

PERSONNEL POLICY

OFFICE PROCEDURES

DICKINSON COUNTY, IOWA

**Prepared with the assistance of the Northwest Iowa Planning
and Development Commission**

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TABLE OF CONTENTS

	Introduction, Disclaimer, and Employee Acknowledgement	3
1.0	<u>Purpose</u>	4
2.0	<u>Statement of Personnel Policy</u>	4
3.0	<u>Management Rights</u>	4
4.0	<u>Categories of Employees</u>	5
5.0	<u>Leaves – Paid</u> (Vacation, Medical, Job related injuries, FMLA, Funeral, Holidays, Closings, Military, Jury, Voting, Overtime)	5 - 11
6.0	<u>Leaves – Unpaid</u>	11 - 12
7.0	<u>Separation</u>	12 - 13
8.0	<u>Disciplinary Action, Suspension and Termination</u> (EEO, Harassment, ADA)	13 - 16
9.0	<u>Grievance Procedure</u>	16 - 17
10.0	<u>General Operating Policies</u> (Hours, News Releases, Travel, Conflicts of Interest, Activities, Gifts, Workman’s Comp, Unemployment, Insurance, Records, Payment at Death, Work practices, Injury, etc.)	17 - 23
11.0	<u>Classification and Rates</u>	23 - 24
12.0	<u>Personnel Transactions</u> Recruitment, Non-Discrimination, Proof of Employability, Access to Personnel Files)	24 - 25
13.0	Family Medical Leave	25 – 29
14.0	Dickinson County Purchasing Cards Policy.....	29 – 33
15.0	Cellular Telephones.....	34
16.0	Dickinson County Vehicle Use Policy.....	34
17.0	Dickinson County Policy for Information Technology.....	35 - 41
	ADDENDUM A – Affirmative Action Policy	42
	INDEX	43

INTRODUCTION

Welcome to Dickinson County, Iowa. This handbook was written to describe some of the County's policies, procedures, employment benefits, and other matters concerning your employment with Dickinson 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. All County employees are covered by this handbook, except:

1. Elected Officials;
2. Employees hired on a contractual basis;
3. Employees covered by a collective bargaining agreement;
4. Members of boards and commissions; and
5. Employees of independent governing boards, unless otherwise provided by the governing body; and
6. Persons appointed to serve without compensation

DISCLAIMER

This handbook is provided for informational purposes only. The County may revise the policies, procedures, benefits, and plans described in the handbook 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. Any employee handbooks or manuals previously distributed are now specifically revoked and rescinded and the provisions therein are now null and void.

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 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 discontinue 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.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I have received my copy of the County Employee Handbook and I understand that it has been provided to me for informational purposes only, and that the County has the right to change or withdraw any policies, procedures, or benefit programs at any time. I acknowledge that this handbook is not a contract of employment, express or implied, and that I am not guaranteed employment for any specific duration.

Employee's signature

Date

Personnel Policy/Office Procedures

Dickinson County, Iowa

1.0 Purpose

The aim of this document is to provide a basic policy and necessary technical information for the administration of the personnel program. In no way shall this document be viewed as a contractual agreement between the County and persons employed.

2.0 Statement of Personnel Policy

The Dickinson County Personnel Policy recognizes that the attitude, efficiency and productivity of employees depend in a large part upon the degree to which a pleasant working environment, equitable treatment, and good working relationships exist.

Employees shall be kept informed of policies and procedures, which affect their duties or conditions of employment, and they shall be encouraged to offer suggestions for work improvement. Employees have certain responsibilities to the County. They are expected to work a full day and to do their part in maintaining good working relationships with their supervisors and fellow employees.

3.0 Management Rights

The County hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitutions of the State of Iowa and the United States. The Employees recognize the prerogative of the County to operate and manage its affairs in all respects in accordance with its responsibilities, and the powers of authority, which the county has not specifically abridged, delegated or modified by this policy, are retained by the County and are not subject to the grievance procedure. The County Board of Supervisors, in conjunction with Department Heads, reserves the right to amend this policy at anytime and for any reason.

The County and Employees mutually recognize that the services performed by the Employees covered by this policy are essential to the residents of Dickinson County. Therefore, there shall be no interruption of these services, for any cause whatsoever, by any employee, nor shall there be any concerted failure by them to report for duty nor shall they absent themselves from work, stop work, or abstain in whole or in part from the full, faithful, and proper performance of the duties of their employment or picket the County's facilities. There shall be no strikes, sit downs, slow downs, stay ins, stoppages of work or any acts that interfere in any manner or to any degree with the services of the County. Any individual employee or groups of employees who violate or disregard the prohibition of this section may be summarily discharged by the county without liability on the part of the County.

4.0 Categories of Employees

4.1 This Personnel Policy applies to all positions and employees except elected officials and those appointed to serve without compensation.

4.2 Employees of the County shall be categorized as:

“Regular Full-time employee” means an employee hired to work a minimum of thirty-five (35) hours per week for a period of one (1) year. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA).

“Regular Part-time employee” means an employee hired to work less than 35 hours per week for a period of one (1) year or longer, or
Hired to work fewer than 1810 (35x52) hours per year for one (1) year or longer.

Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA).

“Temporary – employees who are hired on a full or part-time basis to work on a specific project for a designated length not to exceed one (1) year.

4.3 Regular full-time employees shall be entitled to the full employee benefits provided herein. Regular part-time employees and temporary employees shall not be entitled to any benefits provided by this policy.

4.4 New employees shall be considered to be on probation for a minimum period of 6 calendar months. During this probationary period, the employee may be terminated for unsatisfactory performance. The reason for such unsatisfactory performance shall be given to the employee in writing. The termination of a probationary employee shall not be grievable under the grievance procedure herein provided. Former County employees that are rehired shall be considered new employees for the purpose of benefits.

5.0 Leaves -- Paid

5.1 Vacation

Vacation is a benefit conferred on all regular full-time employees of the County permitting them to be absent from duty for personal reasons without loss of pay.

5.1(a) Accrual of Vacation – Vacation shall be credited to employees in accordance with the following schedule:

<u>Length of Continuous Service</u>	<u>Vacation</u>
-after first (1 st) year of continuous employment	5 working days
-after two (2) years of continuous employment	10 working days
-after seven (7) years of continuous employment	15 working days
-after fifteen (15) years of continuous employment	20 working days

- 5.1(b) Accumulation of Vacation – No vacation time shall be carried into the next year except in rare circumstances, and with prior approval of the Department Head. Employees on leave of absence without pay shall not accrue vacation credit.
- 5.1(c) Approval of Vacation Leave – Scheduling of vacation during the year shall be at the discretion of the Department Head with primary consideration given to the requirements of the department. Consideration of employee preference shall be given when possible and practical. In the event of a conflict of scheduling of vacation periods, the employees with the most seniority shall be given preference, provided vacation requests are submitted during the same workday. No vacation shall be granted prior to earning vacation credits.
- 5.1(c) Vacation Disposition upon Separation – If your employment with the county is terminated for any reason during your first year of service, no vacation is due upon separation. Any employee who has completed one (1) year of continuous employment will be paid for any accrued and unused vacation credits upon termination of employment. Vacation pay shall be paid at the regular rate of pay. If the employee has completed fifteen (15) or more calendar days of his monthly vacation-earning period, he/she shall be given credit for the full month’s vacation credit.

5.2 Medical Leave

Medical leave is a period of absence with pay granted to employees in any of the following circumstances:

When incapacitated for duty by sickness, injury, or confinement for medical, dental or optical treatment.

When through exposure to contagious disease, the presence of the employee at work would jeopardize the health of others. “Contagious disease” is defined as a disease subject to quarantine or requiring isolation of the patient by health authorities having jurisdiction.

- 5.2(a) Accrual of Medical Leave – Medical leave shall be accrued by regular full-time employees at the rate of one (1) day per each full month worked. Temporary employees shall not accrue medical leave. Medical leave continues to accrue to an employee’s credit during approved absences. An employee on leave of absence without pay shall not earn medical leave.
- 5.2(b) Accumulation of Medical Leave – Medical leave not used during the leave year in which it accrues, shall accumulate and be available for use in succeeding years. The accumulation shall be limited to ninety (90) days. The employee will forfeit additional days beyond this limit.

- 5.2(c) Approval of Medical Leave – The Department Head shall approve medical leaves. Medical leave is to be approved in all bonafide cases in which the employee has leave to his credit. In all other situations, the employee shall notify the Department Head as early as practical on the first day absent. Failure to give such notice without good cause may result in loss of pay for days involved.

A medical certificate must support an absence in excess of two working days. However, if the illness was of such a nature that medical treatment was not required, the Department Head may accept a statement signed by the employee in lieu of a medical certificate.

Three days of medical leave may be used per year by the employee when a member of their immediate family (spouse, child, stepchild, mother, father, sister, brother and grandchild. One day may be used by an employee when an extended family member (mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law or grandparent-in-law.

- 5.2(d) Substitution of Medical for Annual Leave – When sickness occurs during the time an employee is on annual leave, medical leave may be granted to cover the period of illness and the charge against annual leave shall be reduced accordingly. Application for substitution must be made immediately upon returning to duty and must be supported by a medical certificate or other acceptable evidence.

- 5.2(e) Medical Leave Disposition Upon Separation – Employees shall not be compensated for unused medical leave upon termination of employment.

- 5.2(f) Disability – In cases where the employee suffers a non-job related disability, that by its nature requires a longer term than standard medical leave and the Department Head determines, formal medical certificate, this disability exists, the employee may use all accrued leave time to offset the time missed as prescribed by the certificate. If the disability continues past the point of depletion of accrued leave time, the employee may request a leave without pay per Section 6.1.

- 5.2(g) Maternity Leave – Absence for reasons of pregnancy shall be treated an any absence for disability.

5.3 Job Related Injuries

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 amount and duration of benefits payable depend on the nature of your injury or illness. 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.

Generally, an employee who is eligible for workers' compensation may use sick leave for scheduled workdays 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 fourteen calendar days, the insurance carrier will then pay for the first three days following the illness or injury. The County will then deduct the pay for those first three days from the employee's next regular payroll check. An employee may supplement workers' compensation benefits with accumulated sick leave, vacation or compensatory time if the employee requests the supplement in writing. The County will then compensate the employee for the difference between his or her workers' compensation payment and the available sick leave, vacation or compensatory time payment. 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.

5.4 Funeral Leave

A full-time employee will be granted a leave with pay in the event of a death in the family according to the following guidelines:

Up to five (5) days in the event of the death of the employee's spouse, child, stepchild, mother, father, sister, brother, grandchild, or grandparent, mother-in-law, father-in-law, brother-in-law, or sister-in-law.

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

Any employee may request an unpaid leave to attend the funeral of a relative or friend, subject to the approval of the supervisor/department head.

5.5 Holidays Observed

The following days shall be observed as holidays by all employees except in departments with round-the-clock scheduling demands, in which case, departmental rules shall govern:

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day

If a recognized holiday is on Saturday, the offices will be closed the preceding Friday. Whenever a recognized holiday is on a Sunday, the offices will be closed the following Monday.

All recognized holidays should be observed according to the dates established by the Federal Government or otherwise approved by the Board of Supervisors.

Any employee who is absent from work the day preceding or the day following any holiday without prior arrangement with the Department Head, will forfeit the right to holiday pay.

5.6 Closing of the Building

In the event the Board of Supervisors orders any County offices effectively closed, there shall be no loss in pay or status for the employees involved. Departmental rules shall prevail in departments with 24 hour scheduling demands.

5.7 Military Leave for Reserve Duty

The County will grant leaves of absence for military service to full-time and part-time employees in accordance with applicable state and federal law. A full-time or part-time 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 thirty calendar days of military leave each fiscal 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 thirty calendar days without loss of pay. Absences required for military service that exceed thirty (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.

5.7(a) Reemployment Rights – Eligibility

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

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable;

2. The cumulative length of the absence and all previous absences from your employment with the County for reason of military service must not exceed five years;
3. Your discharge from military service must be honorable; and
4. When you return from military service, you must report to work or submit a timely application for reemployment according to the following schedule:
 - a. For service of less than 30 days you must report to work by the beginning of your first regularly scheduled workday that would fall eight hours after you return home.
 - b. For service of 31 to 180 days you must apply for reemployment within 14 days after completing service.
 - c. For service of 181 days or more you must apply for reemployment no later than 90 days after completing service.

5.7(b) 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.

5.8 Jury and Witness Duty

All employees required to report for jury duty shall receive a paid leave of absence for the time spent on jury duty. While on jury duty, the County will continue your regular salary, but you must submit certification of the number of hours spent in jury service and assign any compensation you receive in connection with such duty, less any reimbursement for travel or meal expenses, to the County. All employees summoned to jury duty will submit a copy of the summons to their supervisor within two working days after receiving the summons. All employees on jury duty are expected to promptly return to work when released from service.

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

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.

5.9 Voting Leave

The County encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you do not have three consecutive nonworking hours between the opening and closing of polls in which to vote, you may submit a written request to your supervisor as soon as possible before the election for paid time off of up to three hours to vote. Your supervisor will designate and notify you of the time you will be allowed to vote.

5.10 Overtime

Hourly employees will receive overtime pay at the rate of one and one half (1 ½) times the hourly rate for any hours in excess of 40 hours per week including hours of pay for vacation, holidays, and sick leave. Salaried non-exempt employees will receive compensatory time at the rate of one and one half (1 ½) for any hours in excess of 40 hours per week in accordance with the Fair Labor Standards Act, including hours of pay for vacation, holidays, and sick leave. Sheriff's deputies will be paid overtime at the rate of one and one half (1 ½) times the hourly rate for hours worked in excess of eight (8) hours per day.

All overtime will have prior approval of the Department Head.

5.11 Exchange of Compensation Time/Vacation Time Due to Medical Hardship

In the event that a Dickinson County employee suffers a medical hardship, it shall be the policy of Dickinson County to allow county employees to provide fellow employees with their respective vacation and compensation time. Employees must first make arrangements with their department head to facilitate this process. The department head shall coordinate with the auditor's office to insure proper records of the transfers are kept. This policy applies to the exchange of vacation and compensation time on an hour for hour exchange and with no regard to a difference in pay. Transfer of sick time hours is prohibited.

6.0 Leaves - Unpaid

6.1 Leave Without Pay

Leave without pay is defined as an approved absence from duty in a non-pay status. It may be granted at the employee's request, and is distinguished from suspension initiated as disciplinary action. The Department Head may grant an employee, who

has completed his/her probationary period, leave without pay and without loss of his/her employment status for a period of up to ten pay and without loss of his/her employment status for a period of up to ten (10) working days per year. A leave of absence in excess of ten (10) working days and up to six (6) months shall require a request in writing, stating the reasons for requesting the leave and inclusive dates. Approval of such leave shall be by the Department Head and the Board of Supervisors.

- 6.1(a) Benefits – No vacation, medical leave, or other benefits shall accrue to an employee during the period of time he/she is on leave without pay.
- 6.1(b) Return From Leave Without Pay – Prior Service and New Anniversary Date – Employees returning from a leave without pay shall receive credit for all prior actual service in County employment. Any leave of absence in excess of thirty (30) days shall cause the recomputation of the employee’s anniversary date to reflect the period of absence.
- 6.1(c) Continuation of Insurance Benefits – Employees granted an approved leave without pay of more than 30 days may continue in force any insurance coverage provided by the County, by the employee paying the full cost of all premiums. Payments shall be made through the County Auditor’s Office.

6.2 Unauthorized Leave

This is defined as any absence from duty, which has not been granted or approved in accordance with established policy or procedure. An unauthorized absence by an employee for three (3) or more working days shall be considered as a voluntary resignation and shall forfeit any accumulated benefits.

7.0 Separation

All separations of employees shall be designated as one of the following types:
Voluntary or involuntary.

7.1 Voluntary Separations

- 7.1(a) Resignation -- To resign in good standing employees shall notify the Department Head, in writing, of their intent to resign at least ten (10) working days prior to the last day of work.
- 7.1(b) Retirement – An employee intending to retire, shall notify the Department Head, in writing, of their intent to retire at least ten (10) working days prior to the last day of work.

7.2 Involuntary Separations

- 7.2(a) Layoff – A layoff may occur when for lack of work or funds there needs to be a reduction in the work force. When a layoff becomes necessary, the Department Head shall notify the employee(s) within ten (10) working days of the effective date of the layoff, if possible. The

Department Head shall determine the classifications in which the layoff is to occur within each department.

- 7.2(b) Dismissal for Cause – Any employee is subject to discharge per section 8.0 of this policy. Notice of such dismissal shall be made in writing and may be given without advance notice. The employee may appeal such a dismissal decision to Step 2 of the Grievance Procedure with three (3) days of receiving a written notice of dismissal.

8.0 Disciplinary Action, Suspension and Termination

When disciplinary action, suspension or termination become necessary, the principles of corrective discipline or progressive punishment shall, to the fullest extent possible, be followed.

8.1 Disciplinary Action

A disciplinary action occurs when there is an infraction of County or departmental rules or policies by an employee. Such infractions include, but are not limited to: inefficiency, insubordination, incompetence, failure to perform assigned duties, habitual tardiness or absence, dishonesty, negligence, alcoholism, narcotics addiction, conduct which adversely affects the employee's performance or is unbecoming a public employee, failure to observe health and safety regulations, conviction of a crime of moral turpitude, falsifying or misusing records or applications, or violating rules on confidentiality.

The Department Head shall discuss the employee's infraction of the rules or policies with the employee. The Department Head may place a notation of the discussion in the employee's personnel file. Upon subsequent infractions, the Department Head may formally reprimand the employee in writing. Such reprimand shall become part of the employee's personnel record and a copy of the reprimand shall be given to the employee. The employee shall receive a copy of all written matter pertaining to the employee's service and the employee shall have the right to inspect his/her personnel file at times convenient to the employee and the County Auditor. The employee shall have the right to enter into his/her personnel files written response to any critical comments or reprimands in the file.

8.2 Equal Employment Opportunity

The 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.

8.3 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 material that denigrates or shows hostility toward 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 outlined in the County's policy against sexual harassment in the workplace.

8.4 ADA Compliance

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

8.5 Sexual Harassment Policy Statement

It is the policy of the 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 sexually harassing conduct. This policy has been prepared in accordance with the Equal Employment Opportunity Commission's directives and reaffirms that sexual harassment in the workplace is illegal under Title VII of the Civil Rights Act of 1964, as amended.

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.
4. Sexual harassment may consist of a variety of behaviors, including, but not limited to the following examples:
 - Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats;
 - Nonverbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings, or gestures;
 - Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
 - Threats or demands to submit to sexual requests in order to keep your job or receive some job-related benefit; or
 - Retaliation for reporting or threatening to report harassment.

Procedures

1. Employees are encouraged to express their objection to behaviors that could constitute sexual harassment to the person engaged in the behavior.
2. Any employee who has a complaint of sexual harassment at work, by anyone, including supervisors, department heads, co-workers, clients, customers, contractors, members of the general public, or visitors to the workplace, should immediately bring the problem to the attention of County Attorney within forty-eight (48) hours, or to your department head. Employees are assured that they will not be retaliated against as a result of reporting a complaint about sexual harassment.
3. The person receiving a complaint of sexual harassment shall immediately notify the County Attorney 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.
4. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency.
5. 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.
6. 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.

9.0 Grievance Procedure

9.1 Grievance: Definition

For the purpose of this personnel policy, a grievance is defined as: 1. any dispute regarding the application, interpretation or alleged violation of a specific term and/or provision of this policy; 2. alleged poor working conditions; or 3. the alleged unfair application, interpretation or violation of the rules and regulations of the County or department for which the employee works.

9.2 Procedure

Any employee or group of employees who feel they have not been fairly treated in keeping with policies of the County or the department should first discuss the problem with their immediate supervisor. If the problem is not settled to the employee's satisfaction, the following procedures shall be used:

9.2(a) Step 1 – The employee shall, within three (3) working days of the date of grievance, present the grievance in writing to the Department Head. The Department Head shall reply in writing within three (3) working days of receipt of the grievance, informing the employee of his decision.

9.2(b) Step 2 – In the event that the Department Head's decision is not satisfactory to the employee, the employee may, within three (3) working days, present their grievance, in writing to the Grievance Review Board. The Grievance Review Board shall consist of two (2) Department Heads who are not parties to the dispute selected by the Board of Supervisors, and a third member selected by the grievant, who shall be an employee of Dickinson County. The Grievance Review Board, within five (5) working days of receipt of the grievance, shall arrange to meet with the grievant, the Department Head and selected employees and witnesses called by either party. The Grievance Board shall hold an informal hearing and shall issue a written decision within five (5) working days of the close of the hearing. Unless the grievance is an appeal from disciplinary action, the decision of the Grievance Review Board shall be final and binding.

9.2(c) Step 3 – In the event that the decision of the Grievance Review Board does not satisfy the employee and the grievance is an appeal from disciplinary action, the employee may, within five (5) working days, present the grievance, in writing to the Board of Supervisors. The Board of Supervisors shall review the dispute and where warranted, meet in closed session within ten (10) working days with the parties to the dispute and witnesses called by either party. A written reply to the employee shall be issued within ten (10) working days after the hearing. The decision of the Board of Supervisors shall be final and binding.

If the finding or resolution of a grievance at any step of the procedure is not appealed within the prescribed time, the grievance will be considered settled on the basis of the last answer provided, and there shall be no further appeal or review. Should the employer not respond within the prescribed time, the grievance shall proceed to the next step. Any employee who takes his employment problems outside of the County without first attempting to resolve the problem in accordance with the grievance procedure outlined above shall be subject to disciplinary action. However, nothing in this section shall be deemed to abrogate any legal means of redress to the courts.

10.0 General Operating Policies

10.1 Working Hours - Changed

The Courthouse will be open Monday through Friday from 8:00 A.M. to 4:30 P.M. and these are the normal working hours for employees at the Courthouse. Employees shall be allowed one (1) hour for lunch and a fifteen (15) minute break in the A.M. and also a fifteen (15) minute break in the P.M. as scheduled by Department Heads. Employees maybe called back to work to meet the needs of the public.

Daily and weekly work schedules may be changed at the discretion of the Department Head to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible.

Alternate Work Schedules – Work schedules may be adjusted, with the approval of the Department Head, and where justified by different scheduling demands, to ensure the most effective delivery of services.

10.2 News Releases

Any news releases that are in reference to or may reflect County or departmental business, shall not be released to any of the news media without prior approval of the Department Head.

10.3 Travel and Travel Expense

10.3(a) Mileage. The County agrees to reimburse, any employee who the County requires to use their personal automobile in the performance of their work for the County, at the rate per mile set by the Board of Supervisors, beginning at the employee's work site. The Department Head and the employee shall mutually agree on departure to and from for required travel and arrangements to having the employee report to the work site before leaving on the trip. Travel time to and from required training shall be regarded as time worked for the purposes of computing overtime pay.

10.3(b) Lodging and Meals. Employees shall be reimbursed for up to thirty dollars (\$30.00) daily meal expenses. Receipts are required for reimbursement. Lodging arrangements will be pre-approved by the

Department Head. All provisions of this paragraph apply only while the employee is performing his/her official duties.

10.3 (c) Per Diem – Receipts for travel and lodging expenses **must** be presented for reimbursement. 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 shall be allowed to accept those accommodations which are available.

10.4 Conflicts of Interest -

10.4(a) Nepotism – The employment of relatives in the same department is discouraged. Chapter 71 of the Code of Iowa (Nepotism) shall prevail. It is the County’s policy to hire the most qualified person available for each position. Relatives of current 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 other wise place an individual in a position that involves 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, great grandchild, sister, brother, niece, nephew, aunt, or uncle.

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 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 a supervisory/subordinate relationship with a relative as defined in this policy on or before 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 the in Iowa Code Chapter 71.

10.4(b) Political Activities – Because the County operates with taxpayers’ funds, employees shall not participate in partisan politics during working hours. All employees are subject to the federal “Hatch Act”.

All employees have the right to express their opinions as individuals on political issues and candidates. However, employees are prohibited from

engaging in political activity and partisan policies during scheduled work hours, when using County equipment, or while on County property. These activities include, but are not limited to, soliciting or receiving political contributions. Political buttons may not be worn by employees.

An employee working in connection with a program financed in whole or in part by federal funds may be covered by the provisions of the federal Hatch Act. An employee covered by the Hatch Act shall not be a candidate for public office in a partisan election, may not use official authority for the purpose of interfering with or affecting the results of an election or a nomination for office, and shall not directly or indirectly solicit or coerce contributions from subordinates in support of a political party or candidate.

- 10.4(c) Incompatible Activities – County employees shall not become involved in activities which require so much of their time as to impair their attendance or efficiency in the performance of their duties as employees. Employees shall not engage in employment, activity or enterprise, which is inconsistent, or in conflict with their duties as employees of the County; or with the duties, functions and responsibilities of the department in which they are employed.

There will not be any solicitation by employees during paid working hours in the Courthouse or on the grounds. If any employee is representing a charity project, donations shall be obtained on the employee's own time.

- 10.4(d) Gifts and Gratuities - An employee shall not solicit or knowingly accept anything (including money, items of monetary value, any other benefit, or any promise of the previously mentioned items) that is given with an understanding or arrangement that it will influence the public service rendered by the employee or a decision by the employee or by the employee's department. As a general rule, employees of the County and their immediate family members may not receive gifts (including food or beverages) that are valued at more than \$3.00 from any person, lobbyist, or entity doing business with or lobbying their employing department. Honoraria are also prohibited, as are loans from lobbyists. If anyone attempts to influence you through a gift or gratuity, you must report it to your work supervisor immediately. For further clarification or exceptions, see Iowa Code chapter 68B.

10.5 Special Training

Time off for special training or other special functions designed to improved the employee may be provided whenever practicable and approved by the Department Head.

10.6 Workman's Compensation

The County shall maintain a workman's compensation insurance policy to cover medical and hospital expenses for job related injuries and illnesses.

10.7 Liability Insurance

The County shall carry a comprehensive general liability policy covering liabilities occurring during the course of employment.

10.8 Unemployment Compensation

The County agrees to provide unemployment insurance coverage for all employees under this agreement, in accordance with State statute.

10.9 Hospital, Major Medical and Dental

All regular full-time employees shall be eligible to participate in the County's approved insurance program. The County will pay for the full cost of the employee's health and dental insurance, and a dollar amount per month as set by the Board of Supervisors towards the cost of family coverage. The employee will pay the balance of the voluntary family coverage.

10.9(a) Continuation of Health Care Coverage – Provisions regarding the Omnibus Budget Reconciliation Act (COBRA) are as follows:

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 eighteen months at your (or your dependents') expense. The eighteen-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to thirty-six months for your spouse and dependent children, if, within that eighteen-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 eighteen-month period, your spouse and dependent children may be entitled to extend their continuation period to thirty-six months, starting on the date that you become eligible for Medicare.

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

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

If you or your eligible dependents elect to continue in the group health insurance plan, you will be charged the applicable premium plus an additional 2%. Failure to make timely payments may result in termination of coverage.

If this election for continuation 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.

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

10.9(b) Continuation of 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. Coverage must be continuous, that is the employee must elect the same coverage at retirement, and the retired employee must pay the full cost of the premium. For purposes of this section, a retired employee is one who has applied for and is receiving a retirement allowance.

10.10 Records

The County Auditor shall maintain a service record for each employee in the service of the County showing the name, address, telephone number, title of position held, the department to which assigned, salary, changes in employment status, and such other information as may be considered pertinent. Each employee shall promptly report all employee changes of name, address, and telephone number to the County Auditor. Medical leave, vacation leave, and compensatory time off are computed and credited on the basis of official County records.

Department Heads shall report all leave time, accrued and/or taken for each employee with the first payroll each month. Department Heads shall also report any changes in employment status and/or salary adjustments on forms provided by the County Auditor.

10.11 Payment at Death of Employee

Wages and vacation accrued by a deceased employee shall be paid in accordance with a primary and secondary beneficiary designation filed by the employee. In

the absence of valid beneficiary designation, payment shall be made pursuant to statute.

10.12 Policy Review and Past Practices

All County personnel policies shall be reviewed annually by the Board of Supervisors and Department Heads in the month of May at a date set by the Board of Supervisors. Each employee shall receive a copy of these personnel policies within 30 days of their adoption by the Board of Supervisors. They shall likewise receive any subsequent revisions or amendments of same within 30 days adoption by the Board of Supervisors.

This policy shall supersede, upon its adoption, any other agreement, policy, or past practice inconsistent with its terms.

10.13 Personnel Officer

Reserved for later use.

10.14 Employee Appearance and Conduct

Each employee's personal appearance and conduct represent the County to the public. It is therefore important that each employee try to make his/her best possible impression at all times by setting high standards.

10.15 Good Housekeeping

Good housekeeping and neat work habits are important as they aid the morale and efficiency and are compliments to every person in the County organization. Before going home from his/her place of work each day, the employee should ascertain that all equipment is properly put away, cabinets are locked and the premises or desk is clear to create a neat appearance.

10.16 Care of Equipment

The utmost care should always be exercised in using County property to minimize damage to equipment and waste of supplies. Need for equipment, office machines and supplies should be discussed with the Department Head well in advance of the time they are required so they will be available when needed.

If an employee feels that any piece of equipment is not functioning properly, he/she should notify the Department Head.

10.17 Telephone Etiquette

Always be friendly, helpful, and considerate on the telephone. Let these principles be your guide:

- 10.17(a) Answer promptly.
- 10.17(b) Identify yourself (Good morning, *department name or office*).
- 10.17(c) Give answers accurately and carefully.
- 10.17(d) Transfer calls tactfully.

Long distance calls, both in-coming and out-going, should be restricted to those urgent in nature. At all times try to leave a line open for in-coming calls.

10.18 Questions or Problems

Any questions regarding County and departmental rules or policies are welcomed by the Department Head. If an employee has a problem, which affects or concerns his/her work, or if he/she does not understand any policy, he/she should feel free to discuss it with the Department Head.

10.19 Suggestions

Because of an employee's familiarity with his/her job, he/she is often in a better position than any one else to offer constructive suggestions for the improvement of the workflow of his/her job or department. Employees are encouraged to present such suggestions to the Department Head for consideration.

10.20 Injury On/Off Duty

Any injury sustained by an employee while he/she is on duty must be reported immediately to the Department Head. Any injury sustained by an employee while he/she is off duty and which will result in lost work time must be reported within twenty-four (24) hours to the Department Head. In on duty injuries, an accident report must be prepared and filed with the County Auditor.

11.0 Classification and Rates

11.1 Pay Periods

The workweek for payroll purposes shall begin at 12:01 am on Sunday of each week. Employees are normally paid by the end of the working day every Wednesday for the two weeks of work that ended on the previous Saturday equaling twenty-six (26) pay periods annually. If a regular payday falls on a holiday, you will usually be paid on the day prior to the holiday. All required deductions, including those for state and federal taxes and all authorized voluntary deductions, including health insurance contributions, will automatically be withheld from your paycheck.

11.2 Salary Schedule

Starting salary for a new employee shall be established by the Department Head within the salary range set for the position by the budget.

11.3 Pay Increases

All pay increases shall be based on employee performance and funds available. Each Department Head is encouraged to evaluate the performance of his/her employees annually. It is recommended that this evaluation be done in writing, discussed with the employee, and filed with the County Auditor for inclusion in the employee's personnel file. If the employee is not performing satisfactorily, the Department Head shall inform the employee in writing of the reasons for such unsatisfactory service and the remedial steps to be taken to correct same, prior to his/her eligibility for any pay increase.

11.4 Computation

The hourly rate for salaried employees is determined by dividing the annual salary by the number of hours worked per year.

11.5 Credit for Previous Experience

Employees may be hired above the minimum salary provided it becomes necessary in the recruitment of personnel who exceed the minimum qualifications designated and required for the position. Credit for previous experience can only be given when it has been authorized through the budgetary process.

11.6 Payroll Deductions

The following deductions will be made from the paychecks of all employees for taxes and retirement system: Federal Income Withholding Tax, State Income Withholding Tax, Federal Social Security (FICA), Iowa Public Employees Retirement System for those employees qualified for IPERS, and other deductions approved by the Board of Supervisors. Deductions from employees pay shall be based upon the amounts required by the Federal and State governments. The following deductions will be made from the paychecks of all full-time employees as desired for the following:

Family health and dental insurance coverage.

11.7 Classification of Positions

All County employment positions are classified as salaried or hourly exempted and non-exempted positions per the Fair Labor Standards Act.

12.0 Personnel Transactions

12.1 Recruitment and Selection

It shall be the policy of Dickinson County to carry on such recruitment programs as are necessary to secure the most qualified individuals to apply for county positions at all levels of service.

Applications shall be made on forms provided by the department, which has the vacancy. Such forms shall require information concerning the applicant's background of training and experience, residence, physical fitness and other information, including references, deemed pertinent by the County.

12.2 Non-Discrimination

No appointment to, nor termination from, employment with the County shall be affected or influenced in any manner by consideration of race, creed, sex, age, national origin, or handicapped status. The use of the masculine or feminine gender in references or titles shall be considered to include both genders and is not a sex limitation.

No question in any examination or application for, or in any other personnel proceeding shall be so framed as to elicit information concerning political or religious opinions of any applicant or employee.

12.3 Proof of Employability

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 days of hire.

12.4 Employee Access to Personnel Files and References

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

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

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 the County Auditor. 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 records are current, please notify the County Auditor whenever there are any changes in your home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents.

13.0 Family Medical Leave

13.1 General Policy

It is the policy of Dickinson County to provide unpaid Family Medical Leave in accordance with the Family Medical Leave Act (FMLA) of 1993. This policy is intended to enable employees to create a better balance between their family and work lives.

13.2 SCOPE

This policy is applicable to the following:

All employees responsible to the Dickinson County Board of Supervisors;

All employees responsible to a County elected office holder including the office holder and Deputies;

All employees not directly responsible to either the board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively bargained agreement between the County and a certified bargaining unit, the provisions of the collectively bargained agreement and/or the Code of Iowa will prevail.

13.3 Entitlement

Employees shall be eligible to take up to 12 weeks of unpaid leave per 12-month period. The 12-month period shall be calculated backward from the date an employee uses Family Medical Leave (FML). As an example:

If an employee has taken eight weeks of leave during the past 12 months, an additional four weeks of leave could be taken.

OR

If this employee used four weeks beginning February 1, 2004, four weeks beginning June 1, 1994, and four weeks beginning December 1, 2004, the employee would not be entitled to take additional FML until February 1, 2005.

Employees are eligible provided they meet the following FMLA criteria:

Must have worked at the County for at least 12 months **AND**

For at least 1,250 hours during the year preceding the start of the leave.

Paid or unpaid FML may be granted for any of the following reasons:

- a. A new addition to your family. A mother or father may take leave for the birth or adoption of a child or placement of foster child into their household. Such leaves may begin before the child's arrival. For example: An expectant mother may begin leave before the birth for prenatal care or if her condition prevents her from working. A parent may begin leave before a foster placement or adoption for necessary counseling sessions or court proceedings, to consult with an attorney or doctors or to have a physical examination.
- b. Condition is when a serious health condition affects a family member. This includes your spouse, your parent, your child under the age of 18, biological, adopted, foster, step child, legal ward or for whom you have a day-to-day care and financial responsibilities and your child over age 18 who is unable to handle daily living activities because of mental or physical disability. "Parent" does not include parents-in-law.

You are unable to perform your job due to a serious health condition. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care in a hospital, hospice, or residential medical facility; or
2. Continuing treatment by a health care provider involving any one or more of the following:
 - a) Incapacity (defined as an inability to work, attend school, or perform other regular daily activities) of more than three consecutive calendar days involving 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;
 - b) Any period of incapacity due to pregnancy or prenatal care;
 - c) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy);
 - d) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's disease or sever stroke); or
 - e) Any period of absence to receive multiple treatments and recovery there from.

If you are not sure if your situation qualifies as a serious health condition, consult your employer. It may be required by your supervisor to receive a medical certification from a qualified health care provider.

A notice from a health care provider or legal documentation shall be accepted for birth, placement for adoptions or foster care, in lieu of medical certification.

Any employee with a spouse working at the County shall be subject to the following limitations regarding entitlement to FMLA:

A combined total of 12 workweeks during a 12-month period if leave is taken for birth, placement for adoption or foster care.

An employee may take FML in lump sums, on an intermittent basis, or by working a reduced workweek for birth, placement for adoption or foster care. Leave to care for a seriously ill family member or because of the employee's own serious health condition may be taken whenever "medically necessary", as indicated in a medical certification. (See Administrative Procedures below).

The employer may temporarily transfer the employee to an available alternative position with equivalent pay and benefits to better accommodate recurring periods of FML, provided the employee is qualified to perform the job.

13.4 ADMINISTRATIVE PROCEDURES

The employee will be required to provide advance notice and/or medical certification if the FML is "foreseeable". Failure to meet the following requirements may result in the denial of FML:

1. The employee ordinarily must provide 30 days advance notice when the FML is "foreseeable". Notice shall state the reason, the starting date and the length of FML requested. Written notice or requested leave shall be submitted to the employee's Department Head for approval, and forwarded to the Personnel department and Board of Supervisors. If FML is "foreseeable", an employee is required to try to schedule the FML so as not to disrupt operations.

The employee must also provide written notice for FMLA leave which is "unforeseeable" within 15 days after the qualifying event.

2. The employee shall provide medical certification to support their request for FML due to a serious health condition. Dickinson County may request a second or third opinion (at the County's expense).

Medical certification shall also be required when an employee is returned to work after a personal serious health condition.

A notice from health care provider or legal documentation shall be accepted for a birth, placement for adoption or foster care, in lieu of medical certification.

3. The County will require you to use paid leave as part of your family and medical leave. Once you have exhausted your paid leave then the remainder of your FML will be unpaid. You will use accrued leave for paid FML in the following order:
 - A. Sick Leave
 - B. Compensatory Time
 - C. Vacation
4. For the duration of FML Dickinson County shall maintain group health coverage for the employees by continuing payment of premiums for single coverage,

and/or any portion of dependent coverage which the County would ordinarily pay.

If the employee has dependent coverage, the employee shall continue payment of their portion of dependent premiums while on FML.

5. If the employee is in a non-pay status at any time during FML, the employee shall not gain seniority, accrue vacation, sick, or holiday leave for that period of time in which they received no pay.

Officially designated County holidays falling within the period of an employee's approved FML will not be charged against the employee's FML entitlement.

If a holiday occurs during FML and the employee is in an active pay status the employee will receive holiday pay for that day.

6. The employee shall have the right to be restored to the same position that the employee held the requested FML started, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
7. If an employee fails to return to work after the employee's approved FML request has expired, and has not contacted the County, the county shall regard this as the employee's resignation.

All requests for FMLA leave shall be evaluated on a case-by-case basis to best address the needs of the County and the employee.

14.0 Dickinson County Purchasing Cards Policy

14.1 Purpose

14.1.1 This policy lists the procedures for using Dickinson County purchasing cards on behalf of the county for making daily operational purchases as well as paying for approved travel expenses when on County business as outlined in the Dickinson County Personnel Policy.

14.2 Objectives - Purchasing cards will allow Dickinson County to:

14.2.1 Consolidate County purchases onto one card and thereby eliminate need for cards held in the County's name at multiple retailers, except for gasoline cards and the Wal-Mart card as both provide savings to the County.

14.2.2 Allow the County to do business with vendors who no longer allow purchase order payments and now require a credit card.

14.2.3 Take advantage of cost-saving opportunities by being able to purchase on the Internet and through catalogs as this practice is much more prevalent than in past years.

14.3 Procedures

- 14.3.1 Department heads and elected officials will be responsible for distributing County purchasing cards to employees as needed and will assume responsibility for those employees' purchases as well. Before receiving and/or using a county purchasing card, employees will sign a "Dickinson County Purchasing Card Agreement" (Exhibit A) setting forth their obligations under this program. If the card is for the department only and not an individual, this release will need to be signed each and every time the card is checked out from the department.
- 14.3.2 The financial institution will work to establish the initial spending limit per card as recommended by the Board of Supervisors and the Auditor. Only through written justification by the department head or elected official and approval by the Board of Supervisors will the credit limit or transaction limit be adjusted.
- 14.3.3 Purchasing cards should not be used to make purchases that under normal circumstances would require a competitive bid. All competitive bidding procedures will remain in place. If the need for expenditure over \$500 arises, pre-authorizations should be obtained for the purchase from the department head or elected official over that area to be sure that the purchase is not for something that would normally have been bid.
- 14.3.4 The only eligible travel expenses that may be charged on the purchasing cards are those noted in the Dickinson County Personnel Policy. All per diem amounts and restrictions within that policy are still applicable. Any other use while traveling is prohibited.
- 14.3.5 Employees are prohibited from using County purchasing cards for personal expenses. Even if the employee intends to reimburse the County later, it is still prohibited. Charging personal expenses on County cards is a misuse of County funds and will result in disciplinary action. The disciplinary action for a first offense concerning this policy will result in a suspension of purchasing card usage for three months. A second offense will result in termination of the employee.
- 14.3.6 Department heads are responsible for ensuring that payment vouchers include supporting documentation (receipts, invoices, etc.) when turned into the Auditor's office for payment. The County's standard payment vouchers should still be used. Each purchasing charge should be listed separately on the payment voucher along with a description. To avoid late fees, the Auditor's office may pay all purchasing card charges on time, even if supporting documentation has not yet been received from the department.
- 14.3.7 When the documentation is sent in, it will be reconciled to the payment. Original receipts should be secured for every purchase at the time the purchase is made. The Auditor will be notified of any problems with departments submitting receipts in a timely manner. After reviewing the circumstances, the Auditor will then recommend to the department head

or elected official appropriate follow-up action, including possible suspension or total cancellation of card privileges.

14.3.8 If charges appear on the purchasing card statement that should not be there, the department head or elected official should notify the Auditor immediately. If needed, to avoid late fees or other charges, the statement can be paid in full. If the disputed charges are resolved to the department's favor, a credit to the account will appear on the next monthly statement.

14.3.9 If a purchasing card is lost, the department head or elected official should notify the Auditor immediately. The Auditor will then follow up with the issuing institution accordingly.

14.3.10 Prior to changing departments or ending employment with the County, purchasing cards should be turned into the department head or elected official, or to the Auditor. If requested by the department head or elected official for any other reason, the card must also be turned in. Use of the purchasing card or its account number for any purpose after it is turned in is prohibited. Individuals surrendering purchasing cards must complete the Return of Purchasing Card form attached hereto and marked Exhibit B.

14.4 Summary

14.4.1 These are overall guidelines for the County. Departments may implement more restrictive policies and procedures, but may not adopt any that are less restrictive.

14.4.2 These guidelines and procedures cannot cover every possible situation that may occur in using County credit cards. Common sense and good judgment should always be used when acting as an agent for Dickinson County.

Exhibit A

Dickinson County
PURCHASING CARD AGREEMENT

Employee: _____ Department: _____

Approved By:
Department Head: _____ Auditor: _____

The employee listed above has been provided with a copy of the County's purchasing card policy, and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

1. *County purchasing cards are for official County use only. I understand that any misuse of the County purchasing card may result in a suspension of usage on the first offense and termination on the second offense as outlined in Section 3C of the policy.*
2. Purchasing card payments must be processed on a timely basis. All charges need accompanying original receipts. If appropriate receipts are not turned in and can not be produced, I agree to reimburse the County for any undocumented charges or any charges that do not comply with County policies.
3. The purchasing card will be immediately surrendered upon retirement, termination or upon request of the department head. I understand that the use of the purchasing card for any purpose after its surrender is prohibited.
4. The credit limit of this card is \$_____.

I have read Dickinson County's Purchasing Card Policy and procedures and accept them.

If permanently issuing card to individual:

Cardholder Signature _____ Date Issued _____

If checking out a purchasing card for temporary use:

Cardholder Signature _____ Date Checked Out _____

Cardholder Signature _____ Date Checked In _____

Exhibit B

Dickinson County
RETURN OF PURCHASING CARD

I HEREBY SURRENDER the purchasing card issued to me by Dickinson County. I declare that all outstanding charges on the purchasing card are for official County business and will be paid through established procedures.

Cardholder Signature

Date

Dept Head/Elected Official/Auditor

Date

15.0 Cellular Telephones

- 15.1 Cellular telephones are sometimes essential in conducting county business. The delivery of service and response to citizens needs can be improved by having cellular telephones at an employee's disposal. Department heads shall determine if cellular telephones will assist their department with the delivery of service. They shall also operate in accordance within their existing budget. County owned cellular telephones are not intended to be used for personal business. However, if an employee makes or receives a personal call, the call shall be short in duration.
- 15.2 Department heads shall devise a plan for the usage of cellular telephones within their respective division. If excessive use of a county owned phone by an employee is determined, the department head may revoke the employee's privilege of using the phone or request reimbursement for the excessive minutes used.
- 15.3 When operating county vehicles or equipment, county employees are expected to follow appropriate safety practices and operate according to Iowa law when using a cellular phone.

16.0 Dickinson County Vehicle Use Policy

- 16.1 Each employee, which in the course of normal county business is expected to operate a motor vehicle, shall be required to maintain a valid State of Iowa driver's license and provide proof of vehicle insurance. Should such license be suspended, revoked or become invalid for any reason, the employee shall notify the Department Head immediately.
- 16.2 The use of county owned vehicles is allowed only with the approval of the Department Head, and/or per adopted standard procedures for the department.
- 16.3 If personnel identified by the Department Head is required to drive their assigned county owned vehicle to their place of residence for the purpose of after-hours response, this is considered a job function and not an additional benefit. Otherwise, any other use of a county owned vehicle outside authorized working hours is prohibited.
- 16.4 At no time is the use of a county owned vehicle allowed for the benefit of any party other than Dickinson County, except as provided by the Code of Iowa.
- 16.5 The use of a county owned vehicle or a personal vehicle under the representation of official county business is at no time permitted while the employee is under the influence of drugs or alcohol.
- 16.6 Non-compliance with this policy shall be considered a violation of the personnel policy and will be resolved per the procedures included therein.

17.0 Dickinson County Policy for Information Technology

17.1 Intent

17.1.1 It is the intent of this policy to establish guidelines for any person Dickinson County's computing facilities, including computer hardware, printers and copiers, fax machines, phones, voicemail, software, e-mail, and Internet and intranet access, collectively called "Information Technology."

17.2 Purpose

17.2.1 All employees share Information Technology facilities at Dickinson County and these resources are limited. These facilities are provided to employees for the purpose of conducting County business. Since misuse by even a few individuals has the potential to negatively impact productivity, disrupt County business and interfere with the work or rights of others, these facilities must be used responsibly by everyone. Therefore, all persons are expected to exercise responsible and ethical behavior when using the County's Information Technology facilities. Any action that may expose the County to risks of unauthorized access to data, disclosure of information, legal liability, or potential system failure is prohibited and may result in disciplinary action up to and including termination of employment and/or criminal prosecution.

17.3 Policy

17.3.1 The use of the County's information technology facilities in connection with County business and limited personal use is a privilege but not a right extended to various County employees. Users of Dickinson County's computing facilities are required to comply with all policies referred to in this document. Users also agree to comply with applicable country, federal, state, and local laws and to refrain from engaging in any activity that would subject the County to any liability.

17.3.2 Dickinson County reserves the right to amend these policies and practices at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state/province, and local laws.

17.3.3 To protect the integrity of Dickinson County's Information Technology facilities and its users against unauthorized or improper use of County facilities, the County will monitor and investigate possible misuse. Dickinson County reserves the right, without notice, to limit or restrict any individual's use of those facilities. The County may inspect, copy, remove, or otherwise alter any data, file, or system resource which is used in violation of County rules or policies. Dickinson County does monitor and has implemented an internet filter for blocking users from accessing certain websites, and may increase the websites blocked as necessary. Dickinson County also reserves the right periodically to examine any system and other usage and history as necessary to protect its Information Technology facilities.

17.4 Scope

- 17.4.1 This policy applies to all Dickinson County employees and users. It is the responsibility of all operating units to ensure that these policies are clearly communicated, understood and followed.
- 17.4.2 These policies also apply to all employees using Dickinson County Systems, limited term employees, software contractors, and vendors/suppliers providing services to Dickinson County that bring them into contact with Dickinson County's Information Technology infrastructure. A Dickinson County employee who contracts for these particular services is responsible to provide the contractor, vendor, supplier with a copy of these policies before any access is given.
- 17.4.3 These policies cover the usage of all of the County's Information Technology and communication resources, including, but not limited to:
 - 17.4.3.1 All computer-related equipment, including desktop personal computers (PCs), portable PCs, terminals, workstations, PDAs, wireless computing devices, telecomm equipment, networks, databases, printers, servers and shared computers, and all networks and hardware to which this equipment is connected.
 - 17.4.3.2 All electronic communications equipment, including telephones, pagers, radio communicators, voice-mail, e-mail, fax machines, PDAs, wired or wireless communications devices and services, Internet and intranet and other on-line services.
 - 17.4.3.3 All software including purchased or licensed business software applications, County written applications, employee or vendor/supplier-written applications, computer operating systems, firmware, and any other software residing on County-owned equipment.
 - 17.4.3.4 All intellectual property and other data stored on County equipment.
 - 17.4.3.5 All of the above are included whether they are owned or leased by the County or are under the County's possession, custody, or control.
 - 17.4.3.6 These policies also apply to all users, whether on County property, connected from remote via any networked connection, or using County equipment.
 - 17.4.3.7 Department Heads will immediately notify the IT Department when an employee no longer works in their department so they

can be removed for the Dickinson County Information Technology.

17.5 Detailed Electronic Communication Policy

- 17.5.1 The content of any and all electronic communications are the property of Dickinson County and may be monitored to support operational, maintenance, auditing, security, and investigative activities. No employee should have any expectation of privacy as to his or her Internet usage or any other County provided electronic communications, e.g., e-mail, telephones including voice mail, computers, facsimiles, etc.
- 17.5.2 The County reserves the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy.
- 17.5.3 All installation, removal or disabling of software or hardware must be performed or authorized by IT. All other downloading is prohibited. By request, IT will download additional applications into a safe environment and be evaluated for compatibility with the County network. Any software or files downloaded or installed into the County network become the property of the county. Any such files or software maybe used only in ways that are consistent with their licenses or copyrights and the County policies.
- 17.5.4 User IDs and passwords help maintain individual accountability for Computer/Internet resource usage. Any employee who obtains a password or ID for a Computer/Internet resource must keep that password confidential. Sharing of user IDs or passwords obtained for access to Internet sites is prohibited. Department Heads and IT reserves the right to the passwords for all data stored on its computers. There will be no file(s), programs or data that cannot be accessed by appropriate management personnel.
- 17.5.5 No employee may use County facilities to distribute pirated software or data.
- 17.5.6 No employee will allow friends or family to use Dickinson County Information Technology which includes computer hardware, printers and copiers, fax machines, phones, voicemail, software, e-mail, and Internet and intranet access.
- 17.5.7 Since a wide variety of materials may be deemed offensive by coworkers, colleagues, suppliers and the general Public, it is a violation of County policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the county's business activities.
- 17.5.8 The display of any kind of sexually explicit image or document on any County system is a violation of the County's policy on sexual harassment. In addition, sexually explicit material may not be archived,

stored, distributed, edited or recorded using County network or computing resources.

17.5.9 Transmitting or causing to be transmitted, communications that may be construed as sexually suggestive, offensive, demeaning, insulting, harassing or disparaging of others is prohibited. Messages which may be considered offensive are any messages which contain sexual implications, religious slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability are also not allowed.

17.5.10 Interfering with intended use of information resources, seeking to gain unauthorized access to information resources, or destroying, altering, dismantling or otherwise interfering with the integrity of computer base information and/or information resources is strictly prohibited.

17.5.11 No employee may use the County's Information Technology infrastructure to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.

17.5.12 Playing games on any Dickinson County equipment is not allowed.

17.6 Internet

17.6.1 No employee may use the county's Internet facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

17.6.2 Each employee using the Internet facilities of the County shall identify himself or herself honestly, accurately and completely (e.g., including one's County affiliation, position/title and function where requested) when participating in chats or newsgroups, or when setting up accounts on outside computer systems.

17.6.3 Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the County may speak/write in the name of the County to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of this County, the employee must refrain from any unauthorized political, union or religious advocacy and must refrain from the unauthorized endorsement or appearance of endorsement of any commercial product or service.

17.6.4 Use of County Internet access facilities to commit infractions such as misuse of County assets or resources, harassment which includes sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by general County policy, and

will be sanctioned under the relevant provisions of the personnel policies that apply to their position.

- 17.6.5 If an employee is accidentally connected to a site that contains sexually explicit or offensive material, he/she must disconnect from that site immediately, and notify the IT Department to remove potentially damaging data from County computer systems.
 - 17.6.6 The County's Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way.
 - 17.6.7 Use of any County resource for illegal activity is grounds for discipline up to and including immediate dismissal. The County will cooperate with any legitimate law enforcement process that results from this activity.
 - 17.6.8 The County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives and backups on individuals' Internet activities, which could include resurrecting "deleted" files and messages.
 - 17.6.9 All employees with Internet access must take particular care to understand the copyright, trademark, libel, slander and public speech control laws to ensure their use of the Internet does not inadvertently violate any laws which might be enforceable against the County.
 - 17.6.10 Video and audio streaming technologies represent significant data traffic which can cause local network congestion. Unless deployed for job related use, accessing these resources is prohibited. (e.g Watching video clips, tv shows or sporting events, etc)
 - 17.6.11 Downloading software from the Internet, unless it is an approved upgrade to an existing product via the vendor's web site, is prohibited unless approved for use by the IT Department.
 - 17.6.12 Downloading screen-savers, desktop themes, and/or games from the Internet is strictly prohibited. Playing games on the Internet is prohibited.
- 17.7 Email
- 17.7.1 An Dickinson County Email Address is intended only for official County business and all mail becomes property of Dickinson County. You are expected to keep personal correspondence to a minimum.
 - 17.7.2 Using Dickinson County Email for any personal economic gain is not permitted.
 - 17.7.3 Users are not permitted to send chain letters, viruses, and obscene or otherwise offensive material through Dickinson County Email.

- 17.7.4 Employees shall not use a code, access a file, or retrieve another employee's e-mail messages without that person's permission. However, this rule does not prohibit designated Information Systems or supervisory personnel from reviewing or monitoring employee e-mail as appropriate.
- 17.7.5 Users should delete e-mail messages that they send, or that are sent to them, once the messages have served their original purpose. All non county related email and email that is not considered an open record should be deleted. Employees must not delete messages (or files) that do not belong to them.
- 17.7.6 Users should not forward e-mail intended to be (and appropriately qualified as) confidential and for their use only.
- 17.7.7 Users should exercise caution with jokes or comments which may be misunderstood or inconsistent with conducting the business of the County in a professional manner.

17.8 Software

- 17.8.1 All purchases/downloads of new software must be approved by the IT Department. The IT Department must review and authorize the purchase of any new software for any computer on the County network.
- 17.8.2 Duplication of County-owned software through any medium (e.g., DVD, CD-Rom writer, diskettes) for personal use or unauthorized distribution is prohibited.
- 17.8.3 All software must be used only in ways that are consistent with their licenses or copyrights and the County policies.
- 17.8.4 Installation and/or use of personal software from home on County owned computers is prohibited.
- 17.8.5 Employees shall respect and abide by the terms of software licenses, including, but not limited to a prohibition on reproduction of licensed software.
- 17.8.6 Any suspected misuse of software shall be reported to the appropriate supervisor.

17.9 Hardware

- 17.9.1 No new computer hardware can be installed without informing the IT Department. The IT Department must review and authorize the purchase of any new computer hardware.
- 17.9.2 Computer equipment is not to be relocated or reassigned without informing the IT Department.

- 17.9.3 Swapping internal computer hardware equipment (such as network cards, video cards, hard disks, etc.) from one PC to another without authorization from a member of the IT Department is strictly prohibited.
- 17.9.4 Computer equipment cannot be taken home without written authorization from the IT Department (except laptops and notebooks). Employees taking **any** computer equipment home (including laptops or notebooks) must have permission from their department head.
- 17.9.5 The IT Department must approve **any** lease or contract for professional services that relates to computer hardware. This includes design, support or maintenance of computer hardware, networking, Internet, and computer repair services.
- 17.9.6 Any non County hardware, such as vendor or state laptops, must be approved by IT prior to connecting to the County network for any resources, such as internet use.
- 17.9.7 Any County computers/laptops that are removed from the network in excess of a month must be reviewed by IT prior to reconnecting to County resources to make sure it is not a security threat.

17.10 Personal Use

- 17.10.1 Personal use will be defined by each Department Head. However, personal use of County resources should be done in a manner which does not interfere with normal operations of the County. Excessive personal use or use that interferes with normal County business may result in the County restricting or prohibiting all personal use for an employee and/or department.
- 17.10.2 Personal use of County Information Technology must be done at no cost to the County.
- 17.10.3 All information stored on County equipment is not considered private and may be disclosed under applicable Open Records laws or as required by litigation.
- 17.10.4 If an employee has a question about the proper use of the Internet, it shall be their responsibility to obtain guidance from their Department Head or IT Department prior to such use.

My signature indicates that I read and understand Dickinson County Acceptable Use for Information Technology Policy. I understand that violating these policies or applicable local, state and/or federal laws may be subject to immediate loss of all computers, e-mail, and Internet privileges. In addition, disciplinary action may be taken against any violator under County personnel policies and procedures.

Signature
ADDENDUM A

Date

DICKINSON COUNTY AFFIRMATIVE ACTION POLICY

WHEREAS, the Board of Supervisors by Resolution adopted on the 9th day of August, 1994, establishes an Affirmative Action Equal Employment Opportunity Policy for Dickinson County; and

WHEREAS, it is appropriate at this time, in order to strengthen and assure that fully equal employment opportunity is made available by Dickinson County as required by law, to reestablish a equal opportunity employment policy.

1. It is the policy of Dickinson County to provide full, equal opportunity in employment regardless of race, creed, color, sex, religion, national origin, age, disability, marital status, and sexual orientation and to do so by affirmative action;

2. Affirmative action shall mean taking every appropriate action to assure full equal opportunity in employment. All areas of employment and procedure will be continually reviewed to identify affirmative actions, which can be taken. Appropriate action shall be instituted in regard to posting, publishing and advertising job openings, recruiting, testing, selection procedures, training, promotions, salaries and wages, benefits, demotion and termination s, layoffs and recalls.

3. The Dickinson County Attorney is authorized, as the Board's designated affirmative action officer, to inquire of all county departments as to conformity with this policy and the County Attorney is requested to report to the Board from time to time on the implementation of this policy.

4. This policy shall apply to all employment by Dickinson County and shall be posted conspicuously at all Dickinson County work places; and all notices, postings, advertisements or announcements of county employment shall include this statement:

"Dickinson County is An Affirmative Action Equal Opportunity Employer. Women, elderly, and minorities are encouraged to apply."

Affirmative Action Policy	42	Political Activities	18	
Appearance and Conduct	22	Purchasing Card Agreement	32	
Care of Equipment	22	Purchasing Cards	29	
Categories of Employees	5	Questions and Suggestions	23	
Cellular Telephones	34	Records	21	
Classification and Rate	23	Recruitment and Selection	24	
Closing of the Building	9	Return of Purchasing Card	33	
COBRA	20	Salary Schedule	23	
Computation of Salary	24	Sexual Harassment Policy	14	
Computer Personal Use	41	Software	40	
Conflicts of Interest	18	Special Training	19	
Credit for Previous Experience	24	Statement of Personnel Policy	4	
Disciplinary Action	13	Suspension	13	
Electronic Communication Policy	37	Telephone Etiquette	22	
Email	39	Termination	13	
Exchange of Comp/Vacation Time	11	Travel and Travel Expenses	17	
Family Medical Leave Act	26	Unauthorized Leave	12	
Funeral Leave	8	Unemployment Compensation	20	
Grievance Procedure/Definitions	16	Vacation Leave	5	
Hardware	40	Vehicle Use Policy	34	
Health and Dental Insurance	20	Voluntary Separations	12	
Holidays with Pay	8	Voting Leave	11	
Housekeeping	22	Worker's Compensation	8	
Incompatible Activities	19	Working Hours	17	
Injury On/Off Duty	23			
Internet	38			
Involuntary Separations	12			
Job Related Injuries	7			
Jury and Witness Duty	10			
Leave Without Pay	11			
Liability Insurance	20			
Management Rights	4			
Medical Leave	6			
Military Leave for Reserve Duty	9			
Nepotism	18			
News Releases	17			
Non-Discrimination	25			
Overtime	11			
Pay Increases	24			
Pay Periods	23			
Payment at Death of Employee	21			
Payroll Deductions	24			
Personnel Officer	22			
Policy for Information Technology	35			
Policy Purpose	4			
Policy Review	22			