

**Engineer and Secondary Roads:** The below positions in these offices shall follow their respective workweeks as established below. 7.2021

**Engineer, Assistant Engineer, Engineering Technicians and Maintenance Superintendent** The normal workweek for these regular full-time positions shall consist of five (5) eight (8) hour days with a one-half hour unpaid lunch period and two paid 15 minute break periods which shall be taken at or near the middle of each one half shift and shall not be used to lengthen lunch periods or shorten work hours. This schedule may be adjusted by the County Engineer to accommodate for seasonal work requirements. Every employee of the Secondary Road Department is expected, as a condition of employment to be available during emergencies, and shall be on call during such periods. Any employee who fails to be available during emergencies or to be on call can be subject to disciplinary action and possible termination. Engineering Technicians and the Maintenance Superintendent will be paid at one and one half times their regular rate for hours worked over 8 hours in a workday or 40 hours in a workweek, unless they have taken unpaid or unexcused time off during the workweek. For the purpose of computing overtime compensation, all hours for which an employee is paid are considered hours worked.

**Administrative Assistant and Office Assistant:** The normal workweek for these regular full-time employees shall consist of five (5) seven and one-half (7 1/2) hour days. This schedule may be adjusted by the County Engineer to accommodate changes in the work schedule of the entire department. The normal workday will be from 8:00 AM to 4:30 PM Monday through Friday, with a 1 hour unpaid lunch period, which will normally be taken at or near the middle of the shift. Employees shall normally have a 15 minute paid break during each one-half shift which shall be taken at or near the middle of each one half shift and shall not be used to lengthen lunch periods or shorten work hours.

**All full-time and regular part-time Secondary Road employees of Boone County, Iowa, excluding all Engineering Technicians, Clerical Employees, Maintenance Superintendent, temporary employees and all other supervisor or professional employees.**

**Secondary Roads Work Week:** The normal workweek shall consist of five consecutive eight hour days, Monday through Friday. The normal workday will be from 7:30 am to 4:00 pm. All work performed in excess of eight hours in a workday or forty hours in a workweek shall be paid at one and one-half times the employee's regular hourly rate, unless the employee has taken unpaid or unexcused time off during the workweek. In the case of an employee who has taken such time off, he/she shall be compensated at the one and one-half rate for hours worked in excess of forty hours in the workweek. For the purpose of computing overtime compensation, all hours for which an employee is paid are considered hours worked.

The County, at the discretion of the County Engineer may institute a normal workweek that consists of four ten hour workdays. The normal ten hour workday will be from 6:00 am to 4:30 pm, Monday through Thursday. In such a case, in spite of any provision to the contrary contained herein, all work performed in excess of 10 hours in any 24 hour period shall be paid at one and one half times the employee's regular rate unless the employee has taken unpaid or unexcused time off during the workweek. In the case of an employee who has taken such time off, he/she shall be compensated at the one and one-half rate for hours worked in excess of forty hours in the workweek. For accrued leave, an employee

who takes time off during a 4-day workweek must account for 10 scheduled hours by working or by using accrued time off to equal 10 scheduled hours.

All work performed on Sunday shall be paid at twice the employee's regular hourly rate, unless the employee takes unpaid or unexcused time off during the workweek. In the case of an employee who has taken such time off, he/she shall be compensated at the one and one-half rate for hours worked in excess of forty hours in the workweek.

Every employee of the Secondary Road Department, as a condition of employment shall be available during emergencies, and on call during such periods. Any employee who fails to be available during emergencies or to be on call can be subject to disciplinary action and possible termination.

The County may grant compensatory time in lieu of overtime, an employee may not accumulate more than 40 hours of compensatory time each fiscal year. All compensatory time must be used before **June 1<sup>st</sup>** or will be paid out the last pay period of the fiscal year. No compensatory time may be earned or used between June 1<sup>st</sup> and June 30<sup>th</sup>. Compensatory time off will be granted at the discretion of the department head and/or his/her designee.

Employees will receive two fifteen minute rest breaks, one in the morning and one in the afternoon, each day, at a time scheduled by the County. Employees will receive a thirty minute unpaid lunch period, at a time scheduled by the County. Rest breaks shall not be used to extend the meal period or to shorten the workday.

The County will, so far as is practical, attempt to equalize overtime opportunities among employees. Overtime opportunities shall be recorded and overtime offered which has been refused by an employee, shall be considered time worked for the purpose of fairly distributing overtime, and for no other purpose. All overtime work shall be determined by and must be authorized by supervisory employees.

In the event of changes in normal work schedules, employees will be notified by the County. The County will make every effort to notify employees 24 hours in advance when possible of any shift change.

Employees stranded away from their primary maintenance facility because of inclement weather while in the performance of their assigned duties shall be compensated at their regular hourly rate for all time spent in such conditions, provided such time shall not be counted as time worked for overtime purposes. If an employee returns to their primary maintenance facility at the end of their shift and determines that it is unsafe to travel home in their personal vehicle, that employee may stay at the county facility overnight but will not be in paid status.

## **Sick leave Policy**

### Eligibility and Accrual

All full-time Secondary Road employees of Boone County, Iowa, excluding all Engineering Technicians, Clerical Employees, Maintenance Superintendent, temporary

employees, part time employees and all other supervisor or professional employees. For these employee's see section 6.4 of the Boone County Employee Handbook.

Full-time regular employees hired before July 1, 2021 accumulate 2.5 paid sick leave days  
Per month

**All full-time employees hired on or after 7-1-2021 will accumulate sick leave as follows:**

**8 hour employees will accumulate 5.54 hours per pay period for a total of 144 hours annually (18days)**

**Full-Time Employees on a 40 Hour Work Week Schedule:** Paid sick leave may be accumulated up to a maximum accumulation of 960 hours (120 days.) Once an employee has reached his or her maximum, sick leave will stop accruing until the accrued total is below the maximum. Full-time regular employees start to earn sick leave from their most recent date of hire but will not be eligible to use paid sick leave until after completing three months of continuous employment. Sick leave does not accrue during any unpaid leave of absence.

Use of Sick Leave: You may be granted sick leave when you are unable to perform job duties as a result of personal illness (includes accident, injury, pregnancy or childbirth, or other medical conditions); have an appointment with a health care provider; or must care for an immediate family member. An immediate family is defined to include the employee's parents, spouse, son, daughter, brother, sister, father-in-law, mother-in-law, step-child, grandparent and grandchild. Sick leave may not be used as extra vacation time or personal days. Any employee who abuses sick leave may be subject to discipline, up to and including termination.

You have the responsibility to report to your supervisor as far in advance as possible prior to taking sick leave and expected date of return in order to be eligible for sick leave. In the event of an unexpected absence due to illness or injury, you must notify your immediate supervisor prior to the start of your work shift. Your immediate supervisor may request you to provide a written statement from your attending physician describing the nature and extent of your illness or injury upon your return to work. Approval of sick leave is not automatic and must be approved by your immediate supervisor. For additional information on time away from work for a serious medical condition, please refer to the Family and Medical Leave section below.

#### **Payment for Sick Leave Upon Termination**

No sick leave is paid upon termination of employment.