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SECTION ONE: INTRODUCTION

INTRODUCTION

1.1

The term "the County" has been used throughout this handbook to refer to the Employer, whether that be an elected official, department head or governing body or agency.

Welcome to Harrison County. We appreciate the service of those of you who have been with the County for some time, and we welcome our new employees. It is our desire that you enjoy working with us and do your best to serve the citizens of Harrison County.

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

This handbook was developed by Harrison County management personnel, including elected officials and appointed administrators. The policies described in this handbook are presented as a matter of information only. While Harrison County believes wholeheartedly in the plans, policies, and procedures described here, they are not conditions of employment. The statements contained in this handbook are subject to change and may be revised from time to time, without prior notice, by County officials. Any suggestions you may have for changes in the policies explained in the handbook are welcome.

All County employees employed by the Board of Supervisors, Attorney, Auditor, Treasurer, Recorder, Sheriff, Board of Health, Conference Board, Conservation Board, and Emergency Management Commission, are covered by this handbook provided the elected officials or governing bodies have adopted the handbook as indicated by their signatures on the signature page of this handbook. The following are not covered by this handbook:

1. elected officials;
2. persons specifically excluded from coverage by the appropriate governing body;
3. members of boards and commissions;
4. personnel appointed to serve without compensation;
5. persons hired on a contractual basis;
6. employees covered by a collective bargaining agreement; and
7. persons employed on an intermittent basis, including but not limited to reserve
8. deputies and matrons.
9. employees of the Secondary Roads Department are covered here only with respect to provisions in this handbook that are not covered in the collective bargaining agreement or employment contracts.

The policy prohibiting sexual harassment in county workplaces applies to all Harrison County employees, even those otherwise excluded from coverage.

DISCLAIMER

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

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

This employee handbook is not intended to create any contractual rights in favor of you or the County. This handbook is not to be construed as an employment contract, express or implied, or as a promise that you will be employed for any specified period of time. Employees may resign their employment at any time and for any reason, and the County reserves the same right to terminate any individual's employment at any time and for any reason. Nothing in this handbook changes the at-will nature of your employment with the County.

SECTION TWO: EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY, ADA COMPLIANCE AND HARRASSMENT

2.1

Equal Employment Opportunity

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

ADA Compliance

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals on the basis of disability. It is the policy of Harrison County to comply with the ADA. Harrison 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.

Harassment

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

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

PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

2.2

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

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

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

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

1. Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats;
2. Non-verbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings, or gestures;

3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
4. Threats or demands to submit to sexual requests in order to keep your job or receive some job-related benefit; or
5. Retaliation for reporting or threatening to report harassment.

Procedures:

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

PROOF OF EMPLOYABILITY

2.3

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

MEDICAL EXAMINATIONS

2.4

The County may require you to submit to a job-related medical examination by a physician designated by the County or your personal physician after you have been offered a position, and before you begin work, if such examination is required of all entering employees in the classification. The results of the examination will be kept in a confidential separate file. Candidates for Deputy Sheriff and Park Ranger positions must meet Iowa Law Enforcement Academy standards.

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

EMPLOYMENT OF RELATIVES

2.5

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

If a supervisory relationship between family members is created by the marriage of two employees, the two employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the decision cannot be made by the two employees in thirty days, 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 classifications of employment, including full-time, part-time, and temporary classifications, in all County departments. Only employees engaged in a supervisory/subordinate relationship with a relative as defined in this policy as of the effective date of this handbook are exempt from this policy. Elected officials shall also comply with the restrictions on hiring close relatives set forth in Iowa Code Chapter 71.

JOB POSTING

2.6

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

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

PERSONNEL FILES AND REFERENCES

2.7

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

Any information contained in the files will be released only if required by law, or if you make a written request for the County to release the information for reference purposes. The County will release any information relating to the results of federally required drug tests in accordance with applicable law.

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

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

REEMPLOYMENT

2.8

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

TERMINATION OF EMPLOYMENT

2.9

Your employment with the County may be terminated at any time by either you or the County. The County expects you to provide written notice to your department head at least two weeks before the effective date of your resignation. Public Health Department employees must provide written notice at least 30 days prior to the effective date of resignation. Department heads will notify the Auditor immediately so that necessary forms may be completed.

REIMBURSABLE EXPENSES

2.10

It is the intent of Harrison County to reimburse its employees for travel, meals, lodging, and other miscellaneous expenses incurred while traveling outside of Harrison County on county business. Also, it is important that Harrison County employees understand that some meal reimbursements may be subject to income taxes. Employees will be reimbursed the cost of travel, meals, and lodging as currently approved by the Board of Supervisors.

INCLEMENT WEATHER

2.11

Because Harrison County serves the citizens of the county, the courthouse will always remain open. However, in case of a severe snowstorm (defined as blizzard conditions as determined by the National Weather Service) or other severe weather such as flooding or tornado conditions, the following policy will be in effect:

1. If an employee is unable to get to work, he/she will be allowed to charge such an absence to vacation or compensatory time provided he/she has the time accumulated. If no paid time is available, the employee may choose to take the time off without pay.
 2. In the event a severe snow storm or other severe weather conditions should occur 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.
 3. An employee may request to leave work early because of blizzard or other severe weather conditions. If the request is approved, the employee may use accumulated compensatory time or vacation. If no paid time is available, the employee may choose to take the time off without pay.
 4. Benefit accumulation and eligibility will not be affected if an employee chooses to take the time off without pay.
 5. Employees in departments that serve the public during severe weather (including departments that provide snow removal, communication, and law enforcement services) are expected to report to work during severe weather conditions.
- * In extreme circumstances, the Board of Supervisors may determine that it is necessary to close the courthouse or other county offices/facilities. In this case, the employee may use accumulated vacation or compensatory time. If the employee does not have any accumulated time, he/she may be allowed to make up the lost time with approval of the department head.

USE OF COUNTY EQUIPMENT

2.12

County equipment such as telephones, copy machines, faxes, computers, postage meters, etc., are to be used for County business purposes only and are not available for personal use, except where authorized in advance by the appropriate elected official or governing body. County personnel are also prohibited from purchasing personal equipment, supplies or other items that are used to conduct County business from County employees.

SECTION THREE: EARNINGS AND HOURS OF WORK

DEFINITION OF EMPLOYEE STATUS

3.1

"Full-time employee" means an employee who is regularly scheduled to work at least 40 hours per week. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as described below. Full-time employees are eligible for benefits as described in this handbook.

"Part-time employee" means an employee who is regularly scheduled to work at least 24 but fewer than 40 hours per week. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as defined below. Part-time employees are not eligible for any benefits unless otherwise specified in this handbook.

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

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

"Nonexempt employee" means an employee who is required to be paid at a rate of time and one-half (1 1/2) their regular rate for all hours worked beyond 40 hours in a work week in accordance with the FLSA.

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

EARNINGS AND HOURS OF WORK: GENERAL PROVISIONS

3.2

Work Schedules

Generally, your work schedule will not change from week to week. However, daily and weekly work schedules may be changed at the discretion of each County official and agency head to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible.

Recording Work Hours

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

Payday and Salary Deductions

Harrison County employees are normally paid by the end of the working day every other Friday. Department heads will distribute employee pay checks on pay day. Checks will not be available to employees before the scheduled pay day.

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

Overtime

Periodically, overtime work may be necessary to maintain County operations. If you are classified as a non-exempt employee under the Fair Labor Standards Act, you will be compensated for overtime hours in the form of monetary compensation or compensatory time (see Hours of Work for each department). Employees who are classified as exempt employees under the Fair Labor Standards Act are not paid for overtime.

HOURS OF WORK - PROVISIONS BY DEPARTMENT

3.2.1

A. COURTHOUSE - Departments of Auditor, Treasurer, Recorder, Assessor, County Attorney and Emergency Management Agency

Hours of Work and Work Schedules

It is the policy of the County officials in the departments listed above to schedule full-time employees for 40 hours per week. Each department head will establish work hours for their department. Weekly schedules for part-time employees will be established by the appropriate department head. Unpaid lunch periods and paid rest breaks will be scheduled by each department head.

Overtime

The department head in each office shall determine whether it is necessary for employees to work overtime hours. All overtime hours must be approved in advance by the department head. The work week for purposes of computing overtime shall commence at 12:01 a.m. on Sunday and end at 12:00 midnight the following Saturday. Sick leave, vacation, and holidays shall not be counted as time worked for the purpose of determining overtime. Only hours worked count toward the computation of overtime.

All non-exempt employees who work in excess of 40 hours in any work week shall be paid in the form of compensatory time at the rate of one and one-half hours for each hour of overtime worked. The department head may authorize overtime to be paid at the rate of one and one-half the employee's straight time hourly wage rate for each hour of overtime worked.

Employees shall be permitted to use accrued compensatory time within a reasonable period after requesting to use compensatory time if such use would not unduly disrupt the department's operations. An employee may not accrue more than 40 hours of compensatory time, and all compensatory time must be used within the fiscal year in which it was earned. Any exceptions must be approved in advance by the department head.

B. SHERIFF'S DEPARTMENT

Hours of Work and Work Schedules

Work schedules shall be posted as far in advance as possible. Varying demands of the work load and the nature of the work in a Sheriff's Department may require changes in the work schedule. Work schedules, unpaid lunch periods, and paid rest breaks shall be scheduled by the Sheriff.

Overtime

Except for emergencies, any work in excess of the normal work period must be approved in advance by the Sheriff. The work period for all deputy sheriffs for the purpose of computing overtime shall consist of 28 consecutive days. The work week for jailers and clerical personnel for the purpose of computing overtime shall commence at 12:01 a.m. on Sunday and end at 12:00 midnight the following Saturday. Holidays, sick leave and vacation time shall not be counted as working time for the purpose of determining overtime. Only hours worked shall count toward the computation of overtime.

All non-exempt clerical employees and jailers who work in excess of 40 hours in any workweek shall be paid overtime in the form of compensatory time at the rate of one and one-half hours for each hour worked over 40. All non-exempt Sheriff's deputies who work in excess of 171 hours in any twenty-eight day work period shall be paid overtime in the form of compensatory time at the rate of one and one-half hours for each hour worked over 171. Compensatory time must be used within thirty days unless otherwise approved by the Sheriff.

C. CONSERVATION DEPARTMENT

Hours of Work and Work Schedules

Regularly scheduled work season: It is the policy of the Conservation Board to normally follow a schedule of five eight hour days with a one-half hour unpaid lunch period each day. The Director may allow an interruptible 15-minute paid break during each one-half work shift. Recognizing that varying demands of the public and the workload occur, the starting time of the work day as well as the number of hours per day and per week may be changed from time to time by the Conservation Director or Board. Work schedules for seasonal and part-time employees will be established by the Conservation Director.

Work schedules of both full-time and part-time employees may include weekends, evenings and holidays.

Overtime

The Conservation Director shall determine whether it is necessary for employees to work overtime hours. Except in emergency situations, all overtime hours must have prior approval of the Conservation Director. The work week for purposes of computing overtime shall commence at 6:00 p.m. on Friday and end at the 5:59 p.m. the following Friday. Sick leave, vacation and holidays shall not be counted as working time for the purpose of determining overtime. Only hours worked count toward the computation of overtime.

All non-exempt employees who work in excess of 40 hours in any workweek shall be granted compensatory time at the rate of one and one-half hours or pay at the rate of one and one-half times the employee's hourly wage rate for each hour of overtime worked. Employees who have accrued compensatory time may request the use of compensatory time and shall be permitted to use such time within a reasonable period after making the request, if use of compensatory time does not unduly disrupt the operations of the department or office. An employee may not accrue more than 60 hours of compensatory time and all compensatory time must be used within the fiscal year in which it was earned. Any exceptions must have approval of the Director.

D. HOURS OF WORK – BOARD OF HEALTH DEPARTMENTS

Hours of Work and Work Schedules

Full-time employees shall normally follow a weekly work schedule of 40 hours with a one-half hour unpaid lunch period each day. If the workload permits, employees will normally receive two 15-minute break periods. Recognizing that varying demands of the public and the workload occur, the number of hours worked per day and per week may be changed from time to time. The Administrator will assign part-time employees schedules, which may include weekends, evenings, or holidays, according to the needs of the client.

Overtime

The Director or Administrator of each Agency shall determine whether it is necessary for employees of each agency to work overtime hours. The work week for purposes of computing overtime shall commence at 8:01 A.M. on Monday and end at 8:00 A.M. the following Monday. Paid leaves, sick leave and vacation time shall not be counted as working time for the purpose of determining overtime. Only hours worked count toward the computation of overtime.

All full-time non-exempt employees who work in excess of forty hours in any workweek shall be granted compensatory time at the rate of one and one-half hours or pay at one and one-half times the employee's hourly wage rate for each hour of overtime worked.

Employees who have accrued compensatory time may request the use of compensatory time and shall be permitted to use such time within a reasonable period after making the request, if use of compensatory time does not unduly disrupt the operations of the department or office. An employee may not accrue more than 40 hours of compensatory time and all comp time must be used within the fiscal year in which it was earned. Any exceptions must have approval of the Administrator or Director of the Agency.

Board of Health Departments

If an employee must work extra hours during a work week, the employee should take time off at another time during that same week if scheduling allows, to avoid unnecessary time and a half compensation.

If compensation time is earned it should be used within 30 days of earning the time, if the work schedule allows.

SECTION FOUR: TIME OFF BENEFITS

HOLIDAYS 4.1

Harrison County recognizes certain days of importance as holidays and pays employees for time off on these days in accordance with eligibility rules explained in this section. The County recognizes the following holidays:

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

Pay for Holidays Not Worked

Full-time employees who do not work on a holiday listed above shall receive holiday pay in the amount of their regular compensation computed at one time their normal straight time hourly rate times their normal daily work hours.

Part-time employees who work 24 hours or more per week who do not work on a holiday shall receive holiday pay in an amount determined by average daily hours worked over the previous three months. For example, an employee who normally works 24 hours per week would be eligible for 4.8 hours of holiday pay (24 hours divided by five days). *

Pay for Holidays Worked:

Non-exempt employees required to work on a holiday listed above will receive holiday pay as explained above plus pay for all hours worked on the holiday computed at their straight time hourly rate. Registered nurse who work on a holiday listed above will be paid on a per call basis.

When a Holiday Falls on a Saturday or Sunday

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. However, employees whose normal schedule includes weekends will observe the actual holiday.

Holidays During Paid Leave

If a recognized holiday falls during your vacation, or any period of approved paid sick leave, it will be counted as a holiday and will not be deducted from your accumulated vacation or sick leave.

Holidays During Unpaid Leave or Layoff

Employees on an unpaid leave of absence or layoff at the time a holiday occurs are not eligible for holiday pay.

If You Are on a Leave Of Absence

If you are on layoff or an unpaid leave of absence, you are not eligible for holiday pay.

Eligibility for Holiday Pay

To be eligible for holiday pay, you must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday.

If you are absent due to illness or jury service on the day before or after a holiday, you must present proof of illness or jury service satisfactory to the County in order to be eligible for holiday pay.

VACATION

4.2

Harrison County grants annual, paid vacations to employees according to the following eligibility and accrual rules. The amount of vacation to which you are entitled depends upon how many hours you work and your length of service.

Full-time employees earn vacation according to the following schedule:

<u>Years of Continuous Service</u>	<u>Days of Vacation/Year</u>
After 1 year of employment	one week (5 days)
After 2 years of employment	two weeks (10 days)
After 6 years of employment	three weeks (15 days)
After 12 years or more	four weeks (20 days)

Part-time employees who work 24 hours or more per week are eligible for pro-rated vacation based on the average weekly hours worked in the previous anniversary year.

Vacation Pay

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

If You Are on a Leave of Absence

Vacation will accrue during the period of time you are actively at work and during paid leaves of absence. Vacation will not accrue during any unpaid leaves of absence of 30 calendar days or longer, lay-off or suspensions.

Scheduling of Vacation

You may take your earned vacation at any time subject to the work requirements of your department and approval of your department head. Because of work load, some departments may have blackout periods in which no vacations may be taken. In order to cover your absence and accommodate your requested vacation, you should schedule your vacation with your department head as soon as possible, but no later than two weeks in advance. If necessary, a scheduled vacation may be changed before the vacation period starts. Under certain circumstances, department heads may authorize conversion to sick leave if you are seriously ill or hospitalized during your vacation.

Carryover of Vacation

Some departments may prohibit any carryover of vacation because of the nature of the department's work load and necessity to schedule on a 24-hour basis. These restrictions may not apply in other departments. However, any carryover of vacation is left to the discretion and approval of the department head. Please check with your department head for specifics on vacation carryover.

Payment in Place of Vacation and Vacation Pay Upon Termination

You may not take extra pay in place of vacation. However, upon retirement, resignation or termination from County service for any reason, employees who have completed at least one year of continuous service shall be paid for all earned but unused vacation.

PERSONAL LEAVE 4.3

Full-time employees shall be granted three days of accrued personal leave per year during the first ten years of service. After ten years of service, personal leave will accrue at the rate of five days per year. Personal leave can be accrued up to a maximum of 60 days. Personal leave is intended for absences that are not covered by any other leave policies, i.e., doctor/dental appointments, sick family members, personal business etc. Employees must use personal leave, vacation or leave without pay for any absences not covered by another policy. Employees will be paid for unused personal days at termination of employment.

SICK LEAVE 4.4

Paid sick leave will be granted to full-time employees according to the provisions of this policy. Part-time, temporary and seasonal employees are not eligible for paid sick leave.

Eligibility and Accrual of Sick Leave

Full-time employees, beginning with the first day of work, accumulate paid sick leave at the following rate: One day per month can be earned for the first five years of employment, up to a maximum accumulation of 60 days. After the first five years of employment, sick leave will accumulate at the rate of 1 1/2 days per month.

When you have accumulated 60 days, you have the option of converting any unused sick leave days to vacation. The conversion rate is four days of sick leave for one day of vacation. These additional vacation days may also be earned up to a maximum of 4 1/2 days per year and they must be used within one year of when they are earned.

Use of Sick Leave

You are eligible to use sick leave for any non-work related illness, injury, or temporary disability, including pregnancy, that prevents you from performing your job duties. Sick leave may be used for a work-related injury or illness as provided in Section 4.5 of this handbook. To be eligible for sick leave, you must notify your department head as soon as possible, but in any event, prior to the start of your work shift, and indicate the nature of the illness and expected duration of your absence. The department head may require you to provide a physician's certificate or evidence supporting absences due to illness or injury. Approval of sick leave is not automatic and must be approved by your department head. Routine medical, dental, or optical appointments are not covered under the sick leave policy. Employees must use other leave for these appointments.

Medical Verification

In order to receive sick leave, a written statement submitted by your attending physician describing in detail the nature and extent of the illness or injury may be required by your department head. You may also be required to provide additional periodic written statements by the attending physician describing your condition and anticipated date for returning to work. Your department head may require medical verification at any time, but in all cases, when sick leave is requested for more than five continuous working days, it is your responsibility to provide a written statement from your physician describing the nature and extent of your illness and injury and specifying your expected date of return. Upon returning to work, you must provide a statement from your physician verifying that you may safely return to work. The County may also require an examination by a physician of the County's choice. In these cases, the County will pay the cost of the examination.

Payment of Sick Leave

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

If a Holiday Falls During Sick Leave

If a County holiday falls when you are on a paid sick leave day, you will be paid holiday pay and sick leave will not be deducted from your accumulated sick leave.

Termination of Employment

No payment for accumulated sick leave will be made upon termination of employment, other than for sick leave converted to vacation explained above.

Continuation of Health Insurance Premiums while on Sick Leave

Non-Work-Related Injuries or Illness

The County will continue to pay its portion of your health insurance premium payments during the time you are receiving sick leave or vacation pay or during any period of Family and Medical Leave. See Section 4.7 for details on continuation of health insurance during a family and medical leave. Thereafter, you may continue in the insurance program by paying the full cost of the premium. See Section 4.8 for details on

continuation of health insurance during unpaid leaves. Failure to pay the premium timely may result in the termination of your insurance coverage.

Work-Related Injuries or Illness

The County will continue its portion of your health insurance premium payments until the time your employment relationship with the County is terminated due to your resignation or termination or up to a maximum of 24 months, whichever occurs sooner. Thereafter, the employee has the option of continuing in the County's group health insurance by paying the full cost of the premium. See Section 5.3 on continuation of health insurance for details.

WORK-RELATED INJURIES

4.5

Coverage

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

Employee's Reporting Requirement

An employee must report a work-related injury or illness to his or her department head immediately following the injury, or as soon as the employee has knowledge of the injury or illness. Your failure to report a job-related injury or illness may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

Income Replacement

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

Workers' Compensation and FMLA

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). Workers' compensation leaves will run concurrently with applicable Family and Medical Leave Act leaves in cases where a temporary light duty assignment is not available, or where the employee has refused a temporary light duty assignment.

Return to Work

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

TEMPORARY LIGHT DUTY

4.6

Eligibility

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

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.

Duration of Light Duty Assignments

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

Medical Certification

Before assigning temporary light duty, the County will require medical certification from the employee's physician 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 will require fitness-for-duty medical certification to determine whether the employee is able to return to his or her normal job duties.

Return to Work After Light Duty

If, at the end of the temporary light duty assignment, the employee is able to perform his or her normal job duties 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.

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

Leaves Available

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

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

Eligibility Requirements

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

General Provisions

For purposes of this policy:

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

"Parent" does not include parents-in-law.

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

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

- multiple treatments and recovery therefrom.

"Spouse" does not include an unmarried domestic partner.

The **"twelve month period"** during which the leave entitlement occurs is designated as the twelve-month period measured forward from the first date of leave.

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

How and When Leave May Be Taken

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

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

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

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

Notice Requirements

If you know in advance that you will be taking leave because of birth, adoption or placement of a foster child in your home, or because of planned medical treatment for you or a covered family member, you must notify your supervisor in writing using a "Request for Family/Medical Leave" form at least 30 days in advance.

If circumstances require that the leave begin in less than 30 days, you must notify your supervisor as soon as is practicable.

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

Medical Certification

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

The County may also require periodic recertification and/or periodic reports from employees during the leave. Medical certification may also be required when an employee is returning after leave for the employee's own serious health condition.

Use of Paid Leave

The County will require you to use paid leave as part of your family and medical leave as follows:

1. You must use any accrued, unused vacation and personal leave for any portion of the 12 week leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition.
2. You must use any accrued, unused vacation, sick and personal leave for any portion of the 12 week leave to care for your own serious health condition.

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

Rights and Benefits During Leave

Seniority will accrue only during periods of paid leave. Vacation and sick leave will accrue during paid leave and during the first 30 days of an unpaid leave.

All benefits which you had accrued before taking leave will be retained after returning from an approved FMLA leave, if not depleted during the leave.

While you are on family or medical leave, paid or unpaid, the County will continue your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to pay the same cost of coverage as if you were actively at work. You will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is more than 30 days late. If you miss a premium payment and the County pays your contribution, you will be required to reimburse the County for the delinquent payment upon return from leave.

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

Returning to Work

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

UNPAID LEAVES OF ABSENCE

4.8

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

Employees who are not eligible for leave under the County's sick leave or Family and Medical Leave Act policies may apply for an unpaid leave under this section for purposes of pregnancy or a related condition as provided in Iowa Code section 216.6(2)(e). Medical certification stating that the employee is not able to perform the duties of employment may be required by the department head.

During an unpaid leave granted under this section, you do not receive compensation, do not accrue length of service and are not eligible for paid holidays. Vacation and sick leave will continue to accrue during the first 30 days of an unpaid leave. The County does not make contributions to retirement programs for the duration of the leave. You may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the 25th of the month for the following month's coverage. Failure to pay the premium on time will result in termination of coverage.

If you plan to return to work following an unpaid leave taken under this section, you must notify your department head before the end of your leave. The County will attempt to restore you to the position you held at the start of the leave, or in a comparable position, if possible. If no such position is available, your employment will be terminated.

When an employee has been on unpaid leave for 30 calendar days, the department head shall review the circumstances and either extend the unpaid leave or terminate the employee.

JURY OR WITNESS DUTY

4.9

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

plaintiff or defendant may apply for an unpaid leave of absence under Section 4.8 of this handbook.

All employees summoned to jury duty or witness duty must submit a copy of the summons to their supervisor within two working days after receiving the summons. Employees on jury or witness duty are expected to promptly return to work when released from service by 12:00 noon, either permanently or temporarily.

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

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

BEREAVEMENT LEAVE	4.10
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Full-time employees may be excused from work for up to five days with pay in the event of the death of your spouse or child. Full-time employees may be excused from work for up to three days with pay in the event of the death of the following personal family members: step-children, parents, parents-in-law, sister, brother, grandparents, grandchildren, sister-in-law, brother-in-law, son-in-law, daughter-in-law. Additional days granted by your Department Head will be deducted from your vacation time.

MILITARY LEAVE	4.11
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Leaves Available

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

Reemployment Rights - Eligibility

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

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable;
2. The cumulative length of the absence and all previous absences from your employment with the County for reason of military service must not exceed five years;
3. Your discharge from military service must be honorable; and
4. When you return from military service, you must report to work or submit a timely application for reemployment. Employees on active duty training assignments or inactive duty training drills or other service of less than 30 days must report to work by the beginning of their first regularly scheduled work day that would fall eight hours after you return home. Employees on longer military leave must apply for reemployment in accordance with applicable state and federal law.

Continuation of Benefits During Military Service

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

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

SECTION FIVE: INSURANCE BENEFITS

GROUP MEDICAL INSURANCE

5.1

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

Eligibility

Harrison County will pay the entire cost of a single premium for each eligible full-time employee. The County will also pay a portion of the dependent premium for full-time employees who elect to cover their eligible dependents under the group plan. The Board

of Supervisors will determine this amount by March 1 of each year. Any changes in the amount paid by the County will be effective on July 1.

Enrollment

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

When Coverage Begins

Insurance coverage for employees enrolling in the plan will be effective on the first day of the first full month following the date of employment.

When Coverage Ends

Insurance coverage will end on the last day of the month in which your employment is terminated. Please review Section 5.3 of this handbook for details about continuing health insurance benefits after termination of employment.

LIFE INSURANCE

5.2

Harrison County provides each eligible full-time employee with a life insurance policy. Full-time employees may purchase life insurance for their dependents by paying the full cost of the dependent premium.

CONTINUATION OF MEDICAL COVERAGE

5.3

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

If you are determined to be disabled under the Social Security Act at the time of your resignation, termination or reduction in hours, you may be entitled to continuation coverage for up to 29 months.

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

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

If this election for continuation of coverage is made, you and your dependents may have the option to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period. Please refer to the Plan booklet for details concerning your continuation/conversion options.

The County Auditor's Office will contact you concerning these options at the time resignation or termination occurs or your work hours are reduced. The County Auditor's Office will contact your qualified beneficiaries in the event of your death or entitlement for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plan, you and/or dependent is responsible for contacting the County Auditor to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the County Auditor within 60 days of qualifying for social security disability benefits.

Retirement Coverage under Iowa Code Chapter 509A

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

SECTION SIX: WORK REGULATIONS AND DISCIPLINE

GENERAL EMPLOYEE OBLIGATIONS

6.1

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

VEHICLE SAFETY POLICY

6.2

County-owned Vehicles

1. Only authorized persons are to be passengers in a car operated on county business. Authorized persons include customers, vendors, and fellow employees. Immediate family members should only be included upon prior approval of the department head.
2. County-owned vehicles are provided for business-related travel only. Personal use and trips outside of the county area are not allowed without prior approval of the department head.

3. An employee's department should know of intended travel plans by way of an itinerary or other equivalent method. This also allows a means of contact during an emergency.
4. Employees who are assigned county vehicles are responsible for keeping the interior clean, reporting any vehicle problems or defects and maintaining the vehicle according to county policy.
5. Employees not assigned county vehicles are not allowed to use one without prior department head approval and must return the car in the same condition, reporting any problems to the assigned driver.
6. A photocopy of each driver's state operator license should be kept on file with the respective department head. This will provide the necessary information for running a Motor Vehicle Report (MVR) and review of the driver's restrictions.
7. If a driver is under disciplinary probation or suspension, a copy of the driver's MVR will be obtained annually or more frequently.
8. The County retains the discretion to determine the number of incidents on a person's driving record that would result in the employee's loss of driving privileges and possible disciplinary action, up to and including termination. The following is a non-exclusive list of situations that may result in disciplinary action, up to and including termination: more than three convictions for moving traffic violations in any 12-month period; conviction of any traffic violation defined as serious by Iowa law; an OWI conviction; or designation as a "habitual offender."
9. All accidents must be reported to your department head immediately.
10. Seat belts must be worn in Iowa and must be used at all times. The driver is responsible for making sure that all passengers are wearing their seatbelts.
11. Drivers are responsible for promptly paying any and all tickets received while driving the vehicle.
12. The driver is responsible for locking the vehicle when parking and may be held responsible for any items stolen from the vehicle if not properly secured.
13. Drinking alcohol or illegal drug use while driving or prior to driving a county vehicle is prohibited and may result in termination.
14. Drivers are required to inform the department head of any OWI tickets, suspensions or revocation of driving privileges immediately. Continuing to drive a county vehicle while under suspension may result in termination.
15. Drivers should not consume beverages or food or use cell phones in vehicle while driving since this can cause distractions and possible accidents.
16. Use of tobacco products is prohibited in county-owned vehicles.
17. Only drivers with the appropriate commercial driver's licenses are authorized to operate any of the following vehicles: a single vehicle with GVWR over 26,000 pounds; a trailer with GVWR over 10,000 pounds if the gross combination weight is over 26,000 pounds; a vehicle designed to transport more than 15 people; or any vehicle requiring hazardous material placards.

Use of Personal Vehicles on County Business

In addition to the rules above, employees driving their personal vehicle on county business are subject to the following rules:

1. All employees using their personal vehicles for county business on a regular basis will provide a current Certificate of Insurance or a photocopy of an insurance statement to show proof of insurance.

2. As required by state law, proof of insurance or financial responsibility must be carried in the vehicle at all times.

EMPLOYEE LICENSES AND CERTIFICATIONS

6.3

It is the employee's responsibility to keep their licenses and/or certifications current. All required licenses and certificates shall be brought to the appropriate department head to be copied for the employee's personnel file. Failure to keep required licenses and certifications current may result in termination.

EMPLOYEE DRESS AND GROOMING

6.4

As representatives of the County, employees are responsible for maintaining appropriate standards of personal grooming and are expected to be clean and neat. Any prescribed and issued uniform or approved attire must be worn in its entirety while on duty. Uniforms must be clean, pressed and neatly maintained at all times. Uniforms may be worn only while on-duty or while traveling to and from work.

SOLICITING ON COUNTY PREMISES

6.5

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

GUIDELINES FOR EMPLOYEE CONDUCT AND DISCIPLINE

6.6

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

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

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

Employee Conduct

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

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records.
3. Violating the County's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism, or failing to report for work without notification to the County.
5. Unauthorized failure to return from a leave of absence.
6. Engaging in excessive, unnecessary, or unauthorized use of County property or supplies, particularly for personal use.
7. Reporting to work intoxicated or under the influence of nonprescribed drugs, alcohol, or other substances.
8. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
9. Bringing or using alcoholic beverages to or in County workplaces or using alcoholic beverages while engaged in County business off of County premises.
10. Fighting or using obscene, abusive, or threatening language.
11. Stealing property of coworkers, customers, clients, or the County.
12. Having unauthorized firearms or other weapons on County premises or while on County business.
13. Disregarding smoking, safety or security regulations.
14. Engaging in insubordination or failing to cooperate with assigned employees, coworkers, supervisor, or managers.
15. Failing to follow County job instructions or to perform work requested by a supervisor or manager.
16. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
17. Failing to maintain confidentiality of County, client, patient, or customer information.
18. Failing to maintain necessary licenses and/or certifications.
19. Failing to maintain motor vehicle or other required insurability.

Discipline

Situations that the County believes will respond to corrective discipline may be handled as follows:

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

Unpaid disciplinary suspensions of exempt employees shall be for one or more complete workweeks in accordance with the Fair Labor Standards Act.

The department head reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including discharge, without regard to the progressive discipline guidelines explained above.

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

DRUG AND ALCOHOL USE IN THE WORKPLACE

6.7

Drug and Alcohol Use in the Workplace

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

The County recognizes that drug and alcohol dependency and abuse pose major health, safety and security problems. Employees needing help with such problems are encouraged to use the Employee Assistance Referral (EAR).

Drug Free Workplace

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

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

Drug Testing of Employees Required to Maintain a Commercial Driver's License

Drug testing of employees required to maintain/possess a commercial driver's license (CDL) shall be conducted in accordance with applicable state and federal law.

SECTION SEVEN: COMPLAINT RESOLUTION PROCEDURE

COMPLAINT RESOLUTION PROCEDURE

7.1

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

STEP ONE: DEPARTMENT HEAD

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

STEP TWO: ELECTED OFFICIAL, BOARD OF SUPERVISORS OR GOVERNING BODY

Within ten days of receiving your department head response in Step 1, you must prepare a written summary of your concerns and request that the matter be reviewed by the appropriate elected official or the appropriate governing body.

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

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