraordinary duties are performed.

F. Cost of Living Increases:

Effective July 1, 2016, salary and non-bargaining employee pay plans will no longer be increased by the annual cost of living percent increase if one is approved by the Board of Supervisors. Newly hired salaried and/or non-bargaining hourly employees will be placed in the appropriate Range / Step for the position they were hired. Salary and non-bargaining hourly employees in the progression of a pay plan will only receive the scheduled step increases until they have reached the top step of their designated pay range. At that point, the salary or non-bargaining hourly employee will be eligible for the annual cost of living increases effective on July 1st. Any individual hired before July 1, 2016 that is currently in the progress of an established pay plan will continue to receive both the annual step increase and the July 1st cost of living increase, if one is approved. Employee's salary / rate of pay will be entered into the payroll system as a standard rate once they have reached the top step of their range.

3. Payroll Deductions

Deductions for Federal and State Income Tax are made routinely on the basis of the number of exemptions claimed by the employee. Additional deductions shall be made for Social Security Tax and IPERS. Further deductions from an employee's paycheck may be made upon an employee's written request and the consent of the County, or under Court order. All requests made by the employee concerning payroll deductions must be kept on file.

4. Training and Education

Education – The County Board of Supervisors encourages the development of employees to their fullest potential. One means of obtaining this goal is through education. Participation in and successful completion of special training programs in job related courses will be considered in promotions. The employee shall file evidence of successful completion of training programs with the Department Head.

- A. Learning Sessions – Appropriate instructional meetings, schools, and conferences presented by various organizations inside and outside the County may provide a beneficial learning experience to certain employees. The appropriateness of such learning sessions should be the anticipated improvement of the individual employee's efficiency and/or the subsequent increased efficiency of the employee's department. Tuition for job-related courses or trainings may be reimbursed if approved by the employee's Department Head.

- B. Expenses for travel and lodging to go to trainings will be paid for or reimbursed in accordance with the Fair Labor Standards Act and the County's Travel Expense Policy in Section II (17).

5. Health Insurance

Coverage – The County will pay a designated premium for each eligible employee to obtain health insurance through the Health and Major Medical Group program as chosen by the County Board of Supervisors. A copy of the Group Plan will be provided to each employee.

The insurance program referred to in these policies will be subject to all terms and conditions of the contract with the insurance carrier.

Eligible employees will not have their premiums paid until the completion of one (1) calendar month of employment.

6. Dental Insurance

The County will pay the premium for each eligible employee toward a single Dental group program chosen by the County Board of Supervisors. A copy of the Group Plan will be provided to each employee.

7. Additional Voluntary Supplemental Insurances:

The County will make available a payroll deduction plan for any employee wishing to subscribe to policies/benefits provided by designated companies. This deduction is from the first and second paycheck of the month.

8. Life Insurance

The County provides for each eligible employee a \$30,000 Group Term Life, AD&D and Long Term Disability policy.

9. Continued Coverage Provision - COBRA

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the County will offer covered employees, spouses, and dependent children the opportunity to continue their group medical coverage under the County's current plan if coverage terminates for one of the following events:

- A. Death of the covered employee (36 months);
- B. Termination of employment for reasons other than gross misconduct (18 months);
- C. Reduction in hours (18 months);

- D. Divorce or legal separation (36 months);
- E. Entitlement to Medicare by the employee (36 months);
- F. A dependent child attaining the maximum age specified in the plan (36 months).

If the covered employee elects continued coverage and pays the applicable premium, the group medical coverage will continue for eighteen (18) months. If the covered spouse and child elect to continue coverage and pay the applicable premium, the group medical coverage will continue for a period of thirty-six (36) months for the following beneficiaries:

- A. Widows
- B. Divorced spouse
- C. Spouses of Medicare eligible employees
- D. Dependent children who become ineligible under the health plan.

Qualified beneficiaries who are determined to be disabled under the Social Security Act at the time they become eligible for COBRA continuation are entitled to coverage for up to twenty-nine (29) months.

The beneficiary must notify the Plan Administrator of the desire to continue coverage within sixty (60) days of the qualifying event. After the initial election, the beneficiary must remit the applicable premium to the County Auditor according to the Auditor's calendar for the following month's coverage. Delinquent payments of the premium may be grounds for terminating the continuation coverage.

The beneficiary shall have the option of converting group coverage to a direct subscriber plan with the group medical insurer. The beneficiary will have thirty (30) days from the date of termination of the continuation coverage to convert their group medical coverage.

10. Continued Coverage – 509A.13

Employees who retire from Jasper County before attaining sixty-five (65) years of age shall be allowed to continue participation in the Employer's Health/Medical plan for themselves and their spouse under the group contract at the employee's own expense. An employee who wishes continuation of such coverage must request it in writing within thirty (30) days of the date the group insurance would otherwise terminate. Employees shall pay premiums monthly in advance. Continuation of coverage shall terminate when the employee becomes eligible for Medicare or becomes covered by another plan. (Section 509A.13, Code of Iowa).

"Retired" for Iowa Code Chapter 509A purposes shall mean a voluntary termination of full-time employment with Jasper County, Iowa by an employee entitled to participate and actually participating immediately prior to such voluntary termination, in the County's accident, health,

or hospitalization insurance, health maintenance organization or other medical service plan, or has contracted with a health maintenance organization authorized to do business in this state. The following individuals are not eligible for continued coverage under this section:

- A. Any employee who fails to timely request to participate in continued coverage, in writing delivered to Jasper County, Iowa;
- B. Any employee who may qualify to receive any unemployment compensation benefit;
- C. Any employee not otherwise entitled immediately prior to departure from employment to participate in any such County plan or who has refused or otherwise was not participating in such County plan immediately prior to departure from employment;
- D. Any employee whose employment was terminated pursuant to lay off or whose County employment was terminated for good cause as determined by the County;
- E. Any employee who voluntarily quit employment with the County without good cause as defined under any provision of Iowa Administrative Code §§871-24.25(subsections 1 through 8, 10 through 13, 16 through 23, or 25 through 38);
- F. Any employee upon such employee reaching the age of sixty-five (65) years; and/or
- G. Any employee who fails, regardless of reason or excuse, to timely make and deliver to Jasper County, Iowa any required employee document, premium or other payment or any other plan participation required;

11. Deferred Compensation

Any eligible employee who regularly works thirty (30) or more hours per week or who receives a fixed annual salary may request that the Board of Supervisors, by contractual agreement, acquire through an employee's payroll deduction, an insurance contract, annuity contract, security or any other authorized deferred payment contract for the purpose of establishing a deferred compensation program for the employee. (Section 509A.12, Code of Iowa).

12. Employee Assistance Programs

Jasper County partners with Principal and Magellan Health Services to provide employees with an Employee Assistance Program. Magellan provides individuals with a convenient and confidential service available twenty-four (24) hours a day, seven (7) days a week service from anywhere in the United States. Services include: telephone consultation 24/7 with a licensed mental health professional, referral to local child and elderly care services and resources, online information and webinars, and referrals to local community resources for additional services if needed. Magellan also provides Private Self-Screening Services. All services are provided by Magellan Health Services at no cost to the employee or their family. (You are responsible for

any fees resulting from referrals outside of the EAP, including those associated with a medical benefit program).

Magellan Contact information: www.MagellanHealth.com/member

Toll-Free: 1-800-450-1327

TTY for Hearing impaired: 1-800-456-4006

IV. TIME OFF BENEFITS

1. Holidays

The Board of Supervisors will establish particular dates for each holiday prior to each calendar year.

A. To Qualify:

Regular full-time employees on paid status will receive their regular compensation for the designated holidays or parts thereof. Holidays will be considered as work hours for the purpose of computing overtime pay. Employees shall not receive payment for any holiday if they have an unexcused absence, layoff, or are not on paid leave status the working day immediately preceding or following the holiday.

A non-exempt employee required to work on any recognized paid holiday shall be paid time and one-half (1½) the employee's straight time rate for all hours worked, plus the paid holiday at straight time rate. When an employee is not scheduled to work a holiday, holiday pay will be at the normal pay for the day which he/she would have been scheduled to work.

Any floating holidays not scheduled by the Board of Supervisors shall be scheduled between the employee and the Department Head/Elected Official. Floating holidays cannot be carried over from one year to the next.

B. Exceptions:

Employees in the Sheriff's Department and Conservation Commission personnel shall be governed by their departmental procedures. In the above departments, however, employees shall receive the equivalent number of employee's basic wage for hours worked.

Designated Holidays

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

Additionally, the Board of Supervisors will designate two (2), floating holidays annually. Traditionally these have been Veteran's Day and the day before or after Christmas. The employee will be given one (1) floating holiday per fiscal year to be used at their discretion (with prior approval by their supervisor). This personal floating holiday is a "use or lose" benefit with no cash value to the employee.

C. Religious Holidays:

It is the policy of the County to permit absence from work with compensation for employees who wish to observe religious holidays of their faith, providing previous arrangements are made with the Department Head/Elected Official establishing an alternative work time. If an alternative work period cannot be arranged, an absence will be charged to vacation leave or to leave without pay.

D. Weekend Holiday:

When a designated holiday falls on a Saturday, the preceding Friday shall be observed as the legal holiday and when the holiday falls on Sunday, the following Monday shall be observed as the legal holiday.

2. Vacation Leave

A. General Regulations:

An employee's anniversary date shall be used to compute vacation leave, sick days and bonus days. Employees resigning or terminated before they have completed six (6) months of continuous employment will not be eligible for any prorated vacation benefits. Part-time and temporary employees shall not be granted vacation pay.

Vacation leave will not be considered work hours for the purpose of computing overtime pay.

B. Schedule:

Vacation leave shall be accrued in accordance with the following yearly employment schedule, determined from completion of the anniversary date.

<u>Service Requirements</u>	<u>Monthly Accrual Rate</u>	<u>Allowance</u>
First month through fourth year	<u>*3.08 hours per pay period</u>	<u>10 days or 2 weeks</u>
Fifth year through ninth year	<u>*4.62 hours per pay period</u>	<u>15 days or 3 weeks</u>
Tenth year through fourteenth year	<u>*5.38 hours per pay period</u>	<u>17½ days or 3 weeks 2½ days</u>
Fifteenth through nineteenth year	<u>*6.15 hours per pay period</u>	<u>20 days or 4 weeks</u>
Twenty or more years	<u>*7.69 hours per pay period</u>	<u>25 days or 5 weeks</u>

*(actual 3.0769227; 4.6153846; 5.3846153; 6.1538461; 7.6923076)

Vacation leave shall be computed on an hourly basis and credited to each employees account on a bi-weekly basis. Upon completion of six (6) months of full-time continuous employment, an employee shall be eligible for any vacation leave they have accumulated. Thereafter, an employee will be eligible for any vacation leave they have accrued.

C. Procedure:

An employee shall notify their Department Head/Elected Official in advance of the desired vacation. The Department Head/Elected Official shall determine the length of the advance notice. If it becomes necessary to limit the number of employees on vacation at one time, the employee or employees granted vacation will be based on seniority.

D. Exceptions:

An employee shall not accrue vacation leave during periods of temporary lay-off, suspension, or leave without pay. An employee on vacation extending through a holiday period shall not have those officially designated holidays charged against vacation leave. The employee shall be granted an additional vacation day(s) to be taken the day(s) before the vacation starts or the day(s) after the vacation ends.

E. Carry-Over:

Vacation time must be taken during the anniversary year. However, with Department Head/Elected Official approval an employee may carry-over unused vacation time from the previous year to the next year up to a maximum of two (2) weeks. If a County employee becomes an Elected Official all accrued benefits must be taken or paid out within 45 days of the first official day in office. If a County employee is appointed to fulfill an office holder's position the accrued benefits can be taken or banked, until the next election, and the employee is elected into office.

F. Limitations:

Vacation leave may not be taken in advance and an employee may not waive their vacation right, in order to collect both vacation and work pay.

G. Accrued Vacation Payment:

Any full or part-time employee separated from County employment by reduction in force, resignation, death or otherwise, shall be paid or have payment made to their estate or legal beneficiary in the amount of any unused vacation leave earned.

3. Leave of Absence

A. Leave Without Pay:

A leave of absence may be granted by a Department Head/Elected Official, for a reasonable purpose to full and part-time employees for a limited period of time not to exceed three (3) consecutive calendar months. The Department Head/Elected Official may extend this leave in writing every three (3) months under extenuating circumstances. In either case, the employee shall be reinstated into the same or similar position if they are medically able and will receive full credit for previous employment prior to leave of absence. (Example: This policy could include times for extended vacations, cases of extreme sickness, religious or educational pursuits, etc.)

B. Procedure:

A request for leave shall be in writing, which shall include the beginning date, duration, and reasons for leaving. All requests must be submitted prior to the date of the leave with the Department Head/Elected Official determining the amount of advance notice.

C. Benefits:

Benefits shall not be accrued while on unpaid leave, no benefits will be provided, and the employee will not accrue vacation leave. An employee may continue their Health Insurance at their own expense, if allowed by carrier. Premiums must be paid directly to the County Auditor's office. Arrangements for time of payment must be made with the Auditor prior to the employee taking the leave.

D. Failure To Report:

If the employee does not return within two (2) working days after the leave has expired, the individual will lose all reinstatement rights to their position, and shall be considered to have voluntarily resigned.

4. Sick Leave

A. Sick Leave Definition:

Accrued sick leave may be used during a period when an employee is unable to work because of medically related disabilities; for physical or mental illness; medical, dental or optical examination, surgery or treatment; or when performance of assigned duties would jeopardize the employee's health or recovery. Medically related disabilities caused by pregnancy or recovery from childbirth shall be covered by sick leave. Sick leave shall not be used as vacation. Sick leave shall not be granted in excess of the amount accrued.

B. Accrued Time:

Full-time employees shall accrue sick leave at the rate of *5.54 hours per pay period. Eligible part-time employees shall accrue on a prorated basis according to the appropriate classification. Sick leave may be accumulated up to seven hundred twenty (720) hours, which is equivalent to ninety (90) working days. After the first seven hundred twenty (720) hours have been accrued, the employee can continue to accrue sick leave at the reduced rate of *2.77 hours per pay period until an additional seven hundred twenty (720) hours have been accumulated.

Once one thousand four hundred forty (1440) hours have been accumulated and banked, the employee can accrue sick leave at a reduced rate of *1.38 hours per pay period, which can be used for vacation leave. If such leave is not subsequently converted to a vacation leave, the employee, upon retirement, will be compensated for all accumulated unused sick leave in excess of 1440 hours at their last rate of pay.

*(actual 5.5384615, 2.7692308, 1.3846154)

C. Provisions:

Payment of accrued sick leave benefits will begin on the first (1st) day of absence, computed at the employee's regular base pay. If a holiday falls within a paid sick leave, that day will be counted as a holiday and not as sick leave. Paid sick leave is a protection and is never to be considered as time off with pay or vacation time. Sick leave shall not be taken in advance of accrual. Sick leave will not be considered work hours for the purpose of computing overtime pay.

Department Head/Elected Official may allow the use of sick leave to take care of an employee's immediate family (mother, father, spouse, or children) for medical reasons. This use of sick leave shall not exceed forty (40) hours in the initial year of employment. Thereafter, an employee may carry over unused family sick pay (emergency leave) to the following anniversary year. The carryover is not to exceed 40 hours per year, not to exceed 80 hours.

Sick leave shall expire on the date of separation from the County and no employee shall be reimbursed for sick leave outstanding at the time of such separation. Exception: At retirement (retirement for this purpose is defined as eligible to draw IPERS) and an employee is eligible to remain on the Employer's Group Health Plan (EGHP), that employee may convert accrued sick hours, up to 720 hours, bank those hours and use them to pay for continued health care coverage through the EGHP (if the retiree becomes ineligible to continue on the EGHP, any remaining money will revert back to Jasper County). An employee will be compensated at last rate of pay for any accumulated sick leave in excess of 1440 hours.

When an employee requests vacation time for a definite period and the request is

granted, any period of illness during the period of such leave shall be charged to sick leave upon the employee producing a written certificate from a practicing, licensed physician, osteopath, or a dentist stating the duration of the illness and the time period that the employee would have not been able to work. The Department Head/Elected Official will then determine the number of days to be credited to the employee's accrued vacation time, according to the physician's statement.

D. Calling-In:

An employee shall inform their Department Head/Elected Official that they are not coming in to work, not later than thirty (30) minutes before the workday has commenced, unless it is physically impossible to do.

E. Verification:

Department Head/Elected Official may require a written statement from a licensed practicing physician, osteopath, chiropractor, or dentist stating the reason for taking sick leave. When sick leave is requested for more than three (3) continuous days, a written statement from the employee's physician concerning the employee's expected date of return to work must be sent to the Dept. Head/Elected Official. A release for work from the physician must accompany the employee when returning to work.

F. Limitations:

If an absence due to an illness or injury extends beyond the sick leave accrued by the employee, such additional time may be charged to vacation leave. If all sick and vacation leave has been utilized, the employee may be granted leave without pay.

G. Incentive Days:

Employees who do not utilize sick or emergency leave during a three (3) month span as defined below shall be entitled to one (1) bonus day. The three (3) month span is defined as: July 1st through September 30th; October 1st through December 31st; January 1st through March 31st; April 1st through June 30th. Incentive days earned can be used in lieu of sick, funeral or personal leave. If an incentive day is used it will not be counted against the individual for the next quarter's incentive day. The incentive day must be used the following quarter after earned and taken as a full day.

5. Injury Leave:

A. Accident Report:

When an employee of the County suffers an injury, however minor, while engaged in authorized County work, a report of such accident shall be filled out promptly by the individual's Department Head/Elected Official and submitted to the Human Resource

Office. This report shall provide all known details and circumstances pertaining to the injury, as well as the names of all witnesses.

B. Procedure:

Any employee injured on the job shall immediately report the injury to their supervisor and report it to “Company Nurse”. In emergency situations where an employee needs immediate medical attention, the employee should report to the nearest or best qualified emergency center and specify it is a workers’ compensation injury and the name of the employer.

For minor injuries, all employees will be directed to contact “Company Nurse” prior to receiving treatment. Company Nurse is the initial reporting authority and they will direct the individual on conservative treatment and/or referral to a medical facility.

Current medical facilities include Newton Medical Clinic and Skiff Medical Center & Emergency Room.

The treating facility will provide a written summary that explains the extent of the injuries, the medical care received, and the recommended treatment plan. If the injury causes lost work time, the supervisor will receive prompt notification so the work schedule can be adjusted. After your initial medical care is complete, continuing care will be coordinated through Iowa Municipalities Worker’s Compensation Association (IMWCA) The Human Resource office shall receive updates frequently from the treating medical center and/or physician regarding the treatment plan for the employee.

C. Coverage:

Any County employee, who is injured while engaged in authorized County work and as a result, is absent from work, is allowed to use sick leave. The employee will not lose incentive days due to absence from work because of a work related injury. When the employee is off work long enough to be eligible for Workers’ Compensation benefits, the difference between the employee’s base salary and workers’ compensation payments will be charged against an employee’s sick leave and paid by the County.

After all sick leave is used, an employee may elect to use any available vacation leave accumulated, but under the same conditions provided for in the preceding sentence.

After all leave is used, the employee may be eligible for further compensation in accordance with the Workers’ Compensation Act.

In the event the work related injury is determined by the Occupational Health Clinic to be temporary, (non-disabling in nature), the County, upon notification from

Occupational Health Clinic, will return the employee to his/her former position or one of a comparable nature.

In the event the work related injury is determined by Occupational Health Clinic to be permanent in nature and the employee can no longer perform the duties of position formerly held, the employee's limitation will be assessed, and if he/she can perform other assigned available work, he/she will be offered employment which is consistent with his/her limitations.

Jasper County may provide temporary light duty employment for employees recuperating from an injury incurred while on duty for Jasper County. A duly referred employee, by the Worker's Compensation Insurance Company, will only fill a position in compliance with the Occupational Health Clinic physician's recommendations. This position is to be considered a transitional re-training position. It is determined to end after the Workers' Compensation physician either allows the employee to return to a full duty position, or places a permanent physical restriction on the employee. Normally this period of time will not exceed six (6) months.

Due to the nature of the work-related injury, some employees are not able to return to work in their former positions for a period of time. Some may need to accept a transfer into another department with different physical requirements, if available. There may be hours of work restrictions, number of days per week restrictions, weight restrictions, specific task restrictions, body movement restrictions, etc.

6. Pregnancy Leave

Leave associated with an employee's own serious health condition, the birth of a child or to care for the newborn child within one year of birth may be available under the County's Family and Medical Leave policy outlined in Section IV (12).

If an employee is ineligible for FMLA leave, the employee is nonetheless entitled to a job protected leave of absence for the period that the employee is disabled because of the employee's pregnancy, childbirth, or related medical conditions, not to exceed eight (8) weeks. The employee *will be required* to utilize any available paid vacation leave, sick leave, and personal days during this leave of absence, and after all paid time is exhausted the leave shall be unpaid. The employee must provide timely notice of the period of leave requested; the County must approve any change in the period requested; and the County may require that the employee's disability resulting from pregnancy be verified by medical certification stating that the employee is not able to reasonably perform the duties of employment. Any pregnancy disability leave will be exhausted concurrently with any other available leave or benefits, including but not limited to FMLA leave or any short term disability benefits.

7. Funeral Leave

A period not to exceed forty (40) hours with pay shall be granted to an employee upon their request, due to the death of a member of the employee's immediate family (parent, stepparent, spouse, child, stepchild, brother, sister, mother-in-law, father-in-law, grandchild, or grandparent). In the event of the death of an employee's spouse's grandparents, brother-in-law or sister-in-law, the employee shall be allowed up to twenty-four (24) hours off with pay. Employees may be granted four (4) hours with pay when attending funeral services for fellow department workers as well as for known County employees. Payment for this time shall be made only if the funeral has actually been attended. Time off for funerals will not be considered work hours for the purpose of computing overtime. Such leave of absence shall be charged against sick leave accruals. The Elected Official/Department Head may grant additional time off for the death of a parent, child spouse, or grandchild.

8. Personal Leave

Department Heads/Elected Officials may grant an employee time off from their duties without compensation for personal reasons for a period not to exceed forty (40) hours, depending upon the seriousness of the problem.

9. Military Leave

The employee, upon showing appropriate orders to the Department Head/Elected Official, shall be granted a military leave in accordance with Iowa Code Section 29A.28 and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Under the Iowa Code an employee shall receive a paid leave of absence for up to thirty (30) days per fiscal year. At the employee's option, an employee commencing a military leave of absence of more than ninety (90) days shall be paid in a lump sum for all accrued vacation leave. An employee must return to work after this military obligation has expired in accordance with applicable state and federal law in order to obtain their reinstatement rights.

Department Heads/Elected Officials, with approval from the Board of Supervisors, may grant additional time to employees when sufficient cause warrants an extension.

10. Jury and Related Duties

Any employee shall receive full compensation during the employee's working day for appearance as a witness or jury member before a court, legislative committee, or other judicial or quasi-judicial body, in an action involving the Federal Government, the State of Iowa, Jasper County or a political subdivision thereof, in response to a subpoena or when such an appearance is ordered in connection with the employee's work by the Department Head/Elected Official. When released from duty during working hours, the employee will report to work within two (2) hours. Any compensation received by employees for court

related activities shall be surrendered to the Department Head/Elected Official, and sent to the Auditor's Office. The employee may retain reimbursement for meals, travel and lodging. Such leave shall not be considered as work hours for the purpose of computing overtime.

11. Voting Leave

Every employee is encouraged to exercise his or her privilege to vote. If for any good reason an employee is unable to vote before or after working hours, the Department Head/Elected Official may grant the employee time off, not to exceed two (2) hours, to vote. Voting leave shall not be considered as work hours for the purpose of computing overtime.

12. Family Medical Leave Policy

A. In accordance with the federal Family and Medical Leave Act (FMLA), Jasper County will grant job protected unpaid family and medical leave to eligible employees for up to twelve (12) weeks per 12-month period for any one or more of the following reasons:

- i. the birth of a child and to care for the newborn child within one year of birth;
- ii. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- iii. to care for the employee's spouse, child, or parent who has a Serious Health Condition;
- iv. a Serious Health Condition that makes the employee unable to perform the essential functions of his or her job;
- v. any Qualifying Exigency/Event arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- vi. Twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (Military Caregiver Leave).

B. Eligibility:

To be eligible for Family/Medical Leave an employee must have at least twelve (12) months of service, which does not have to be consecutive, and have worked at least 1250 hours over the preceding twelve (12) months. Employees applying for and granted a family leave of absence are required to meet notification and documentation requirements as outlined further in this policy. Failure to meet these requirements may result in the denial or revocation of a family leave.

C. Definitions:

- i. 12-Month Period – shall be based on a rolling 12-month period measured backward from the date an employee uses any Family /Medical Leave. (Example: If an employee takes four (4) weeks of Family/Medical Leave on May 1, 2009 and eight (8) weeks of Family/Medical Leave in August 1, 2009 the employee will not be eligible for Family/Medical Leave again until May 1, 2010 at which time he/she will have four weeks. On August 1, 2010 the employee will have an additional eight (8) weeks. In essence, twelve (12) months from the date an employee takes any amount of Family/Medical Leave the employee will accrue the same amount of leave as was taken.)
- ii. Spouse – means a husband or wife as defined or recognized by the State of Iowa.
- iii. Child – means a child either under eighteen (18) years of age, or 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 day-to-day responsibility for care: includes biological, adopted, foster or step-child.
- iv. Parent – means the mother or father of an employee, or an adult who had day to day responsibility for caring for the employee during his/her childhood years in place of the natural parents.
- v. Serious Health Condition
“Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - a. Hospital Care - Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care.
 - b. Absence With Treatment - A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
 1. Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
 2. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - c. Pregnancy - Any period of incapacity due to pregnancy, or for prenatal care.
 - d. Chronic Conditions Requiring Treatments - Any period of incapacity or treatment for such incapacity due to a chronic Serious Health Condition. A chronic Serious Health Condition is one which:
 1. Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 2. Continues over an extended period of time (including recurring episodes of a single underlying condition);

- 3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- e. Permanent/Long-term Conditions Requiring Supervision - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- f. Multiple Treatments (Non-Chronic Conditions) - Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a Serious Health Condition and do not qualify for family medical leave.

Substance abuse may be a Serious Health Condition if the conditions of this term are otherwise met. However, family and medical leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for family medical leave.

D. Leave Provisions:

- i. Substitution of Paid Leave - The County will require the employee to substitute any unused, accrued leave for FMLA approved leave as follows:
 - a. For the employee who is an expectant mother or who is taking leave for his/her own serious health condition, all vacation, sick leave, or compensatory time leave must be exhausted for any portion of the twelve (12) week FMLA leave. Any time an employee is away from work for an FMLA-qualifying reason, including while the employee is receiving workers' compensation, will run concurrent with the employee's FMLA allotment.
 - b. For the employee who is taking leave for a family member's qualifying condition, whether serious health condition or for the birth or placement of a child, forty (40) hours of family paid sick leave must be used first unless previously exhausted in the calendar year and then all vacation and compensatory time leave must be exhausted for the duration of the FMLA

- leave.
 - c. When an employee has used all allowed accrued paid leave for the portion of Family/Medical Leave unpaid leave will be granted so that the total of paid and unpaid leave provided equals twelve (12) weeks.
- ii. Leave for Birth or Placement of a Child
 - a. For the purposes of care for a new born child or a newly placed adopted or foster care child, leave must be taken before the end of the first 12 months following the date of birth or placement.
 - b. An expectant mother may take medical leave upon the birth of the child, or prior to the birth of her child for necessary medical care and if her condition renders her unable to work. Similarly for adoption or foster care, leave may be taken upon the placement of the child or leave may begin prior to the placement if absence from work is required for the placement to proceed.
 - iii. Intermittent or Reduced Leave
 - a. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when “medically necessary”. Medically necessary means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
 - b. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave. The employee must make a reasonable effort to schedule treatment(s) so as not to unduly disrupt the County’s operations. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only in unusual circumstances and only with the Department Head’s consent.
 - c. Intermittent or reduced leave may be spread over a period of time longer than twelve (12) weeks, but will not exceed the equivalent of twelve (12) work weeks total leave in a one 12-month period.
 - iv. Married Employees

Spouses employed by Jasper County are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care or to care for a parent who has a serious health condition to a combined total of twelve (12) weeks (or twenty-six (26) weeks if leave is to care for a covered service member with a serious injury or illness is also used).
- E. Notice Requirement:
- i. When practicable, an employee is required to give thirty (30) days’ written notice to the Department Head in the event of a foreseeable leave. However, the first time the employee seeks leave for a FMLA-qualifying reason, the

employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to FMLA-qualifying reasons for which the County has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reasons for the leave or the need for FMLA leave.

- ii. In unexpected or unforeseen situations, an employee should provide as much notice as practicable. Notice can be given by the employee, or by a representative of the employee, such as a relative or friend.

F. Medical Certification:

- i. All requests for leave for an employee's own Serious Health Condition or to care for a family member with a Serious Health Condition must be supported by a certification issued by the health care provider of the employee or the health care provider of the employee's son, daughter, spouse or parent, as appropriate.
- ii. The County will provide certification forms for completion by the health care provider. Use of these forms is required. The employee must provide the certification within fifteen (15) calendar days after the County requests certification, unless it is not practicable under the circumstances to do so despite the employee's diligent, good-faith efforts. Where an employee fails to timely provide the required certification, FMLA leave may be delayed or denied, in which case time off work may be handled under the County's regular policies and practices for attendance and absences from work, and may be considered unexcused absences subjecting the employee to discipline up to and including termination of employment.
- iii. When the employee provides a certification which is incomplete or insufficient and the County provides the employee with notice and an opportunity to cure the deficiency, the employee will have seven (7) calendar days to cure the deficiency with a resubmitted certification. Where an employee fails to timely cure a deficiency, FMLA leave may be denied, in which case time off work may be considered unexcused absences subjecting the employee to discipline up to and including termination of employment.

Re-certifications will be required by the County at the employee's expense. The employee must provide the requested recertification within fifteen (15) calendar days after the County requests recertification, unless it is not practicable under the circumstances to do so despite the employee's diligent, good-faith efforts. Where an employee fails to provide the requested recertification, FMLA leave may be delayed or denied, in which case time off work may be considered unexcused absences subjecting the employee to discipline up to and including termination of employment.

The County may obtain clarification and authentication of certifications, and may require re-certifications and fitness for duty certifications as allowed by

federal regulation. Annual certifications may also be subject to second and third opinions.

At all times, FMLA leave for the employee's or a family member's Serious Health Condition is subject to the certification process. Any absences and time off work which are not covered by FMLA (for example, when an employee fails to provide timely certification, fails to timely cure a deficiency in a certification, fails to allow clarification of a certification, where absences and time off work prior to and during the certification process are later determined to not be covered by FMLA, etc.) are subject to the County's regular policies and practices regarding attendance and time off work, including disciplinary policies depending on the number of absences and other circumstances. Similarly, an employee's failure to cooperate or comply with the recertification or fitness for duty certification process can result in absences not covered by FMLA and subject to the County's regular policies and practices.

G. Effect on Benefits:

Taking Family/Medical Leave will not result in the loss of any employee benefit accrued prior to the date on which the leave began. Vacation, seniority and other accrued benefits will not accrue during any unpaid leave.

An employee on a Family/Medical Leave may remain a participant in the County's employee insurance plan whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.

Employee contributions will be required either through payroll deduction or by direct payment to the County Auditor and Recorder. The employee will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage will result if the premium amount is paid more than thirty (30) days late.

If the employee misses a premium payment and the County pays the employee's contribution, the employee will be required to reimburse the County for the delinquent payment upon return from leave.

If an employee fails to return to work after Family/Medical Leave has been exhausted he/she will be responsible for the insurance premiums paid by Jasper County while the employee was on leave, unless:

- i. The employee fails to return because of the continuation, recurrence, or onset of a serious health condition which would entitle the employee to leave under Family/Medical Leave. Such condition shall be certified by the health care practitioner within thirty (30) days of employee's failure.
- ii. The employee fails to return because of other circumstances beyond the employee's control.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the “salary basis” requirements for FLSA’s exemption extends only to an “eligible” employee’s use of leave required by FMLA.

H. Return to Work:

An employee who has been receiving Workers’ Compensation benefits may be required to submit evidence satisfactory to the County that the employee is safely able to return to work, including the successful completion of a fitness for duty exam.

An employee returning from leave taken under this policy is entitled to return to the employee’s original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

I. Temporary Light Duty; Return to Work:

i. Eligibility:

Temporary light duty assignments may be made by the department head 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.

An employee with a job-related injury or illness who refuses a light duty assignment will lose workers’ compensation payments and will be placed on an unpaid Family and Medical Leave Act (FMLA) leave if the employee’s condition qualifies as a serious health condition and the employee is eligible for leave under that policy. At that point, the employer may require, or the employee may elect to substitute, accrued paid leave from the date the Workers’ compensation benefits cease.

An employee who fraudulently obtains FMLA leave from Jasper County is not protected by FMLA’s job restoration or maintenance of health benefits provisions.

If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers’ compensation, the employee has no right to restoration to another position under the FMLA. The employer’s obligations, may, however, be governed by the Americans with Disabilities Act, state leave laws or workers’ compensation laws.

- ii. **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, which typically will not exceed six (6) months. Temporary light duty assignments are not intended to become regular assignments.

- iii. **Medical Certification:**
Before assigning temporary light duty, the County may require medical certification from the employee's physician or other health care provider 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 may require fitness-for-duty medical certification to determine whether the employee is able to return to his or her normal job duties.

- iv. **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 without posing significant risk of harm to his or her health or the safety or health of others, 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 without posing significant risk of harm to his or her health or the health or safety of others, 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. Possible reasonable accommodations include job restructuring or unpaid leaves of absence. If no reasonable accommodation is available to return the employee to his or her previous position, the County will then consider transferring the employee to a vacant position for which the employee is qualified.

Certain highly compensated key employees, who are salaried and among the 10% highest paid employees, may be denied restoration. Restoration may be denied if the County shows that denial is necessary to prevent substantial and grievous economic injury to the County's operations.

It may be necessary for an employee to take more leave than originally anticipated; or, conversely, that circumstances have changed and the amount of leave originally anticipated is no longer necessary. In both of these situations, the employer may require the employee provide the employer reasonable notice (i.e. within two (2) business days) of the changed circumstances where foreseeable. The employer may also obtain information on such changed circumstances through requested status reports.

13. FMLA for Military Families

A. 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 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 the treatment that triggers the need for military caregiver leave. This military caregiver leave is available during “a single 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 12-week limit per rolling year. When care for a covered service member is involved, spouses employed by the same employer are jointly entitled to a combined total of twenty-six (26) weeks of leave during a single 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.

B. Active Duty Family Leave (Qualifying 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 disciplinary action, up to and including termination of employment.

14. Inclement Weather Policy

Because Jasper County offices serve the citizens of the County, it is the intent of this policy that all County offices will remain open. However, in extreme circumstances the Board of

Supervisors or a designated committee may determine that it is necessary to close one or more County buildings for public safety. In the event that an employee's building is closed to the public by the Board of Supervisors or a designated committee (not by an individual department head or elected official) all essential employees will be required to report to work at their regular scheduled time or as soon as possible. Based on the nature of the situation, the employee may be reassigned to a different task or department to assist with the County's need.

In case of an extreme circumstance as determined by the Board of Supervisors or their designated committee, the following policy will be in effect for non-exempt employees:

- A. If an employee is going to be late or absent from work, he/she must notify his/her immediate supervisor and will be allowed to charge such an absence to vacation or compensatory time provided he/she has the accumulated time. If no paid time is available, the employee may choose to take the time off without pay with prior approval. Employees will not be able to utilize sick pay.
- B. In the event a severe snow storm, or other severe weather conditions, occurs the day before or on the day after one of the observed holidays, holiday pay would be paid to all eligible employees, whether or not they worked the day before or the day after the holiday. Other disqualifying absences would eliminate the employee from holiday pay.
- C. An employee may request to leave work early because of a blizzard or other severe weather conditions. If the request is approved, the employee may use vacation or accumulated compensatory time. If no paid time is available, the employee may choose to take the time off without pay with prior approval.
- D. Benefits accumulation and eligibility will not be affected (during inclement weather situations) if an employee chooses to take time off without pay. This will only pertain to periods of time less than one week. Extended periods of time will be reviewed on a case by case basis.
- E. Employees in departments that serve the public during severe weather (including departments that provide snow removal and law enforcement services) are expected to report to work during severe weather conditions.
- F. Employee notification and public service announcements will be broadcast on the local radio stations: KCOB 95.9 FM or 1280 AM.

15. Courthouse Closing

- A. Authority to Declare the Courthouse Closed:
The Board of Supervisors is the official decision-maker on whether or not the courthouse will be closed.
- B. Essential and Non-essential Designation:
Media notices, which announce the closing of public offices frequently, designate that

only “essential employees” should report to work. Some departments have the need for essential employees who must, if scheduled, report to work even though the courthouse is closed to the public. In such departments, the Department Head/Elected Official shall designate their “essential” employees.

C. Absences Due to Emergency Conditions:

When the Board of Supervisors close the Courthouse, employees may elect to use compensatory leave, vacation, or leave without pay to cover the absence. Employees may, with the approval of the appointing authority, elect to work their scheduled hours although the state office or building is closed to the general public.

i. FLSA-Exempt Employees:

Employees exempt from the overtime provisions of the FLSA should not experience a reduction in their biweekly pay base due to emergency conditions. One of the requirements for a position to be designated as FLSA-exempt is that the employee is paid on a “salary basis”. Requiring FLSA-exempt employees to utilize accrued leave to cover time for which the employee is not able to work due to a decision of the employer-as in closing a facility-could jeopardize the FLSA exemption. The Fair Labor Standards Act regulations provide that:

- a. An employee will not be considered to be “on a salary basis” if deductions from his predetermined compensation are made for absences occasioned by the employer or by the operating requirements of the business. Accordingly if the employee is ready, willing, and able to work, deductions may not be made for time when work is not available.

FLSA-exempt employees are not required to utilize vacation or compensatory time, or to take leave without pay for closings designated by the County. Instead, it is expected that all work assignments will be completed after the building is reopened. Supervisors will determine the amount of time reasonably necessary for individuals to complete their work assignments.

V. WORKPLACE CONDUCT POLICIES

1. Outside Employment

An employee shall not become involved in any activity that impairs attendance or efficiency in the performance of their duties as an employee of Jasper County. An employee shall not engage in any employment, activity, or enterprise, which is inconsistent, incompatible or in conflict with duties as an employee of Jasper County.

2. Health and Safety

Articles of clothing worn must not be so loose fitting or torn that the clothing is likely to become caught in machinery or moving equipment.

All employees are required to use seat belts properly in all County equipment having seat belts.

All employees shall report all injuries no matter how slight to their immediate supervisor at once.

All employees shall report any unsafe conditions, unsafe work procedure(s) or act(s) to their immediate supervisor.

All employees shall learn the safe way to do their job before they start. If an employee is not sure that they thoroughly understand the job, they should ask their immediate supervisor for additional information.

All employees shall use the proper method for lifting materials: keep back straight, bend knees and lift with their legs. All employees shall get help if the load is heavy or awkward.

An employee shall use all safety devices provided for personal protection.

All employees when driving County vehicles shall follow all laws of the road, including but not limited to applicable speed limits.

These are minimum standards and Elected Officials and Department Heads may adopt more restrictive policies.

3. Acceptance of Gifts

Except as otherwise provided in Chapter 68B.22 of the Iowa Code, County Officials and County Employees and their immediate family members shall not, directly or indirectly, accept or receive any gifts or series of gifts.

4. Working Off The Clock

Jasper County prohibits any non-exempt employee from working “off the clock”.

5. Fraternization with Coworkers

Many difficulties, including potential charges of Sexual Harassment, may arise when coworkers develop close personal relationships, romantic relationships, or are dating. Employees of Jasper County are not prohibited from close fraternization with or dating coworkers, but it is to be understood by all employees that their conduct while at work is to reflect professional behavior.

Keep any obvious demonstration of a romantic relationship outside work. No favoritism, preferential treatment, nor difference in work performance expectations is to occur when workers supervise, work with, or assign duties to a coworker with whom they have such a relationship.

6. Employee Confidential Information

While you are employed with Jasper County, you may have reason to provide confidential personal information about yourself to your supervisor, medical insurance personnel, or the Human Resource Department. All supervisors, managers, and employees are expected to keep such information confidential and reveal it only to those who need to know it. At the same time, it is important for all employees to realize that this kind of information must be revealed in some circumstances and may be revealed in situations in which some employees will feel it should not have been revealed.

By coming to work for Jasper County, you agree to leave the question of when personal information known by those in the County will be revealed to others in the County and to whom it will be revealed to the discretion of the County and its department heads. Jasper County expects all of its department heads and employees to use good judgment in this regard.

Generally, confidential information concerning medical issues and disabilities should be revealed only to supervisors and others who must know in order to work effectively with the person involved or to accommodate a disability, to emergency and medical personnel who may be called upon to provide emergency treatment, consultants to the company in special circumstances, management, and to government officials investigating our compliance with law.

Any concerns or complaints regarding the disclosure of confidential information should be referred to the Human Resource Director as soon as possible after an employee becomes aware of the disclosure.

7. Political Activity

Employees may participate in or contribute to the election or appointment of public officials. Political activity, however, must not interfere with your normal work duties. No County employee will be coerced or compelled to take part in political campaigns to favor the

appointment or election of candidates for any office. Leaves of absence, without pay, may be granted to any person that becomes a candidate for elective office or works for such a candidate. No political activity may occur while the employee is on duty.

8. Drug Free Workplace

The County of Jasper, as a recipient of federal grants, is required to comply with the Drug-Free Workplace Act of 1988. The following format policy, which is required by the law, is consistent with the County's general policy of not tolerating illegal activities on County time or premises.

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.
- B. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on County premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The County recognizes drug dependency as an illness and a major health problem. The County also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use health insurance plans or treatment facilities as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under criminal drug statute for violations occurring on County premises or while on duty off County premises. A report of a conviction must be made within (5) days after the conviction to employee's Department Head.

9. Drug and Alcohol Testing Policy:

A. Statement of General Policy:

The Board of Supervisors finds that:

Drug and alcohol use has serious adverse effects upon a significant portion of the work force nationwide, resulting in billions of dollars of lost productivity annually and posing a threat to public safety and security. Drug and alcohol use creates a variety of workplace problems, including decreased productivity, decreased employee morale, increased workplace theft and a decline in the quality of services.

County officials, County employees and the general public all value quality services and want an efficient and productive County work force free from the effects of drugs and alcohol. At the same time, certain procedural safeguards are necessary to protect County employees, County department heads and elected officials participating in workplace drug and alcohol testing programs.

Therefore, the Board of Supervisors concludes that fair and accurate testing for drugs and alcohol in the County workplace is in the best interest of all, in order to ensure a positive and productive work environment for the County's employees and the public at large.

B. Policy Objective:

The objective of this policy is to ensure a safe, healthy, and work-efficient environment for the County's employees and the public at large. This includes ridding the County workplace of illegal and potentially dangerous drugs, as well as persons who may have an adverse effect on the County's employees. The County will utilize every reasonable measure to maintain a drug and alcohol free work environment.

C. Prohibited Conduct:

- i. County employees shall not engage in the following conduct:
 - a. Report for duty or remain on duty while having alcohol concentration of .04 or greater.
 - b. Report for duty or remain on duty while using any illegal drug(s). "Illegal drug(s)" means a substance considered to be a controlled substance and included in schedule I, II, III, IV, or V under the Controlled Substance Act, 21 U.S.C. §801 et seq.
 - c. Report for duty or remain on duty when impaired by the misuse of prescription drugs or other substances, whether illegal or not.
 - d. Refuse to submit to an alcohol or drug test when such test is authorized under this policy.
- ii. The County shall not employ any job applicant who refuses or fails a pre-employment drug test.
- iii. Any employee who refuses or fails an alcohol or drug test may receive disciplinary action, up to and including termination. The first time a County employee tests positive for drugs or alcohol, the County shall provide a substance abuse evaluation, and treatment if recommended by the evaluation, with costs apportioned as provided under the employee benefit plan. The County shall take no disciplinary action against an employee due to the employee's first positive test if the employee undergoes a substance abuse evaluation, and if the employee successfully completes substance abuse treatment if treatment is recommended by the evaluation. However, if an employee fails to undergo substance abuse evaluation, or fails to successfully complete substance abuse treatment when recommended by an evaluation, the employee may be disciplined up to and including discharge.

D. Required Tests:

- i. Pre-employment Testing

- a. A pre-employment drug test will be conducted after an applicant is conditionally offered County employment. Pre-employment job applicants who test positive shall not be employed by the County, and shall not have the right to have their samples retested.
- b. The County shall include a warning that a drug test will be required in any notice or advertisement soliciting applicants or on the application form, and an applicant for employment shall be personally informed of the requirement for a drug test at the first interview.
- c. A County employee who transfers from one County job to another is not subject to pre-employment testing.

ii. Reasonable Suspicion Testing

When an employee's supervisor has a reasonable suspicion that the employee has violated this policy the supervisor will document the suspicion, and then contact the Human Resource Office for further investigation. If the supervisor and Human Resource Director feel the employee is under the influence, the employee will then be required to take a drug and/or alcohol test with the procedures as follows:

- a. The decision to require suspicion testing shall only be made by the Human Resource Director and a supervisor who has been trained to recognize drug and alcohol use symptoms pursuant to this policy.
- b. A decision to test must be based on specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. A decision to test may be based on observable phenomena while at work such as direct observation of the physical symptoms or manifestations of drug or alcohol use.

If the employee is a supervisor or Department Head/Elected Official and there is suspicion of drug or alcohol use, the Human Resource Office shall be contacted to conduct the investigation and determine if drug and/or alcohol testing is needed. If the employee is a Department Head or Elected Official, the Board of Supervisors would be notified if deemed necessary. The above-mentioned procedures in items (a) and (b) will then be followed.

iii. Applicability

This policy does not apply to any drug or alcohol tests required by federal law or federal regulations.

E. Drug Testing Procedures:

- i. The following testing procedures will be used in conducting drug tests under this policy:
 - a. Drug testing will be performed utilizing urine samples.
 - b. Tests for marijuana, cocaine, opiates, amphetamines (including

- methamphetamines) and phencyclidine will be performed.
- c. An applicant who is offered conditional County employment will be required to report to the drug testing collection site specified by the County within forty-eight (48) hours of notification and provide a specimen of his/her urine.
 - d. Upon notification that a reasonable suspicion drug test is required, an employee will report to the drug collection site specified by the County and provide a specimen of his/her urine. Since delay in reporting after notification can adversely affect the outcome of a test result, the time allowed for employees to report for reasonable suspicion drug testing after receiving notice will be travel time plus thirty (30) minutes.
- ii. All testing will be done by a SAMHSA-certified laboratory chosen by the County.
 - iii. If an initial drug test is positive, a confirmation test will be performed on the same specimen using Gas Chromatography/Mass Spectrometry (GC/MS).
 - iv. If an initial drug test is negative, there shall be no confirmation drug test.
 - v. A medical review officer shall review and interpret the qualitative and quantitative aspects of any confirmed positive test results prior to the results being reported to the employer.
 - vi. The employee will be informed of the results of the drug test promptly by the County. The employee shall be accorded a reasonable opportunity to rebut or explain the results of a positive drug test.

F. Alcohol Testing Procedures:

- i. The County may utilize saliva or breath tests to measure employee alcohol use. Positive test results shall be confirmed by a breath test or a blood test.
- ii. Upon notification that an alcohol test is required, an employee will report for alcohol testing at site selected by Jasper County. Since delay in reporting after notification can adversely affect the outcome of a test result, the time allowed for employees to report for alcohol testing after receiving notice will be travel time plus thirty (30) minutes.
- iii. An employee with a negative test result may return to work.
- iv. An employee shall be accorded a reasonable opportunity to rebut or explain the results of a positive alcohol test.

G. Information and Training:

- i. Every employee covered by this policy will receive the following information prior to the implementation of this policy:
 - a. The name of the County employee available to answer questions about this policy;
 - b. The position subject to testing;
 - c. Specific information on conduct which is prohibited;
 - d. An explanation of testing procedures;
 - e. An explanation of the consequences of engaging in prohibited conduct;

- f. Information on the effects of substance abuse; the signs of a substance abuse problem; and available methods of intervening when a problem is suspected.
- ii. A copy of this policy will be given to every County employee.
- iii. Every supervisor who will determine whether an employee must submit to a reasonable suspicion drug or alcohol test will receive at least two hours of training on the specific, contemporaneous physical, behavioral, speech, and performance indicators of probable drug and alcohol abuse. One hour will cover alcohol use and one hour will cover drug use.

H. Confidentiality:

- i. All information, interviews, reports, statements, memoranda, and test results, written or otherwise received by the County through its drug and alcohol testing program are confidential communications under Iowa law and will not be disclosed in any public or private proceedings, except in accordance with this policy or other law.
- ii. Any written information obtained by the County pursuant to this policy shall be the property of the County.

10. Smoke Free Workplace

Jasper County buildings are designated as non-smoking facilities. Smoking is prohibited in all portions of the facilities, as well as on the grounds. Employees who smoke should observe all fire and safety rules when working around or near hazardous chemicals or materials. Additionally, state law prohibits smoking in County-owned vehicles.

11. Computer Equipment and Software Policy

In an effort to reduce computer viruses, no person shall at any time install or operate on any County owned or leased computer equipment, computer programs, unless such programs were either installed by or under the supervision of the County Information Systems Department. Any violation of this policy can result in loss of computer privileges.

Any use of County owned or leased computer equipment for personal purpose is strictly prohibited. Any remote access may be accomplished only through means and equipment approved by the County Information Systems Manager or designee. The County Information Systems Manager or designee shall endeavor to enhance security of such remote access but shall not bear any responsibility for any breach of security via any unauthorized remote access to information. No person shall install or operate on any County owned or leased computer equipment any computer programs unless such programs were screened or installed by the County Information Systems Manager or staff.

Information contained within or accessible through any County owned or leased computer equipment to which the general public may have access or which has been ordered to be disclosed by a Court of competent jurisdiction may be disseminated only under the direct supervision of the Elected Official or Department Head responsible for such information.

Any unauthorized access to information contained within or accessed through any County owned or leased computer equipment may be subject to discipline up to and including termination. Board of Supervisors approval is required for subscription to the Internet for any County owned or operated computer equipment.

All departments must have Board of Supervisor approval before subscribing to the Internet. Internet cannot be connected to the network system.

Systems need to be backed up on a nightly basis. In order for a system to be backed up, each user in a department must log-out at the end of the workday. If this is not done loss of program or data could result, without the possibility of recovering it. Consistent abuse of this policy may result in the loss of computer privileges.

12. Technology Procedures – Acceptable Usage Policy

A. Purpose:

This policy establishes guidelines and standards for the use of technology equipment, software, data, electronic mail and the Internet. These guidelines and standards must be understood and accepted by each End User who may utilize Jasper County technological resources including, but not limited to, Jasper County employees, vendors, and public citizens. Revisions to these guidelines and standards may be expected as new products and services are introduced and as the understanding of information processing and Jasper County business practice evolves.

B. Definitions:

Hardware: Any physical technology equipment used for processing data or for data / voice communication including, but not limited to: Desktop PC's, Laptops, Smartphones / Cell phones, Desk Phones, Virtual Desktops, Servers, Networking equipment, Printers, iPads, tablet PC's, etc.

Software: Programs, programming languages, instructions, or routines which are used to perform work on a computer or other technology hardware.

Data: Information such as records, images, e-mail, or other textual material stored on or accessible through a computer whether that data resides on County hardware or is accessible through the Internet or other on-line services through the use of County hardware.

Inappropriate Conduct: Conduct which violates County's Acceptable Usage Policy.

IT Department: Department of Information Technology that is responsible for County-owned technology resources for the End User accessing County-owned hardware, software or data.

C. Computer Procedures:

The first and foremost rule for using these technologies is:

Don't say, do, write, view, or acquire anything that you would not consider to be County Business; that you do not require access to for your job responsibilities; and / or that you wouldn't be concerned to have everyone in the world learn about if the electronic records were requested for disclosure.

- i. Conduct considered as misuse / inappropriate:
The following conduct is considered as misuse or inappropriate. They include issues dealing with copyright laws, physical harm to the computer systems, accessing information that the employee does not have permission to access, connecting or using non-County owned software or equipment on the County network, harassment via the County computer system(s), invading privacy of others via the County computer system(s), using the system for personal gain, relocation of County-owned equipment or data, and transmitting offensive material via the County computer system(s).
 - a. Copying County-owned or licensed software or data to another computer system for personal external use;
 - b. Attempting to, or modifying County-owned licensed software without approval from the IT Department;
 - c. Attempting to, or accessing Operating System prompts or executing Operating System commands without approval from the IT Department;
 - d. Attempting to, or damaging or disrupting operation of computing equipment, data communications equipment, or data communications lines;
 - e. Attempting to, or intentionally accessing or modifying data files, databases, directories, or software without proper authorization from the IT Department;
 - f. Using County computing resources for purposes other than those intended, including:
 1. Allowing access by unauthorized persons
 2. Using County resources for external purposes or personal gain
 3. Transporting computers, data, data media, programs, documentation and/or equipment to another location unless authorized by the IT Department;
 - g. Invading the privacy of an individual by using electronic means to ascertain confidential information;
 - h. Copying or altering another user's software or data without permission from that user;
 - i. Knowingly accepting or using software or data which has been obtained by illegal means;

- j. Abusing or harassing another user through electronic means;
 - k. Using the County's computing facilities in the commission of a crime;
 - l. Using the County's computing resources to access, transmit, store, display or request obscene, pornographic, erotic, profane, racist, sexist or other offensive material (including messages, video, images or sound);
 - m. Connecting or attaching equipment not purchased by Jasper County to County-owned workstations and equipment without approval from the IT Department; and
 - n. Installing or using software not purchased by Jasper County on County-owned workstations and equipment; or knowingly copying or using programs in contravention of copyright laws.
- ii. Identification & Passwords:
 The County's computer systems require that each user have a unique identity, referred to as a "User-Id", protected by a "Password", to gain access to the system. This identity and password are used to represent an End User in various system activities, to provide access to certain software and data based on his/her duties and purpose for requiring such access. As such, this computer identity is another instrument of identification and its misuse constitutes forgery or misrepresentation. Conduct which involves misuse of User-ID and Password includes:
- a. Allowing another individual to use the identity and password
 - b. Using another individual's computer identity and password even if the individual has neglected to safeguard his or her computer identity

In compliance with the Health Insurance Portability and Accountability Act (HIPAA), the PCI (Payment Card Industry) Compliance requirements, the following safeguards are in place:

- a. End User passwords must be changed every 90 day
 - b. Screen saver passwords will be set to lock computers after 15 minutes of last use.
 - c. Strong passwords must be used –
 - 1. Contain both upper and lower case characters (e.g., a-z, A-Z)
 - 2. Have digits and punctuation characters as well as letters e.g., 0-9, !@#%&^*
 - 3. Are at least 8 alphanumeric characters long
 - 4. Are not a word in any language, slang, dialect, jargon, etc.
 - 5. Are not based on personal information, names of family, etc.
- iii. Security Concerns:
 The following issues deal with the security of the system and cover items concerning the location of the equipment, using equipment that is approved by the IT Department as well as the Department Head / Elected Official, security precautions for mobile devices in the event of (or to prevent) a loss or theft of equipment, unsafe websites and end user security training.

- a. The placement of a computer system in a user area and the portability of the equipment and associated data media creates special user concerns, as outlined below:
 1. The IT Department and the End Users must ensure that all equipment is located in a secure area where the opportunities for theft are minimized.
 2. The End User must ensure that only authorized personnel have access to the computer system and that only County business is performed on the system.
 3. Local data files must be safeguarded from unauthorized access.
 4. The ability to load a large amount of data on an easily transported media makes it imperative that confidential data be carefully controlled and safeguarded.

- b. Mobile Devices, including but not limited to: laptops, cell / smart phones, tablets, etc. that are issued by Jasper County as well as personal devices (cell phones / smart phones/ tablets/ IPads) that are used for business purposes and / or store Jasper County information shall adhere to the following guidelines:
 1. Access to Jasper County information resources using a mobile device must be pre-approved by the IT Department and the Department Head / Elected Official;
 2. Mobile devices must require a pin / pattern / password lock to access;
 3. Mobile devices must require a pin / pattern / password lock after a period of inactivity;
 4. Encryption is required for all mobile devices that must store or access sensitive information. (Please contact the IT Department for assistance establishing data encryption);
 5. Users that use personal mobile devices for business must follow the same guidelines as those users who are issued County-owned devices;
 6. Users will physically secure mobile devices that are left unattended. (If left in a vehicle, mobile devices will be hidden from view, locked in glove compartment, etc.);
 7. Users are not allowed to provide unattended access to mobile devices by another user;
 8. Users will notify the IT Department immediately if a mobile device is lost or stolen;
 9. Users will return Jasper County provided mobile devices at the end of employment. At which time the device will be wiped.
 10. Disable Bluetooth unless needed
 11. Personal devices, excluding cell phones / smart phones, shall not be connected to any Jasper County network without being pre-approved by the IT Department and the Department Head / Elected Official;

- c. The IT Department shall establish security rules regarding websites deemed to be dangerous and / or inappropriate for End User access. These websites

shall be blocked via hardware and software settings.

- d. The IT Department shall establish periodic End User Security Training. All End Users of County Systems shall be required to attend this training and / or review the training materials provided during the training session. Each training session shall include an End User Acknowledgement Sheet to be signed and dated by the End User.

- iv. **Equipment Care, Maintenance, and Disposal:**
This section of the policy is a general guideline for keeping County owned computer equipment safe from physical harm from outside elements. Users must ensure that their computers are not exposed to extremes of heat or cold, dust, smoke, or other potential contaminants. Drinks and food should be kept away from the equipment or storage media. The IT Department should be advised of any malfunctions arising with the equipment.

- v. **Reporting Violations:**
This section of the policy specifies the procedures and guidelines for the IT Department to report violations to the Department Head / Elected Official and at what point the violations will be reported to the Board of Supervisors by the IT Department. This section also covers procedures and guidelines for employees to report violations. This section, however, shall not be interpreted as a guideline or a set of requirements of disciplinary action as disciplinary actions shall be handled within individual departments by Department Heads / Elected Officials.

County Systems Usage shall be reviewed on an as needed basis by the IT Department or as directed by Human Resources, as well as on random review of the system. If violations are found, the IT Department shall then notify, in writing, the Department Head / Elected Official of an employee's violation. After three (3) similar violations by an individual, the IT Department shall notify, in writing, the Department Head / Elected Official as well as the Board of Supervisors of these violations. It shall be the responsibility of the Department Head / Elected Official / Human Resources to establish disciplinary action for their employee upon notification of a violation. In the instance of a violation by a Department Head / Elected Official, the same reporting procedures shall be followed by the IT Department.

Employees may submit written notifications to their Department Head / Elected Official upon the witnessing of violations by another employee. The Department Head / Elected Official shall then notify the IT Department, in writing, of possible infractions, indicating the date, estimated time, and type of violation. The IT Department shall then conduct research to verify the complaint and return a summary of findings to the Department Head / Elected Official and Human Resources. At no time shall an employee report any violations directly to the IT Department unless the IT Department is the

Department Head / Elected Official of the employee submitting the complaint. End Users of County Systems not employed by Jasper County shall receive one (1) written notification of their violation by the IT Department. A second violation shall result in immediate termination of access to the County Systems.

vi. **Disciplinary Actions:**

This section of the policy states to what extent a Department Head / Elected Official / Human Resources may discipline an employee who violates any section of the policy; however, it reiterates that this policy sets no guidelines or requirements for disciplinary actions. All disciplinary actions shall be determined by the appropriate Department Head / Elected Official / Human Resources.

Anyone found to have violated any section of this policy shall be subject to disciplinary action which could result in termination of system access, termination of employment and / or criminal prosecution, if appropriate. Disciplinary actions shall be determined by the appropriate Department Head / Elected Official / Human Resources or based on guidelines within the Code of Iowa.

D. **E-Mail Policies:**

Jasper County provides electronic mail to employees for business purposes. All electronic messages are the property of the County and therefore are not considered private unless otherwise protected by law.

i. **Prohibited Use of E-Mail**

This section relates to the sending of e-mails from the County system: mass mailings for non-County related business; e-mails that violate copyright laws, take up additional unnecessary storage space on the County system, compromise the integrity of Jasper County are sent, for personal gain, contain offensive material or language, or violate any Jasper County policy. The following are prohibited uses of the County's Electronic Mail System:

- a. Sending County-wide mail not related to County business;
- b. Sending copies of documents in violation of copyright laws;
- c. Sending copies of County business related documents / files to other County employees which can be stored on the County System in a single location and shared by multiple / all employees.
 1. Examples of such documents:
 - a) Forms to be used by multiple / all County employees;
 - b) Manuals / Documents to be used by multiple / all County employees;
 - c) Images to be used by multiple / all County employees
 2. Files / documents to be accessed by all County employees may be submitted to the IT Department to be placed on the County User Portal

for access by all County Employees – eliminating duplication of file storage.

- a) Sending e-mails that compromise the integrity of Jasper County and its business in any way;
- b) Sending e-mails that advertise personal business;
- c) Sending messages containing offensive, abusive, threatening or other language inappropriate for the workplace;
- d) Sending messages that violate the County’s Sexual Harassment Policy or any other Jasper County Policy.

ii. Monitoring of Electronic Mail and Data:

All electronic mail messages and related data are the property of Jasper County. The County reserves the right to access messages and related data whenever there is a legitimate purpose to do so or under the following circumstances:

- a) Upon the discontinuation of County employment for any reason, a user’s mail and data may be accessed for the purpose of saving those messages and files that pertain to County business. This access will be granted only upon written notification from the Department Head/Elected Official to the IT Department. These files may be transferred to another user if necessary to conduct County business;
- b) If required by law to do so;
- c) In the course of an audit or investigation triggered by indications of impropriety or as necessary to locate substantive information;
- d) When necessary to investigate a possible violation of a County policy or a breach of the security of the electronic mail system; and
- e) In the event there is reasonable suspicion that a user has committed or is committing a crime against the County or for which the County could be held liable.

iii. Disclosure of Mail Accessed by Monitoring:

The contents of any / all electronic mail sent from or received through a Jasper County system shall be subject to Open Records Law unless otherwise protected by law and may be disclosed without the permission of the End User. The IT Department will follow the procedure below when delivering requested electronic mail documents to an individual making a specific request.

If a request has been made for disclosure of an End User’s County-owned electronic mail, the IT Department shall either print copies, or shall utilize technological means to obtain copies, of all mail requested, then submit those copies to the Jasper County Attorney for review of any confidential/private or privileged information. Any confidential/private or privileged information protected by law shall be redacted by the County Attorney’s Office. Upon completion, the documents shall then be delivered to the requester on an “Actual Cost” basis. The timeframe for delivery of e-mails to an individual making a request shall be reasonable and follow the guidelines within the Open

Records Law.

iv. Retention of Electronic Mail Messages:

This section of the policy is in regards to storing of e-mail messages and sets a guideline for cleaning up unnecessary messages.

Messages that have been moved or stored in the Trash Folder shall automatically be permanently deleted after seven (7) days from the Email server. All messages stored in a user's "mailbox" folders are retained at the discretion of the End User up to a total size of two (2) gigabytes. These messages shall be periodically purged by the End User to conserve disc space. The IT Department recommends that messages retained after one hundred eighty (180) days be archived by the End User and stored for later use if necessary.

Mailboxes reaching the two (2) gigabyte threshold will begin to send warnings to the End User. If the two (2) gigabyte limit is reached senders will receive "mailbox full" reply messages and no new email will be delivered until the End User deletes or archives emails to make space.

E. Internet Policies:

Jasper County provides Internet connectivity for authorized employees in selected facilities for business purposes.

Internet connectivity will be provided to those employees approved by their Department Head or Elected Official. These End Users will be granted the appropriate access and security setup after the End User Agreement is signed.

This section of the policy establishes the basic guidelines for the end user while accessing the Internet, reminding the end user not to share passwords. It also requires an end user to advise his or her Department Head / Elected Official if he or she believe he or she has gone to an inappropriate site by accident or if they believe there has been an accidental breach of security (ie: Personal information submitted through a website, etc). The Department Head / Elected Official shall then notify the IT Department in writing of these circumstances for documentation purposes so as to exempt the employee from investigation for these incidents.

i. End User responsibilities are to:

- a. Secure their account and passwords. The IT Department will presume that all use of the account and passwords to be by the authorized End User of that account and passwords. End Users must take reasonable precautions to prevent the account and passwords from becoming known to other persons;
- b. Take reasonable efforts to use the Internet resources effectively, economically and responsibly;

- c. Advise the IT Department or their supervisor/manager if information to which the End User is not entitled has been inadvertently obtained or sent, or they become aware of a breach of security

F. Streaming Media:

End Users are prohibited from accessing any streaming media programs, feeds, material and content unless the subject matter being streamed is necessary to fulfill one's job responsibilities. No streaming media sites are to be accessed, nor are any streaming media programs or applications to be downloaded, installed and/or operated by end users using organization-provided computers, servers, systems and/or networks unless the material is necessary to fulfill one's job responsibilities.

End Users are also prohibited from accessing media streams from such Websites as Google Video, iFilm and YouTube, among others, unless the subject is necessary to fulfill one's job responsibilities. Streaming media use, such as might be required for conducting client research or training, constitutes acceptable use.

Streaming media programs and devices prohibited from operation within the organization or on any organization equipment or network (unless used for expressly permitted activities) include, but are not limited to:

- Apple Computer, Inc.'s QuickTime
- DivXNetworks, Inc.'s DivX Player
- Listen.com, Inc.'s Rhapsody
- Microsoft Corp.'s Windows Media Player
- Real Networks, Inc.'s Real One Player
- Sling Media's Slingbox
- Internet Radio (Pandora, XM, Sirrus and others)

G. Social Networking Sites:

Jasper County provides access to Social Networking sites including, but not limited to, Facebook, LinkedIn, and Twitter, to its employees for the sole purpose of conducting Jasper County business. These sites can be beneficial to County-related business and should be used in such a manner to promote Jasper County and relay County-related Information to the public. It is the intent of this policy to ensure that users maintain discretion and professionalism while using these sites so as to not harm the reputation of Jasper County. Those individuals found in violation of utilizing Social Network Sites or for utilizing such sites for personal use during County business hours shall be deemed in violation of the Jasper County Acceptable Usage Policy and shall be reported as per Section 12(c)(i)(f) of the Jasper County Acceptable Usage Policy.

H. Internal Department Policy:

Department Heads retain the authority to set additional departmental policy in accordance with the Jasper County Acceptable Usage Policy that is within the guidelines, or more stringent than the Countywide Acceptable Usage Policy. Department Heads must give the IT Department a copy of the departmental policy and a written request for any modifications to the system that are necessary.

I. End User Agreement:

- i. Valid signatures are required for permission to use Jasper County's Local Area Network, Wide Area Network and / or provided Internet Accounts. End Users shall not gain access to County Systems until a signed End User Agreement is on file.
- ii. Permission is in effect for the duration of the End User's employment with Jasper County or until the Office / Department Supervisor and / or the IT Department, upon direct recommendation of the Board of Supervisors, rescinds permission.
- iii. Once signed and dated by the End User and the IT Department, the End User Agreement shall be returned to the Department Head / Elected Official to be signed and placed in the Employee Personnel File.
 - a) If access to the County System is to be provided to a public citizen or vendor, the signed End User Agreement shall be placed on file with the IT Department.

13. Social Media Policy

A. Social Computing Guidelines:

The purpose of this policy is to establish County regulations defining the use of various technologies known collectively as "social media". Social media accounts shall be used for the purpose of informing the public about County business, services, and events. All official County presence on social media accounts are considered an extension of the County's information networks.

This policy covers all social media messages generated on or handled by electronic communication systems owned by the County. This policy is also applicable to all social media messages generated by employees of the County that relate to their status as an employee of the County. The regulation of employee speech is subject to the right of employees to freedom of speech as that right has been interpreted by the court.

The County's website will remain the official location for content regarding County business, services, and events. Whenever possible, links within social media formats should direct users back to the County's website for more information, forms, documents, or online services necessary to conduct business with the County.

All County social media accounts should be viewable to the public and not use privacy settings.

The County logo and authorized departmental extensions should be used on all social media accounts to confirm authenticity of site.

If a department chooses to participate in social media, online representation on social media accounts is ultimately the responsibility of the Department Director. The Department Director shall appoint a social media moderator to control the social media account and ensure appropriateness of content.

Departments should regularly monitor and update accounts at least twice a week.

Employees representing the County via social media accounts must conduct themselves at all times as representatives of the County and must comply with the Guidelines contained in this policy and with the provisions relating to "Prohibited Content".

Any employee who discovers a violation of this policy shall immediately notify their Department Head who shall in turn inform the CIO. An employee who violates this policy or uses social media for improper purposes shall be subject to disciplinary action up to, and including, termination of employment.

B. Definitions:

Social Media: Various forms of discussion and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, email, instant messaging, and music-sharing. Examples of social media applications include, but are not limited to, Google and Yahoo Groups (reference, social networking), Wikipedia (reference), MySpace (social networking), Facebook (social networking), YouTube (social networking and video sharing), Flickr (photo sharing), Twitter (social networking and micro-blogging), LinkedIn (business networking), and news media comment sharing/bloggng.

Business Purposes: Use of social media as a means of communicating official information about the County, including events, department activities, emergency information, and feature stories. Business Purposes also includes use of social media for interaction with a professional association, information source necessary to the job duties of an employee, and interaction with other members of a professional association.

Personal Use: On-duty and off-duty use of personal social media sites by a County employee for any purpose that is not a business purpose. This includes access on personal or County provided computers and smart phones.

C. Posting Guidelines:

Employees should be conscious of what they post on social media sites and avoid presenting personal opinions that imply endorsement by the employee's Department or the County. If posted material could be attributed to the employee's Department or the County, the post must be accompanied by a disclaimer identifying the statements or opinions presented as those of the poster and stating that the statements or opinions do not reflect those of either the employee's Department or the County.

Employees should not portray themselves as spokesperson for their Department or the County unless they are specifically authorized to do so by either the Department Head or the Board of Supervisors.

Departments that use social media accounts are responsible for complying with applicable federal, state, and local laws, regulations, and polices. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment free speech rights, privacy laws, and information security policies established by the County.

Employees may not post text, video, pictures, or other material that would reasonably be considered to be detrimental to the image of the County or of an individual Department. Only post material which you have permission to use.

Employees should keep in mind that once an item is posted it is publicly available on the Internet and cannot be retracted.

D. Prohibited Content:

The following content shall be prohibited on official County social media sites.

Profane language or content

Content that promotes, fosters, or perpetuates illegal discrimination of any kind.

Sexually explicit content or links to such content.

Solicitation of others for commercial ventures, or religious, social, charitable or political causes.

Making or publishing of false, defamatory, or malicious statements concerning any employee, supervisor, the County, or its operations.

Personal information about employees.

Posting of HIPAA protected information is not permitted.

Use of chat sessions in social media will not be permitted.

The Department Head, CIO, or designated representative, reserves the right to delete submissions that are deemed inappropriate, according to prescribed unacceptable content standards. If any record is deleted for unacceptable content, it is the responsibility of the affected Department to retain a public record of that content and keep a record of why the information was removed.

Friends, fans, or followers should be removed if they continue to post inappropriate content. One warning should be given. If the individual posts inappropriate content a second time, they should be removed or blocked.

E. Social Media Account Security:

Department social media accounts should be tied to a County email address.

Moderators should never leave a workstation unattended when logged on the social media account.

Only the Department Head and moderator(s) should know the login and password to social media accounts.

If the moderator changes, the login and password should also change.

F. Personal Use of Social Media:

Employees should make certain any online activities do not interfere with their effectiveness at work and ensure any on-duty personal use is limited in nature. If on-duty personal use is interfering with work effectiveness, employees will be subject to disciplinary action.

Employees should be mindful of blurring their personal and professional lives when using or accessing social media sites.

Employees may not use social media to engage in libelous, defamatory, obscene, or maliciously false behavior directed at the County, Departments, elected officials, appointed officials, other employees, or members of the public.

Employees may not post confidential information which they have learned through their employment with the County.

Posting of HIPPA protected information is not permitted.

Employees may not use their County email account in connection with a personal social networking account.

Employees shall not participate in online social media or forums on behalf of the County or their Department unless they are authorized to do so by the {POSITION} or their Department Director.

When violations of these guidelines occur, the County reserves the right to exercise judgment in determining the appropriate level of discipline by reviewing each incident on a case-by-case basis.

14. Workplace Privacy and Searches

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

As part of your employment, a desk or work space may be made available to you. The desk and work space are County property. Because the desk and work space are County property, not your personal property, the desk and work space are subject to being inspected by the County at any time, with or without notice to you.

The County assumes no responsibility or liability for any items of personal property which are placed in the desk or work space 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) individuals present at the time of the examination or inspection.

15. Investigations

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

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

16. Use of Employee Personal Cell Phones

The County recognizes that it may be necessary, on occasion, for employees to make and receive personal phone calls on his/her personal cell phone. However, the frequency and duration of such

phone calls should be rare and infrequent. Use of the employee's personal cell phone for personal use must be done on the employee's non-work time, except in emergency situations.

17. Loss of Valid License

If an employee loses his or her driving privilege, the following shall apply to all employees whose job description requires them to have a valid operator or chauffeur's license.

A. If Loss is Due to "Off Duty" Activity:

First loss of license – If the legal infraction is a misdemeanor, the Department Head will work with the employee to obtain a driving permit for work if the employee agrees to and does proceed with appropriate treatment and training. If the legal infraction is a felony, the employee will be terminated immediately.

Second loss of license – Termination of employee

B. If Loss is Due to "On Duty" Activity:

First loss of license – If the legal infraction is a misdemeanor, immediate reduction to the minimum of one pay grade lower than employee's current pay grade. The employee will remain at that pay grade until driving privilege is restored and the employee has completed appropriate treatment or training. No request for work permit will be made.

Second loss of license (or loss due to a felony infraction of the law) – Immediate termination.

It shall be the employee's responsibility to immediately inform their supervisor of a potential loss of driving privileges and to keep this information current up to and including final judicial or administrative action. Any evidence of concealment or the providing of erroneous information will be grounds for immediate termination from employment.

The employee would normally be presumed innocent until proven guilty in the courts or through administrative process. Individual circumstances may be reason for actions not included herein.

Jasper County will not allow the installation of ignition interlock devices on County vehicles.

18. Disciplinary Action

A. Disciplinary Action:

1. Reasons – An employee is subject to reprimand, demotion, suspension, or discharge for any of the following reasons:
 - Violation of department work rule
 - Violation of County Work Rules
 - Inefficiency
 - Insubordination
 - Incompetence
 - Failure to perform assigned duties
 - Un-rehabilitated narcotic addiction
 - Dishonesty
 - Un-rehabilitated alcoholism
 - Negligence
 - Conduct which adversely affects the employee’s performance or that of the employer
 - Conviction of a felony while employed with the County
 - Misconduct
 - Other just and/or good cause
2. Procedure – It is the policy of the Department Head/Elected Official to follow a system of progressive disciplinary action as outlined below. Any violation of policy may result in disciplinary action beginning with the first violation step. Any subsequent violations will be subject to the next step in the disciplinary process. However, a violation of a serious nature may be cause for stronger disciplinary action or immediate discharge. A Department Head or Elected Official may allow paid administrative leave during the investigation of an alleged violation.
 - First violation – the employee’s Department Head or immediate supervisor shall give verbal warning. This verbal reprimand will be documented and placed in the employee’s personnel file.
 - Second violation – a written reprimand signed by the Department Head/Elected Official or designee, and delivered to the employee stating the reasons for the reprimand and the consequence of the repeated action.
 - Third violation – a suspension without pay and a written statement of the violation, indicating the reason for the suspension.
 - Fourth violation – discharge of the employee.
3. All reprimands, demotions, reductions in salary, and discharges shall be in writing and given to the employee in private whenever possible. The Department Head/Elected Official shall keep a copy signed by the Department Head/Elected Official and signed by the employee in the personnel file.

19. Working Rules - Class I

Class I work rules are work rules which, if violated for the first time, will usually not result in discharge.

1. Horseplay, loafing, or lackadaisical performance of job assignments or disturbing others at work.
2. Failure to begin work at starting time.
3. Frequent tardiness, absenteeism, or leaving work early without authorization or just cause.
4. Working unauthorized hours or violation of working hours, rest periods, or lunch periods.
5. Leaving employee's work place during work hours without authorization.
6. Unauthorized extension of break and/or lunch periods.
7. Unnecessary visiting or extended visiting during working hours.
8. Loitering or wasting time during working hours.
9. Obscene or abusive language.
10. Poor grooming or hygiene.
11. Smoking in NO SMOKING area.
12. Inefficiency.
13. Violation of safety and health rules.
14. Poor driving record (both on and off the job). An employee's driving record will be checked yearly. (This rule pertains to employees operating vehicles for County business).

20. Working Rules – Class II

CLASS II work rules are work rules which are of a more serious nature than CLASS I and any violation will result in more serious disciplinary measures, up to and including discharge.

1. DISHONESTY, theft.
2. Deliberately falsifying, altering, or supplying false information on County Records. (This includes false sick leave claims, falsifying time sheets, other payroll records and/or application).
3. Sleeping during working hours.
4. Fighting: disorderly, subversive, insubordinate, immoral or indecent conduct during working hours or on County premises.
5. Working on personal jobs or other secondary employment on County time.
6. Deliberate failure to complete County records.
7. Violation of safety and health rules which may endanger the employee, other employees, or the public.
8. Excessive absenteeism.
9. Failure to notify the supervisor that the employee will be absent from work.
10. Failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions.

11. Failure to follow the proper procedures or policies of the County.
12. Incompetence.
13. Operating equipment or motor vehicles recklessly.
14. Transporting unauthorized passengers in County equipment.
15. Failure to perform routine maintenance on equipment assigned to employees.
16. Two (2) written warnings for any combination of offenses during a twelve (12) month period.
17. Theft, willful destruction and/or unauthorized use or altering of property or equipment belonging to the County or any employee.
18. Consuming, having possession of, or being under the influence of intoxicants, narcotics, controlled substances, or other non-medically prescribed drugs while on the work premises or on work related activities.
19. Consuming alcoholic beverages during scheduled work hours and possession and/or transporting alcoholic beverages in County vehicles.
20. Obtaining employment or promotions under false pretenses.
21. Conviction of a crime that is a felony.
22. Absolute disobedience, insubordination, or refusal to comply with reasonable instructions or authorized supervision.
23. Unauthorized possession of firearms or explosives on County premises or in a County vehicle.
24. Harassment based on sex or another protected characteristic.
25. Failure to keep necessary licenses and/or certifications.
26. Failure to maintain insurability. Loss of insurability may be the result of moving violations and/or accidents both on the job and on an employee's own personal time. (This rule pertains to employees operating vehicles for County business.)

ACKNOWLEDGMENT

My signature below acknowledges that I have received a copy of Jasper County’s Human Resource Manual. I agree to read the manual and agree to comply with the policies of the County. I understand that neither receipt of this manual nor the policies contained therein are to be construed as creating any contractual obligations or constitute a guarantee or contract of employment.

I understand that I am an “at-will” employee. My continued employment with Jasper County shall be at my pleasure and the pleasure of Jasper County with either party having the right to terminate the relationship at any time for any reason. Policies and programs presented here in summary form are subject to Department Head interpretation and County practices. I further understand that the County retains the unilateral right to change, revoke, or modify the manual or its policies at any time without prior notice to me.

I understand that this manual is intended to supersede and replace all previous employee handbooks, manuals, policy statements, whether oral or written, issued by Jasper County.

Print Name

Soc. Sec. Number

Employee’s Signature

Date

STATE OF IOWA }
Jasper County }

TRANSFER ORDER

\$25,000.00

Newton, Iowa, April 19, 2016

Doug Bishop, Treasurer, Jasper County, Iowa

Transfer Twenty five thousand dollars and 00/100*** dollars

From: 0001-General Fund

To: 0027- Conservation Land
Acq/Dev Trust Fund

xxxx-99-0051-000-81400

xxxx-4-99-0051-904000

Account of: Board Action

By Order of Board of Supervisors.

Auditor

NO. 1357

Teresa Anuska

Deputy

This transfer of funds from easement purchase from Dakota Access.

April 19, 2016

Tuesday, April 19, 2016 the Jasper County Board of Supervisors met in regular session at 9:30 a.m. with Supervisors Carpenter, Brock & Stevenson present and accounted for; Chairman Stevenson presiding.

Buildings and Grounds Director Adam Sparks presented to the Board quotes for the purchase of a new pickup truck and they are as follows:

Bob Brown Chevrolet	\$32,575.00
Karl Chevrolet	\$31,224.30
Vaughn Automotive	\$33,620.65
Nobel All-American	\$32,195.00

Motion by Carpenter, seconded by Brock to approve the purchase of a 2016 Chevrolet 4x4 2500 HD Work Truck, Crew Cab Pick-up Truck from Karl Chevrolet in the amount of \$31,224.30 with payment to be made out of the FY16/17 budget.

YEA: BROCK, CARPENTER, STEVENSON

Motion by Brock, seconded by Carpenter to amend the Board's agenda to include consideration of the Notice to Proceed to the contractor for the demolition of the Jasper County Care Facility.

YEA: CARPENTER, BROCK, STEVENSON

Motion by Brock, seconded by Carpenter to approve the Notice to Proceed for Lanphier Excavation to begin work on the demolition of the Jasper County Care Facility.

YEA: CARPENTER, BROCK, STEVENSON

County Engineer Russ Stuff asked the Supervisors to approve a maintenance resurfacing project, plans for a bridge replacement over the North Skunk River on Highway T-12 and HMA resurfacing on parts of Highways F-27 E, F-62 E and S 44th Avenue W.

Motion by Brock, seconded by Carpenter to adopt Resolution 16-18 awarding a contract for the maintenance resurfacing project on roadways in Washington, Mound Prairie, Des Moines and West Fairview Townships in Jasper County in the amount of \$228,224, Project Number LL-GRANULAR16-73-50.

YEA: CARPENTER, BROCK, STEVENSON

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Motion by Carpenter, seconded by Brock to adopt Resolution 16-19 approving plans for project BROS-C050 (112)-5F-50, a bridge replacement over the North Skunk River on County Road T12.

YEA: BROCK, CARPENTER, STEVENSON

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Motion by Carpenter, seconded by Brock to adopt Resolution 16-20 approving plans for Project FM-C050 (113)-55-50, for the resurfacing on parts of F27 E, F62 E, and S 44th Avenue W.

YEA: BROCK, CARPENTER, STEVENSON

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Charlotte Ross submitted the quarterly Veteran Affairs report.

Motion by Brock, seconded by Carpenter to approve the Veteran Affairs quarterly report for the period beginning January 1, 2016 and ending March 31, 2016.

YEA: CARPENTER, BROCK, STEVENSON

John Billingsley, representing the Veterans Affairs Commission, requested that the Board extend the Temporary Part-time position through April 2017.

Motion by Brock, seconded by Carpenter to extend the Veterans Affairs Department Temporary Part-time position through April, 2017.

YEA: CARPENTER, BROCK, STEVENSON

Motion by Carpenter, seconded by Brock to adopt Resolution 16-21 appointing Bankers Trust Company of Des Moines, Iowa as Paying Agent, Note Registrar and Transfer Agent for the \$3,665,000 Taxable General Obligation Refunding Capital Loan Notes 2016.

YEA: BROCK, CARPENTER, STEVENSON

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Motion by Carpenter, seconded by Brock to adopt Resolution 16-22 approving and authorizing a form of Loan Agreement and authorizing and providing for the issuance, and levying a tax to pay the notes, approval of the Continuing Disclosure Certificate and Refunding Trust Agreement.

YEA: BROCK, CARPENTER, STEVENSON

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

The City of Colfax spoke to the Supervisors about the voluntary annex that would take place on land across Interstate 80 where the new Beck's Hybrid Company is located.

Motion by Brock, seconded by Carpenter to approve the ISG Field Service contract for inspection services on the Dakota Pipeline project.

YEA: CARPENTER, BROCK, STEVENSON

Motion by Brock, seconded by Carpenter to approve the Records Monthly Report of Fees Collected for the period beginning March 1, 2016 and ending March 31, 2016.

YEA: CARPENTER, BROCK, STEVENSON

Motion by Carpenter, seconded by Brock to approve the liquor license for Sugar Grove Vineyards.

YEA: BROCK, CARPENTER, STEVENSON

Motion by Brock, seconded by Carpenter, to approve the Board of Supervisors minutes for 04/12/16.

YEA: CARPENTER, BROCK, STEVENSON

Motion by Brock, seconded by Carpenter to appoint Dr. Stephanie Bantell to the Board of Health Medical Director position replacing Dr. Alexander, term to expire 12/31/2018.

YEA: CARPENTER, BROCK, STEVENSON

Motion by Brock, seconded by Carpenter go into closed session in accordance with Iowa Code Section 21.5(c),(g) "to discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent.

YEA: CARPENTER, BROCK, STEVENSON

Motion by Brock, seconded by Carpenter to adjourn the April 19, 2016 meeting of the Jasper County Board of Supervisors.

YEA: CARPENTER, BROCK, STEVENSON

Dennis K. Parrott, Auditor

Denny Stevenson, Chairman