

BOONE COUNTY, IOWA



Employee Information Handbook

Date: 3/2023

Approved by the Boone County Board of Supervisors
Boone County Employee Handbook is a living document.
Please see Human Resources for the most current edition.

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

SCOPE AND PURPOSE OF THIS HANDBOOK

This employee handbook has been prepared to give you general information about some of the work rules, work environment, and policies under which we operate. More extensive information is available from your Department Head, or Human Resources should you have questions concerning interpretation of specific sections. From time to time, you may receive updated information concerning changes in policy. The policies contained in this handbook may be changed or amended at any time, with or without prior notice. Programs and eligibility for programs may vary by employee classification, agreement, state or county law. To verify your eligibility for any program, contact Human Resources at (515)433-4952.

This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, either you or the County of Boone may terminate this relationship at any time, for any reason, with or without cause or notice. This at-will relationship remains in full force and effect, except as otherwise required by law or by the terms of a collective bargaining agreement.

No employment agreement shall be enforceable unless it is in writing. No employee or County representative, other than the Board of Supervisors, has the authority to change the at-will employment relationship or to contract with any employee for different terms of employment. Furthermore, the Board of Supervisors may change the at-will employment relationship only in a written contract, signed by the Board of Supervisors and the employee.

All County elected officials and employees, whether at-will, appointed or volunteer, are expected to conduct themselves in a manner that supports the workplace expectations outlined within this handbook. All employees will be expected to adhere to State and Federal laws and regulations. Where there are differences between a collective bargaining agreement and this employee handbook, the collective bargaining agreement prevails for employees covered under that contract. Issues not addressed within a collective bargaining agreement will be addressed through the employee handbook. Where there are differences between this employee handbook and the Iowa Administrative Code and Iowa Code, the Iowa Administrative Code's and Iowa Code's rules and policies prevail. Any promises, representations, or actions by a County official or employee which are contrary to this handbook are not the official policy of the County, and are of no force or effect. This handbook supersedes and cancels the effect of any previous versions of policies or employee handbooks.

The policy prohibiting sexual harassment, work place harassment and technology policy applies to all Boone County employees even those otherwise excluded from coverage.

LAWS AND REGULATIONS

Section 1

1.1 Equal Employment Opportunity

Boone County is dedicated to equal employment and advancement opportunities. It is, and will continue to be, the Equal Employment Opportunity (EEO) policy of Boone County to recruit, hire, train and promote into all job levels any employee or applicant for employment regardless of age, race, color, creed, religion, sex, sexual orientation, gender identity, marital status, national origin, physical or mental disability or veteran status. The County also prohibits harassment on these bases. All employment decisions are based on individual merit, qualifications and competence as they relate to the specific position. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, training, transfers, promotions, and benefits.

1.2 ADA Compliance

The Americans with Disabilities Act (ADA) and its amendments prohibit discrimination against qualified individuals on the basis of disability. It is the policy of Boone County to comply with the ADA. Boone 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.

1.3 Work Place Harassment

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

If you believe that you are being harassed or subjected to discrimination of any kind, you should use the complaint procedure for sexual harassment allegations. The County prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

The prohibitions contained in this policy include all conduct and communication regardless of the form of that conduct or communication. This means that all forms of

electronic communication, all types of social media, and all forms of interaction are covered.

1.4 PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

Purpose: It is the policy of Boone 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 prohibits offensive or inappropriate sexual behavior in the workplace, and all employees must avoid any conduct that could be viewed as sexual harassment. This policy has been prepared in accordance with the Equal Employment Opportunity Commission's directives and reaffirms that sexual harassment in the workplace is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.

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

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

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

1. Verbal conduct such as sexual innuendo, speculation, suggestive comments, jokes of a sexual nature, sexual propositions, or threats:
2. Non-verbal or visual material such as sexually explicit posters, photography, graffiti, cartoons, drawings, leering or gestures
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
4. Requests, threats, or demands to submit to sexual requests in order to keep your job or receive some job-related benefit;
5. Conditioning job-related benefits on submission to sexual advances or tolerance of a sexually hostile work environment, or giving preferential treatment because of submission to sexual advances or tolerance of a sexual hostile work environment
6. Harassing messages sent electronically, including text messages, email, online postings (including "anonymous" postings fairly attributed to an employee), social media posts or messages, website or blog entries that are unwelcome and

inappropriate or which are interpreted as a request, threat, or demand to submit to sexual requests; or

7. Retaliation for reporting or threatening to report harassment.

Procedures:

1. Any employee who has a complaint of sexual harassment at work, by anyone, including supervisors, department heads, co-workers, or visitors to the workplace, should immediately bring the problem to the attention of their Human Resource Director, the County Attorney, or any member of the Board of Supervisors. All employees are assured that they will not be retaliated against as a result of reporting a complaint about sexual harassment.

2. The person receiving a complaint of sexual harassment shall immediately notify the County Attorney or the Chair of the Board of Supervisors, who shall promptly name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible.

3. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency.

4. Any employee determined after investigation to have harassed another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The County will take appropriate action intended to punish the offender and to prevent further harassment.

5. In the event a non-employee subjects an employee to sexual harassment in the workplace, the employee's supervisor or manager will inform the non-employee of the County's policy against sexual harassment. Other action will be taken as appropriate.

1.5 PRIVACY AND CONFIDENTIALITY

During the course of our daily routine, many of us come in contact with private information about citizens or other employees. All employees are responsible for compliance with County policies and with the laws and regulations relating to the collection, use and release of such information. We must balance the privacy interests of our employees and our citizens with our legitimate business needs for this confidential information. If you work with or gather confidential and private information: Only request information that is relevant to our business. Use the information in an ethical, accurate, complete and timely manner. Limit access to confidential information to only those persons who have a business need for it. If you are unsure what is considered confidential information, it is your responsibility to check with your immediate supervisor.

All open records request need to be referred to the Human Resource Department or the Boone County Attorney's Office.

1.6 HEALTH INSURANCE OPERATING PROCEDURES: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA)

The County has adopted a policy in compliance with the Health Insurance Portability and Accountability Act (HIPAA) that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by County representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs. PHI refers to individually identifiable health information received by the County's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

The County has designated the Human Resources Director as the HIPAA Compliance Officer (HCO), and any questions or issues regarding PHI should be presented to the HCO for resolution. The HCO is also charged with the responsibility for a) issuing procedural guidelines for access for PHI; b) developing a matrix for personnel who will need access to PHI; and c) developing guidelines for describing how and when PHI will be maintained, used, transferred or transmitted.

Annually or as necessary, the County performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the HCO. General rules follow:

- Disclosures that do not qualify as PHI-protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosures to workers' compensation providers and those authorized by the workers' compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation and/or short- or long-term disability and medical information received to verify ADA or FMLA status.

Personnel record and disclosures of PHI will be maintained for a period of six years as required by federal law, unless a state law requires a longer retention period. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data is not compromised in the future.

1.7 GINA

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. The County respects all employees' privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. The County does not tolerate discrimination, harassment, or retaliation on the basis of genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment. Additionally, the County will never use genetic information to make an employment decision.

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BOONE COUNTY POLICIES

Section 2

Hiring Policy and Procedures

2.1 JOB POSTING

Whenever a position becomes available, a notice of such opening will be posted on the County's website for internal and external applicants for at least fourteen calendar days before the position's closing date.

Employees who have been in their current position for at least six (6) months may apply for internal job openings. This may be waived with the written consent of the employee's immediate supervisor or designee.

Application forms are available from the Human Resource / Auditor's Office, the Boone County Website or the department with the job opening. Applicants, including current employees, shall be considered on the basis of job-related factors including, but not limited to; qualifications, attitude, skill, ability, past performance, attendance, efficiency, disciplinary record and length of service. Military service may also be a factor in hiring decisions, as provided by Iowa's Veteran's Preference law.

All County Departments shall follow County hiring guidelines as set forth by the Board of Supervisors. For positions that have an established "hire-in" pay rate and set "step increases", Departments shall follow said schedules. For positions not covered by a collective bargaining agreement, step increases are not to be considered automatic based on just longevity in the position. A step increase can be approved for an amount up to, but not exceeding, the maximum amount stated in the pay rate schedule.

2.2 MEDICAL EXAMINATIONS

The County may require pre-employment and rehired employees to submit to a job-related medical examination by a health care provider designated by the County. Medical examinations will be conducted after you have been offered a position and before you start work. Medical examination will be based on Job requirements.

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

In addition, voluntary medical examinations may be conducted as part of the County's employee health programs.

All medical information collected by the County will be maintained in a confidential, locked file separate from other personnel files.

2.3 Pre-employment Drug and Alcohol testing

Drug Testing

The County may conduct pre-employment drug tests designed to prevent hiring individuals who use controlled substances or who abuse legal drugs.

The prospective employee may provide any information that may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only, make use of information regarding illegal or improper drugs in the body.

Prospective employees who refuse to take the required drug test, who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the designated drugs will be ineligible for County employment and will be removed from all eligibility lists.

The following is a list of some of the drugs, for which testing maybe conducted:

Marijuana; Barbiturates; Propoxyphene; Methadone; Methaqualone; Cocaine; Opiates (including morphine and codeine); Phencyclidine; Amphetamines (including methamphetamines). Benzodiazepines

To be considered qualified for employment with the County, Boone County must receive a "negative" report on the drug screen. If that qualification is not met, the prospective employee will be deemed "not qualified," and the application process will be terminated.

Any conditional offer of employment that has been extended will be withdrawn

Prospective employee may dispute positive drug test at their own cost.

Alcohol Testing

The County may also conduct alcohol tests of prospective employees to whom a conditional offer of employment has been made. The alcohol test is designed to prevent hiring individuals who abuse alcohol. An alcohol concentration level of .04 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath, or its equivalent, is considered a positive alcohol test result and violates this policy. The prospective employee may provide any information that may be relevant to the alcohol test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To be considered qualified for employment with the County, Boone County must receive a "negative" report on the alcohol screen. If that qualification is not met, the prospective employee will be deemed "not qualified," and the application process will be terminated. Any conditional offer of employment that has been extended will be withdrawn. Prospective employee may dispute positive drug test at their own cost.

2.4 BACKGROUND CHECKS

To ensure that individuals who join the County are well qualified and to ensure that the County maintains a safe and productive work environment, it is the County's policy to conduct pre-employment background checks on all applicants who accept an offer of employment.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the County. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the County to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. If the County's background check includes a criminal record check and the check indicates that the applicant has a criminal history, the applicant will be given an opportunity to provide information regarding his/her criminal history. A criminal conviction does not automatically bar an applicant from employment.

At any time during employment, additional checks, such as a driving record or credit report, may be made if appropriate and job related.

The County also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Background checks may include but not limited to:

- **I9 Verification:** E-verify, Validates the applicant is legal to work in the United States of America
- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history: The County will use the DPS, (Department of Public Safety and any relevant abuse registries.)
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the county, its employees or its customers and vendors.

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested.
 - **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of Boone County funds and/or handling of cash or credit cards.
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2.5 Immigration Reform and Control Act of 1986

To comply with the Immigration Reform and Control Act of 1986, the County requires all employees to present documented proof of identity and eligibility to work in the United States. You are required to complete Section 1 of the Form I-9 on the first day of employment and to submit proof of employability and identity within three working days of hire. If you are eligible to work temporarily in the United States, you are required to keep the County informed as to the status of your employability and provide any renewal or extension documents to the County on a timely basis.

2.6 REEMPLOYMENT AND DEPARTMENT TRANSFER 2.2022

All former employees of Boone County who return to work for the County are considered new hires and have no accumulated benefits from previous employment. Transfer of a full-time employee from one department to another County department shall not be considered reemployment and the employee shall retain all accumulated benefits. Employee will maintain his or her current rate of pay, unless the position change is at a higher or lower rate of pay. Accumulated benefits shall be transferred to the new department. Effective date of transfer to another department will be the date the employee starts in the new position. All comp time acquired will be paid out on or before the effective date of transfer.

2.7 EMPLOYMENT OF RELATIVES

The County does not permit the employment of two (2) or more members of the same immediate family in the same department. Immediate family for purposes of this policy shall be defined as a parent, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, spouse, child, grandparents, grandchildren, brothers and sisters or members of the same household.

Department Heads are prohibited from hiring or appointing any person from his/her immediate family (see above) for employment with the County.

Elected officials will be covered by the Code of Iowa regarding the hiring of relatives.

If two (2) employees become married and work in the same department the two (2) employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the decision cannot be made by the two employees in a timely manner, the employee with the least amount of full time seniority with the County will be terminated.

2.8 TERMINATION OF EMPLOYMENT OR RETIREMENT

Employment with the County may be terminated at any time for any reason by either the employee or the County. If the County initiates the termination they will provide notice and reason of termination. If an employee chooses to terminate employment, the County expects the employee to provide a written notice stating the reason for the resignation to the Employee's immediate supervisor at least two (2) weeks before the effective date of the resignation. All non-bargaining Exempt employees of the Employee Handbook, as well as all Exempt department heads and Elected Official's First Deputy's are expected to provide at least thirty (30) days' notice before the effective date of their resignation. All non-exempt full-time and part-time employees are expected to provide at least fourteen (14) days' notice. Employment records will reflect the last day worked as the date of termination/retirement. Accumulated vacation and comp time are figured at the current hourly rate of pay of the employee. Personal time, floating holidays, and sick leave will not be paid out upon termination/retirement. Payment will be remitted on or before the next payroll cycle following the last date of employment. If the required notice is not provided, the employee will **not** be paid for unused accrued vacation, and will not be eligible for re-hire with the County. An employee discharged for cause will forfeit all unused vacation. All unused compensatory time shall be paid.

It is the employee's responsibility to notify the employee's immediate supervisor of the resignation in a timely manner. If an employee fails to report to work and/or fails to communicate the employee's work status to the work leader by the beginning of the employee's third scheduled workday after giving notice, it is grounds for termination of employment and will be considered a voluntary termination of employment. Employees may use up to two weeks of earned Vacation time or earned comp time during their notice period at the discretion of the Department Head or the Board of Supervisors; any remaining Vacation leave or Comp time will be paid out at time of termination. An employee's last day will be considered their last actual day in a paid status.

Before leaving employment, employees are required to turn in all County property including, but not limited to, manuals, ID cards, keys, County credit cards, pagers, cell phones and any computer hardware or software the employee has installed at home.

Benefits: Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees are entitled to continue participating in the County's group health plan. However, COBRA coverage is not extended to employees terminated for gross misconduct. For more information on COBRA, please refer to Section 11 of this handbook.

Exit Interviews: Upon notification of your resignation, the Human Resource Director shall schedule an exit interview to discuss why the employee is leaving and/or the employee's employment experience with the County. If an employee has not been contacted for an exit interview by the final date of employment the employee should call-Human Resource Director at 515-433-4952. Employee can request exit interview be presented to Board of Supervisors in closed session.

Final Checks: All employees leaving employment with the County will receive their final paycheck for hours worked at the next regularly scheduled payday following their last day of employment. A final check will include pay for all unused and accrued vacation (if applicable, see vacation policy) and comp time.

Reference Checks: All requests for references on current or former employees should be sent to Human Resource Director for response. Employment verification could include employment dates, job title, re-hire status, rate of pay and probability of employment continued.

2.9 PERSONNEL FILES AND REFERENCES

Human Resource Director will maintain personnel files. All personnel files will be in secured storage areas accessible by the department head and/or in a secure electronic folder on each employee in accordance with recordkeeping requirements established by state and federal law. These files contain job-related information including performance appraisals and disciplinary records. The County will generally release confidential personnel information only upon the written request and release of the Employee. The County will release non-confidential personnel information in accordance with applicable state law. The County will release any information relating to the results of federally required drug tests in accordance with the applicable law. Pursuant to Iowa Code section 22.15, if an employee is demoted, discharged or resigns in lieu of being terminated, that fact is public record, as well as the documented reasons and rationale for the action.

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

To assure that our records are current, please notify your Human Resource Director whenever there are any changes in your home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents. Employees are solely responsible for updating records naming beneficiaries, dependents, and emergency contacts.

2.10 SEARCH POLICY

Employees do not have a right to privacy in their workspaces or to any other County property including electronic property. The County reserves the right to search County premises at any time, without warning, to ensure compliance with our policies on employee safety, workplace violence, harassment, theft, drug and alcohol use and possession of prohibited items. The County may search County property, including but not limited to lockers, desks, file cabinets, storage areas and workspaces.

If the County conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

2.11 EXPENSE REIMBURSEMENT

Boone County will reimburse the actual work-related expenses incurred, as long as those expenses are reasonable. Employees must follow these procedures to be reimbursed for expenses directly relating to employees work.

- Employee must obtain written approval from Department Head or their designee, before incurring an expense.
- Must have original receipt or Invoice for proof of payment for every expense

- Must submit all documentation, along with an expense report, to their department head or their designee, for approval within 30 days of incurring an expense.

Mileage Reimbursement: If employee is required to use private transportation to fulfill the requirements of his or her job they must have department head authorization to utilize their own vehicle prior to the use of the vehicle. All employees that utilize their own vehicle to carry out duties associated with their employment by Boone County must provide a copy of a current insurance card demonstrating they carry the statutory minimum amount of liability insurance required by Iowa. The mileage reimbursement rate may be subject to change as determined by the Board of Supervisors in the month of January each year. Employees must submit receipts within thirty (30) days of the date of receipt to receive reimbursement.

Parking Reimbursement: The County will reimburse employees for fees incurred to park either County-owned or their personal vehicle while on County business. Valet parking will not be reimbursed unless no other parking is available, or the available non-valet parking would present a personal safety risk to the employee. Whenever possible, itemized parking receipts must accompany reimbursement requests. Employees must submit receipts within thirty (30) days of the date of receipt to receive reimbursement. Parking tickets and traffic citations are not reimbursable and will be charged to the employee responsible for the citation.

Fuel Reimbursement: The County will reimburse employees for fuel costs incurred while driving County vehicles during County authorized meetings, training seminars, equipment inspections, and/or conferences. Itemized receipts must accompany reimbursement requests. Employees must submit receipts within thirty (30) days of the date of receipt to receive reimbursement.

Meal Reimbursement: Employees shall be allowed meal expenses when they are required to attend a meeting in or out of the County. The meal reimbursement rate will be authorized as established by the Board of Supervisors in the month of January each year. Boone County will use the Federal meal rates and can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates> . Under no circumstances shall the County reimburse an employee for expenses related to alcoholic beverages. Tips are not reimbursable. Reimbursement for meals shall be processed through the employee's payroll per IRS requirements. Itemized receipts must accompany reimbursement requests. Employees are encouraged to attach receipts to their time sheets in addition to submitting original to the Auditor Office. Employees must submit receipts within thirty (30) days of the date of receipt to receive reimbursement. 1.2022

Lodging Reimbursement: Employees shall be allowed lodging and meal expenses when they are required to travel outside the county of their work location if approved by the Department Head. Boone County will not reimburse employees for incidentals associated with the room such as but not limited to snacks, bar and gym fees. When possible all lodging reservations will be made prior to travel using County issued department credit card. Employees must submit receipts within thirty (30) days of the date of receipt to receive reimbursement. Receipts should be submitted to Department Head for approval and to the Auditor office for payment.

Lodging reimbursement expenses will be capped at the single room rate, with applicable taxes and fees, arranged for participants of the event, conference, training, etc., that the employee is attending. If the employee chooses to lodge elsewhere at a higher cost or at a higher room cost at the arranged lodging for the event attended, the increase in cost will be borne fully by the employee, including applicable taxes and fees. The employee must provide documentation of the rate arranged for event participants when submitting a request for reimbursement. 2.2022

The Iowa Office to Combat Human Trafficking must certify all lodging establishments. Employees can obtain copy of certification at <https://stopthiowa.org/certified-locations>. A copy of establishment's certification must accompany all expenses for lodging when presented to the Auditors office for payment. Please confirm that lodging establishment has been certified with The Iowa Office to Combat Human Trafficking before arranging to stay. The County cannot pay for lodging without certification. 2.2022

Extended travel Reimbursement: In the case where an employee is required to travel out of state, the Department Head shall notify and seek approval of the Board of Supervisors prior to making any Airfare and rental car arrangements. All travel arrangement must have the approval of the Board of Supervisors and arrangements must be paid by using the County issued department credit card. Taxi and shuttle service reimbursement must have receipt when possible or be itemized for reimbursement. Employees must submit receipts within thirty (30) days of the date of receipt to receive reimbursement

2.12 CREDIT/PURCHASING CARD POLICY

Each Department Head / County Employee who is issued a County Credit/Purchasing card must sign a copy of the County's Credit/ Purchasing Policy and Procedures and agree to comply with all its provisions. Auditor Office will be responsible for obtaining a Credit / Purchasing Policy from each designated employee and keep a record of employees that have been issued a Credit/Purchasing card.

2.13 OPEN DOOR POLICY

Boone County recognizes that issues may arise during the course of employment. It is the desire of the County to see that every problem is handled promptly. To this end, the County will endeavor:

- To invite employees to talk frankly with their immediate supervisor, or to anyone else in authority, when they have a problem of any kind with the assurance that it will not be held against them by their supervisor or anyone else in authority.
- To provide an open door at all times for employees to discuss with upper management any decision they feel to be unfair.

The County is most sincere in encouraging any employee who feels he or she has not been treated properly, or who has a problem of any kind, to make it known to management through the **"Open Door Policy"** .

2.14 TOBACCO POLICY

The Iowa Smoke free Air Act of 2008 prohibits smoking on the grounds of any public building and enclosed areas within places of employment including within the confines of any public buildings owned, operated or leased by the County, all County-provided vehicles and roads equipment. For more information about the law or to report any violations, call 1-888-944-2247 or visit www.IowaSmokeFreeAir.gov or reference Iowa Code 142D. Any employee who violates this policy will be subject to disciplinary action, up to and including discharge

Employees seeking assistance with tobacco cessation may contact Quit line Iowa at 1-800-784-8669 or www.quitnow.net/iowa.

2.15 Political/Solicitation Activity and Display of Non-Business Related Propaganda Policy

Boone County encourages employees to participate in political and non-work related social, cultural and commercial activities. Participating in these activities

must be conducted on the employee's own time. Vacation leave may be requested to conduct such activities. Any employee that fails to adhere to this Policy will be subject to discipline.

The following activities are prohibited from being performed while on duty:

- Demonstrating
- Circulating petitions, pamphlets and flyers advertising non-business related matters
- Soliciting votes or contributions at any time in any work area
- Conducting or participating in opinion polls
- Displaying political or non-business related advertisements, posters, hats, pins or other shirts or accessories with messages that promote non-business related activities.

2.16 Conflict of Interest Policy

In accordance with Chapters 331.342, 314.2, and 721.2 of the Code of Iowa, a County officer or employee shall not have an interest, direct or indirect, in any contract or job of work or material or the profits thereof or services to be furnished or performed for Boone County. Employees must avoid any action that would result in or create the impression of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting County business.

This policy applies to Elected Officials, deputies and all other employees of Boone County.

Exceptions

The following, pursuant to 331.342 of the Code of Iowa, **do not** constitute a conflict of interest:

1. The payment of lawful compensation of a County officer or employee holding more than one County office or position, the holding of which is not incompatible with another public office or is not prohibited by law.
2. Contracts made by the County, upon competitive bid in writing, publicly invited and opened.
3. A contract in which a County officer or employee has an interest if the contract was made before the time the officer or employee was elected or appointed, but the contract may not be renewed.

Impartiality

1. No County employee may grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to all citizens.

2. County employees must refrain from securing special privileges or exemption for themselves or their relatives beyond that which would be available to all citizens.
3. Employees must not use privileged information for their own advantage or to provide friends or acquaintances with advantages or with information that could be used for financial advantage.

Use of Public Property

1. No County employee shall use or permit any other person to use the property owned by the County for any private purpose and for personal gain to the detriment of the County.

Any employee when in doubt as to whether a conflict of interest or the appearance of a conflict of interest exists please contact Human Resource Department.

Violation of this policy may be cause for disciplinary action up to and including termination.

2.17 CELL PHONE USE POLICY

Cellular telephones and wireless internet data devices have become a valuable tool for county employees to enhance their productivity while working away from their offices. The cellular telephone and wireless internet data devices have become a lifeline back to the office for the coordination of work or, in some cases, for assurance of personal safety.

Definition

This policy about cellular phones and wireless internet data device usage applies to any mobile device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is county-supplied or personally owned. For this document all of the previously mentioned will be referred to as a cellular device.

Authorization to use Cellular Devices

It is within the responsibility and authority of department heads to make the determination of whom within their respective units should depend on cellular devices for official business needs, in a manner consistent with these policies. It is incumbent upon department heads to ensure that County-owned cellular devices are provided only to those employees with a demonstrated need for this type of communication. In order for the county to provide and assign a cellular device for an employee's use, the following criteria are recommended for consideration:

1. The employee must be in a position where the preponderance of his/her time or conducted county business is spent away from the office during his/her normal work day; or
2. Use of a cellular device must be beneficial for the conduct of the employee's work; or
3. The employee is subject to being contacted for urgent or emergency purposes.

While occasional personal use is permitted, as outlined in the reimbursement for personal calls using county equipment paragraph, employees are expected to reimburse the county for costs associated with personal use of a county-issued cellular device. The only exception are those department heads and designated employees who are

required to be on call 24/7 and frequently carry out county business after hours. Those departments are Sheriff, Information Technology, Engineer, Emergency Management, County Community Services and other departments as deemed necessary by the Board of Supervisors.

When an employee no longer has a demonstrated need for the cellular device; or, when the employee terminates employment with the department authorizing the cellular device's use, that employee shall return all county-provided cellular devices to that department.

Departments having employees who have infrequent need for cellular devices communications may establish a 'pool' phone that is provided to employees as needed. Controls should be established to account for who has the telephone and when they are authorized to use it. Pool telephones should be assigned for specific, limited periods such as during travel, or other special work-related events.

Acquisition of County Provided Cellular Devices

Departments may request a cellular device through Boone County Information Technology Department (BCIT). BCIT will assist with setting up the appropriate billing plan, coordinate the delivery of the device, provide initial use instruction and assist with obtaining minor repairs whenever necessary. Under either county owned or personal device reimbursement options, departments are required to complete the standard Cellular Devices Service Request (CDSR) Form and submit the form to the IT administrator.

Departmental Cellular Device Responsibilities

Each department that utilizes cellular device equipment and services shall work with BCIT and/or the service providers (carriers) to manage cellular device usage within each department. This shall include, but not be limited to the following:

1. Ensuring that the employee's initial anticipated pattern of use is aligned with the appropriate carrier and monthly service plan.
2. Monitoring the ongoing cellular device usage to ensure that the telephone is being used for appropriate business use.
3. Monitoring the ongoing pattern of use to ensure that the appropriate carrier and plan are being utilized.
4. Act as a resource for employees regarding cellular device issues. Inform employees of the terms of their monthly service plan, and any changes.
5. If in the opinion of the Department Head any of the equipment is damaged by the negligence of an employee, that employee will be required to reimburse the county for any cost of repair, replacement connected with such damage unless otherwise addressed in a collective bargaining agreement.

Employee Cellular Device Responsibilities

Each employee that utilizes cellular device equipment and services shall work with BCIT to manage individual cellular devices. This shall include, but not be limited to the following:

1. Report any lost or stolen devices to the Department Head and BCIT within 4 hours.
2. Reporting any damages to equipment to the Department Head and BCIT within 24 hours.
3. Ensure that the telephone is being used for appropriate business use, and is meeting their unique needs.

Reimbursement for Personal Cellular Equipment

Employees who require frequent use of personal cellular devices to conduct county business may do so with Department Head approval. Use of personal cell phones in conjunction with county business will be reimbursed at a rate of \$20 per month for voice and \$30 per month for data/email plans. If work related activity causes an employee to run over on their allowed minutes, the run over minutes will be reimbursed at a rate of \$.45 per minute. In cases where personal cellular equipment is used during emergency situations and is not otherwise being reimbursed, an employee may submit for reimbursement with their department head's approval for cost incurred. An employee may also submit for reimbursement of roam charges with their department head's approval. Any personal cellular device that is damaged or lost during work related activities shall be reimbursed by the county at the rate the county would have paid to repair or replace a county owned phone unless it is determined that the loss or damage is determined to be a result of employees negligence as stipulated in item 5 of Departmental Cellular Device Responsibilities unless otherwise stipulated by collective bargaining agreements.

Reimbursement for Personal Calls Using County Equipment

Employees, unless exempted under paragraph 3 of the Authorization to Use Cellular Devices Section, should avoid making personal phone calls on county equipment. It is understood that occasional calls of short duration may be necessary. As an example, this would include contacting a family member to inform them that you will be arriving home later than expected. Personal calls placed on county cellular phones shall be reimbursed to the county if the personal calls result in any additional costs to the county. In such a situation, the cost to the employee would only be for actual personal calls made. Employees are permitted a minimum of thirty (30) calendar days from receipt of the call detail to make reimbursement. Departments are permitted to exercise discretion in establishing a reasonable reimbursement schedule not to exceed ninety (90) days from receipt of the call detail.

Use of Cellular Devices

An employee who uses a cellular device while working is prohibited from using it while driving, whether the business conducted is personal or county-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the county; or any other county or personally related activities not named here while driving. All county paid emergency responders are exempt from this paragraph.

All County-owned devices are subject to monitoring, including call and data review and other searches at any time and with or without notice to the employee. Improper use of County-owned devices may result in discipline, up to and including termination.

2.18 SOCIAL MEDIA POLICY

Definitions

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

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

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

Nothing in this policy is intended to limit an employee's right to free speech or an employee's right to engage in concerted activity aimed at affecting a change in the workplace, as protected by the Public Employment Relations Act.

Purpose and Scope

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

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

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

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

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

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

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

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

Any employee who discovers a violation of this policy shall immediately notify their Department Head who shall in turn inform the Chief Information Officer ("CIO"). An

employee who violates this policy or uses social media for improper purposes shall be subject to disciplinary action up to, and including, termination of employment.

Posting Guidelines

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

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

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

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

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

Prohibited Content – The following content shall be prohibited on official County social media sites:

1. Profane language or content
2. Content that promotes, fosters, or perpetuates illegal discrimination of any kind.
3. Sexually explicit content or links to such content.
4. Solicitation of others for commercial ventures, or religious, social, charitable or political causes.
5. Making or publishing of false, defamatory, or malicious statements concerning any employee, supervisor, the County, or its operations.
6. Personal information about employees.
7. Posting of HIPAA protected information is not permitted.

Use of chat sessions in social media will not be permitted. The Department Head, CIO, or designated representative, reserves the right to delete submissions that are deemed inappropriate, according to prescribed unacceptable content standards. If any record is deleted for unacceptable content, it is the responsibility of the affected Department to retain a public record of that content and keep a record of why the information was removed.

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

Social Media Account Security -Department social media accounts should be tied to a County email address.

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

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

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

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

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

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

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

Posting of HIPPA protected information is not permitted.

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

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

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

2.19 FACILITY CLOSURE POLICY

Severe weather and other Emergencies:

The closure of Boone County offices due to severe weather or other emergencies (fire, flood, hazardous material spills, etc.) is usually announced over radio and television. Authority to close an office lies with the Board of Supervisors, or if they are unavailable, the County Elected Officials detailed in the stated line of succession. The Boone County Elected Officials stated line of succession per Emergency Determination and Governing Authority section of the Boone County Government Disaster Recovery and Continuity of Government Plan as follows: 1) Chair, Board of Supervisors, 2) Vice-Chair, Board of Supervisors, 3) Remaining Supervisor, 4) County Auditor, 5) County Attorney.

Emergency Conditions:

The Board of Supervisors, or if they are unavailable, the County Elected Officials detailed in the stated line of succession, may order the emergency evacuation or closing of a county facility when the condition of the facility(s), or the threat of an imminent natural or other disaster, poses a health or safety risk for employees assigned to that facility.

Employees who are barred from performing their usual duties due to an emergency evacuation or closing will remain in pay status and ready for work assignments during all scheduled work hours. Employees will not be required to utilize paid accrued annual or compensatory leave, nor shall employees be subject to leave without pay. Management will attempt to assign work that can be performed away from the normal work site to affected employees, or attempt to direct employees to an alternate work location on a temporary or permanent basis. Therefore, in order to remain in pay status, employees must provide managers and supervisors with a telephone number at which an employee can be reached during normal work hours.

Weather Conditions:

Closure Determination Process: The following protocol will be followed with regards to determining if County offices shall be closed due to weather conditions:

- The Board of Supervisors, or if they are unavailable, the County Elected Officials detailed in the stated line of succession, shall consult with the Emergency Management Coordinator, County Engineer, and the County Sheriff when the National Weather Service issues a Winter Weather Advisory, a Winter Storm Warning, a Blizzard Warning or and/or an Ice Storm Warning. This consultation shall result in the following:
 - 1) A determination not to close; or,
 - 2) A decision to monitor situation and set a specific time for a follow-up consultation; or,
 - 3) A determination to close non-essential county services offices and begin the notification process stated elsewhere in this policy.

When offices are closed to the public during normal working hours due to weather conditions, employees will remain in pay status and ready for work assignments during all scheduled work hours. Employees will not be required to utilize paid accrued annual or compensatory leave, nor shall employees be subject to leave without pay. Employees may also elect, with the approval of their supervisor, to work their regularly scheduled hours even though the county facility is closed to the general public.

When the offices are not closed even though the weather is inclement, employees who are unable to report for work because of the weather may use earned compensatory time, vacation or leave of absence without pay as they may elect. Employees will also be permitted to make up lost time within the same workweek with the approval of their immediate supervisor.

Inclement Weather Situations:

If the Board of Supervisors, or the designated official in their absence, declares that an inclement weather situation exists, an employee reporting within one-half (1/2) hour of his/her regular scheduled reporting time is assumed to have reported on time. If the employee reports after one-half (1/2) hour of his/her regular scheduled reporting time, the employee shall be credited only for hours actually worked. Employees may elect to charge any lost time to earned compensatory time, vacation or leave of absence without pay.

Essential Services employees:

Some employees are required to work, as part of their duties, regardless of the status of the courthouse being open to the public. Those employees are but may not be limited to: Emergency Management, County Roads, Landfill, Dispatchers, Sheriff Deputies and Jailors.

Those required to work, as part of their duties and as defined in their job description, shall not experience any special compensation during the hours that the courthouse is closed unless otherwise defined in their department's policy and procedures or bounded by a Union contract.

These employees shall make every effort to report to work as directed. The appropriate department head shall be notified immediately, of the possibility of absence, so that other arrangements can be made. Failure to report to work or notifying the appropriate department head to make other arrangements shall be considered an absence.

Closure Notification Process:

After the County Board of Supervisors decide to close either a specific facility or non-essential county services offices, the following notification procedure will be followed:

Step One: The Supervisors, or if they are unavailable, the County Elected Officials detailed in the stated line of succession, shall initiate the emergency department telephone notification phone tree contained in the Boone County Disaster Recovery and Continuity of Government Plan.

Step Two: A Supervisor shall contact Emergency Management Agency personnel to send an electronic text and email to all applicable departments and employees about the Courthouse and County offices closing. The message should read as follows: "The Boone County Board of Supervisors has closed the following Boone County offices including the _____ effective as of _____ (am or pm) for the following date(s): _____."

This information shall also be posted on the County website by the IT Department.

The IT Department shall program the Courthouse door locking system to lock automatically after 30 minutes of the closure notification.

Step Three: Upon being contacted by the Board of Supervisors, or if they are unavailable, the County Elected Officials detailed in the stated line of succession, Emergency Management Agency personnel will immediately send the text and email.

The text and email will be sent to all applicable County employees. This is in addition to employing the telephone notification phone tree system contained in the Boone County Disaster Recovery and Continuity of Government Plan. Department heads of affected offices, or their designee, shall contact their employees in person, by telephone, email or text message (whichever is applicable) to notify them of the closure.

Step Four: Emergency Management Agency personnel shall notify the media of the closure information:

KWBG Radio
KCCI Television (Channel 8)
WOI Television (Channel 5)
WHO Television (Channel 13)
KDSM (Channel 17)
Boone News Republican
Ogden Reporter
Madrid Register

2.20 Volunteer Emergency Services Policy

Boone County will comply with Iowa Code 100B.14 (see code below). You will not be terminated for being late or absent due to your duties as a volunteer emergency services provider. Employee who is a volunteer emergency services provider and who may be absent from or late to work while performing duties as a volunteer emergency services provider shall notify his or her department head as soon as possible that they will be late or absent from work. If employee is called to an emergency while at work, it is up to department head to determine whether employee may leave work to respond to an emergency as part of the employee's volunteer emergency services provider duties. Boone County Vehicles cannot be used to respond as a volunteer emergency services provider. Employees will not be compensated by the County for any absent time while serving as a volunteer emergency services provider. Absent time should be reported on timesheets as Vacation, Comp Time, or Leave Without Pay. Boone County reserves the right to confirm that employee was acting as a volunteer, either by checking with Boone County emergency logs or requesting a written statement from the supervisor or acting supervisor of the volunteer emergency services unit or organization stating that the employee responded to an emergency and stating the date and time of the emergency.

2.21 Telecommuting Policy

It is the policy of Boone County, in the case of a disaster declaration or emergency situation as determined by the Board of Supervisors, that working remotely or telecommuting is a flexible work option when both the job and the employee are suited to such an arrangement. Remote working is intended to be a temporary arrangement and is approved on an as-needed basis with no expectation of ongoing continuance.

1. Working remotely may be appropriate for some jobs but not others. Working remotely is not an entitlement, it is not a County wide benefit and in no way changes the terms and conditions of employment with Boone County. Working remotely can be discontinued at any time with little to no notice.
2. Before remote work can begin, the employee and Department Head or Elected Official, along with assistance from the Human Resources Director, will evaluate the suitability of such an arrangement. Items to consider:

- a. Job responsibilities: Are the job responsibilities and duties ones that can be completed remotely? Can the employee perform the primary functions of their job while working remotely? Will working remotely continue to meet the business needs of the organization?
 - b. Employee suitability: Employees with poor performance or difficulty completing work timely when in the office may not be allowed to work remotely.
 - c. Equipment needs: What equipment is needed to perform the work? Does the employee already have the equipment? Will equipment need to be purchased and if so cost of said equipment.
 - d. Tax & other legal implications: The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
3. Other arrangements may be made for employees on family or medical leave with consent of the employee's health care provider, in consistence with the Americans with Disabilities Act (ADA).
4. Employees shall be available during normal scheduled work time. It is expected that employees working remotely are to work their regular work hours. For example, if while in the office an employee works from 8:00am-4:30pm then the employee is expected to work from 8:00am-4:30pm while working remotely. Any variations will need to be pre-approved by the Department Head or Elected Official, along with assistance from the Human Resources Director.
5. Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked. Overtime hours must be approved in advance. Overtime hours that are worked without advance approval will be paid but may be subject to disciplinary procedures.
6. The employee's phone and email shall be dealt with the same as when working in the office. Employee will respond to Department Head/Elected Official requests promptly. Working remotely cannot interfere with the normal job responsibilities of the Department Head/Elected official, fellow employees, and consumers and cannot adversely affect the ability of other employees to perform their work. Employees are to be accessible to other employees who maintain the same hours, regardless of their work location.
7. Equipment supplied by the organization will be maintained by the organization. Boone County accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the organization is for business purposes only and must be logged and tracked when taken out of the building to be used for remote work.
8. If technical difficulties arise, such as equipment failure or power failure at the remote location, or internet disruption at the county site or remote location, the

employee would be expected to return to work until those problems are corrected.

9. The employee will establish an appropriate work environment for work purposes. Boone County will not be responsible for costs associated with the setup of employee's home office. Employees are expected to maintain their remote working space in a safe manner, free from hazards. Employees working remotely are to promptly make a report with Company Nurse if injuries are sustained by the employee in a remote working location.
10. Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Employees are expected to follow all HIPAA and confidentiality policies. Documents that contain protected health information (PHI), Boone County financial information or other confidential information should not be removed from the building without approval from the Board of Supervisors or Elected Official. Employees are expected to follow the County's IT and Security policies. Employees are expected to follow all department specific policies related to working from home.

Failure to comply with any of the remote work policy may result in the termination of remote working and disciplinary actions up to and including termination

DEFINITION OF EMPLOYEE STATUS

SECTION 3

Definition of Employee Status

All employees of Boone County are employed on an "at will" basis unless a collective bargaining agreement provides otherwise. "At will" is defined as an employment relationship that can be terminated by either the employee or the County with or without notice, for any reason, or for no reason at all. There is no expressed or implied agreement with respect to any employee's term of employment.

Depending on the number of hours per week an employee is regularly scheduled to work, they are classified as either a part-time or a full-time employee. It is necessary employees understand which classification the position falls under to determine the benefits and paid leave time available to the employee.

3.1 Full-time employees: Employees who are regularly scheduled to work a minimum of thirty-seven and one-half (37.5) or forty (40) hours per week on a regular and consistent basis, without a defined termination date are full-time employees. Full-time employees may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) as defined

below. Full-time employees are eligible to participate in any of the County's benefit programs, and can earn or accrue any leave, such as vacation leave or sick leave.

3.2 Elected Officials: An Elected Official is a County Supervisor, the County Sheriff, the County Treasurer, the County Auditor, the County Recorder, and the County Attorney. Elected Officials are not classified as employees but are considered full-time and exempt. They may be eligible to participate in any of the County's benefit programs but do not accrue any leave, such as vacation leave or sick leave. Elected officials will, however, receive all benefits mandated by law.

3.3 Part-time ONE regular employee: Employees who are regularly scheduled to work more than thirty (30) hours per week but less than 37.5 hours per week are part-time one employees. Part-time one employees may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) as defined below. Part-time one employees are eligible to participate in the County's benefit programs. Part-time one regular employees are not entitled to Personal leave days or floating holiday and do not typically accrue any leave such as vacation, sick, or personal leave. These employees will however receive all benefits mandated by law. Board of Supervisor reserves the right to approve said employees eligibility for County Benefits on a case by case basis, when employee works over 30 hours a week

3.4 Part-time TWO regular employee: Employees who are regularly scheduled to work less than thirty (30) hours per week are part-time two employees. Part-time two employees will not be eligible to participate in the County's benefit programs and will not accrue any leave such as vacation, sick, or personal leave. These employees will however receive all benefits mandated by law. Please check with Human Resources to verify eligibility for County benefit programs. Board of Supervisor reserves the right to approve said employees eligibility for County Benefits on a case by case basis, when employee works over 30 hours a week.

3.5 Temporary, Seasonal, PRN or Work Study employees: Employees that are hired to perform a job or to work on a project that has a limited duration (less than six months). Typically, this happens in the event of a special project, special time of year, abnormal workload or emergency. These employees are hired and scheduled to work up to forty (40) hours a week for a maximum of one hundred twenty (120) days with a schedule established by the County. These employees are not eligible to participate in any of the County's benefit programs. These employees will, however, receive all benefits mandated by law. Please check with Human Resources to verify eligibility for County benefit programs. Board of Supervisor reserves the right to approve said employees eligibility for County Benefits on a case by case basis, when employee works over 30 hours a week.

- **Intern:** Individuals working towards a higher degree who are on assignment with Boone County to fulfill course requirements. Interns are not eligible to participate in any of the County's benefit programs and do not accrue any leave time benefits.

- **Independent Contractor:** Any individual not on the Boone County payroll and for whom no taxes are withheld, who are contracted to perform professional, production or administrative services. Contractors are not eligible to participate in any of the County's benefit programs and do not accrue any leave time benefits.
- **Volunteer:** Any individual that volunteers their services to a department within Boone County who is not on the payroll and for whom no taxes are withheld. Volunteers are not eligible to participate in any of the County's benefit programs and do not accrue any leave time benefits.

3.6 Employees are also classified as either exempt or nonexempt as defined by the Fair Labor Standards Act.

- **Exempt employees:** Employees who are not eligible to receive overtime pay and paid a salary that is at least twice the state minimum wage for full-time employment. These employees are defined by the FLSA to qualify under the executive, administrative, professional, computer or outside sales exemption.

Deductions from pay are permissible for exempt level employees when the employee is absent from work for one or more full or half days for personal reasons. These reasons may include vacation, sickness or disability in accordance with County practice; to offset amounts employees receive as jury or witness fees or for military pay; or for unpaid disciplinary suspensions . The employer may also pay a partial salary for the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under FMLA.

The County prohibits improper deductions of pay and requires exempt employees to contact the Human Resources Director if an employee believes that an improper deduction has been taken from their salary. The Human Resources Director will be responsible for reviewing the situation and making the final decision as to the validity of the deduction under the FLSA guidelines.

- **Non-exempt employees:** Employees who **are eligible** to receive overtime pay or compensatory time at the rate of one and one-half (1 1/2 times their hourly wage for any hours worked in excess of 40 hours within a work week. The forty (40) hours of work within a work week **do not** include any time away from work with pay such as, vacation, personal leave, sick leave, jury duty or funeral leave unless dictated otherwise through a collective bargaining agreement. Comp time hours taken are considered paid hours and are counted with in the 40 hours.

Non-exempt employees receive pay based on the number of hours worked within a work week plus pay for time away from work as approved by their immediate supervisor. These employees must accurately record all working time, and all recorded working time must be paid. If, however, an employee records time that has **not** been worked, this is an act of theft and the employee may be subject to disciplinary action, up to and including termination of employment.

3.7 Probationary Employees:

The first 180 days (six months) of employment is considered to be an employee's probationary period. The department head and the employee's immediate supervisor will be working closely with the employee to become familiar with the new position, clearly establish performance expectations and set the stage for the employee's success at Boone County.

Upon the first day of employment, all new county employees will undergo new employee orientation with the Human Resource Director. During orientation, employees will receive important information regarding compensation, benefit and safety programs, basic Boone County policies, the performance requirements of the position, plus other information necessary to acquaint employees with their job and Boone County. Employees will also be asked to complete all necessary paperwork at this time, such as, medical benefits plan enrollment forms, beneficiary designation forms, and appropriate federal, state, and local tax forms. Employees will be required to present information establishing their identity and their eligibility to work in the United States in accordance with applicable federal law. Employees will not be allowed to continue working unless this information has been provided within three (3) business days after their first day of work. Prior to the end of the one hundred eighty (180) day probationary period, the employee's immediate supervisor will have a one-on-one meeting with the employee to discuss performance progress and determine if probation needs to be extended if performance is not satisfactory. This performance review will be documented and retained in the employee's personnel file.

Former Boone County employees that are rehired shall be considered new employees unless otherwise required by law.

Classification is not a limitation upon, nor a guarantee of, the number of hours one may be required to work. All employees, regardless of classification, are employees' at-will.

EARNINGS AND HOURS OF WORK: GENERAL PROVISIONS SECTION 4

4.1 Employee Wages

Employee wages are communicated to all applicants at the time of hire. Wages are determined either by the current compensation structure as approved by the Board of Supervisors or through the appropriate collective bargaining agreement. Under Iowa law, salary and wages are not confidential information. For more information on the

compensation structure and the administration of the wages, please contact Human Resources.

4.2 PERFORMANCE REVIEWS

Performance reviews may be given annually or semi annually depending on Department Head or Elected Official office policy's. Performance reviews allow the Department Head and Employee to clearly see how employee is improving and to identify area that still need improvement. Performance reviews will typically be provided at the close of each fiscal year and will be added to your personnel file. Performance reviews will not be shared when giving employment verifications or recommendations. Reviews are designed to be interactive between employee and supervisor for the benefit of the employee and department.

4.3 Work Schedules

Work schedules will be established by department heads. Daily and weekly work schedules may be changed at the discretion of each County official to meet varying conditions and workload. The Department Head, or their designee will inform each employee of their work schedule, including the time that employees will be expected to start and finish each work day.

4.4 ATTENDANCE

To maintain a safe and productive work environment, Boone County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place an undue burden on the other employees and on the County. In the rare instances when you cannot avoid being late to work or are unable to work as scheduled, you should notify your supervisor as soon as possible in advance of the anticipated tardiness or absence. In these cases, you must personally contact your immediate supervisor prior to the start of your regularly scheduled shift. If you are unable to speak directly with your supervisor, you will be expected to leave a phone number where your supervisor may return your call. Excessive or unwarranted absenteeism and/or tardiness will result in disciplinary action, up to and including termination of your employment. If you are a non-exempt employee, you are considered late if you are not ready to perform your job at your designated start time or after meal periods. You will be considered absent if you are missing from work during your normally scheduled work hours for any reason other than those authorized by your supervisor. If you do not report to work and/or do not communicate your work status to your supervisor for three consecutive days, your employment will be terminated and will be considered a voluntary termination of employment.

4.5 Rest Breaks

Rest breaks are considered to be part of your paid work day. Employees will be permitted to take a fifteen (15) minute rest break with pay during every four (4) hour work period. Rest breaks should be scheduled as close to the middle of the work period as possible. The rest breaks may not be used to extend the meal period or to shorten the workday.

4.6 Lunch Breaks

Lunch breaks are generally unpaid. However, employees who are required to work or required to remain at their stations during the lunch break will be paid for that time.

Lunch break is generally one hour and should be taken at or near the middle of the work day. As noted above, the rest periods may not be used to extend the lunch break or to shorten the workday.

4.7 Lactation Breaks

Boone County provides reasonable break times for an employee to express breast milk for her nursing child for up to one (1) year after the child's birth each time such employee has the need to express milk. A private space, other than a bathroom, which is shielded from view and free from intrusion, will be provided upon request. See your Department Head or Human Resources for room arrangements.

4.8 Recording Work Hours

All nonexempt employees must accurately record their hours worked and an accurate record of any leave time taken for each pay period using electronic timesheet form. Exempt employees are required to record and report their leave time usage using electronic timesheet form. Employees shall sign and submit their timesheet to their supervisor the workday immediately following the end of the pay period by 10 am. Falsification of a timecard by any employee or manager may result in disciplinary action up to and including termination of employment.

4.9 Overtime and Compensatory Time

Periodically, overtime work may be necessary to maintain County operations and services. The department head in each office shall determine whether it is necessary for employees to work overtime hours. All overtime hours must have prior approval from the department head. Working overtime without permission violates County policy and may result in disciplinary action, up to and including termination. Each department head will establish a procedure for prior approval of all hours work in excess of 37.5 or 40 hours a week depending on the position.

Nonexempt employees will receive compensation for approved overtime work either in the form of monetary compensation or compensatory time. Department heads will determine whether overtime is paid in the form of comp time or cash with approval of the Board of Supervisors. In accordance with the FLSA, if a department head elects to grant compensatory time in lieu of overtime pay for hours worked in excess of 40 hours, compensatory time will be granted at a rate of one and one-half hours for each hour of authorized overtime worked.

Employees that have a regular work week of thirty-seven and one-half (37.5) hours will receive compensatory time at a rate of one hour for each hour worked beyond thirty-seven and one-half (37.5) hours up to forty (40) hours in a work week unless otherwise stated in a collective bargaining agreement. Work performed in excess of 40 hours will be compensated in accordance with FLSA as stated above unless stated in a collective bargaining agreement.

Compensatory time off must be requested in advance and approved by the Department Head, or their designee. Employees shall be permitted to use accrued compensatory time within a reasonable period after requesting to use compensatory time if such use would not unduly disrupt the department's operations. Any unused compensatory time will be paid to the employee if it is unused by the last day of the last pay period within the fiscal

year, except that the employee may choose to carry over a maximum of forty (40) hours. Under the discretion of the Department Head, all hours earned of Comp time over 40 hours may be paid out as over time within the pay period that they were earned.

Upon termination, payment for accrued compensatory time shall be calculated at the employee's final regular rate of pay.

Paid leaves, or any other paid non-work time shall **not** be counted as work time for purposes of determining overtime unless a collective bargaining agreement provides otherwise. Compensatory leave and Holidays will be counted as work time for the purposes of determining overtime.

4.10 Paydays

The work week for payroll purposes begins at 12:01 AM on Sunday and ends at 12:00 midnight the following Saturday.

Employees are paid bi-weekly, and will receive a paycheck every other Friday. If a payday falls on a holiday, employees will receive their paycheck on the last workday immediately before the scheduled payday unless otherwise noted on the annual payroll calendar distributed by the Auditor's office. The County does not allow employees to receive pay advances. New hires are required to be enrolled in the County's direct deposit program. Paystubs are distributed bi-weekly via employee email on file with the Auditors office.

4.11 Deductions

Paychecks reflect an employee's total earnings for the pay period, as well as any mandatory or voluntary deductions. Mandatory deductions are deductions that Boone County are legally required to take. Mandatory deductions may include but are not limited to child support, state and federal taxes, Social Security tax (FICA) and contributions to IPERS. Voluntary deductions are deductions authorized by the employee. Such deductions might include health and life insurance contributions. Electronic paystubs will be distributed following every paycheck to the employees email on file. Paper paystubs are available upon request to the Auditors department.

If you have any questions about your deductions, or wish to change the number of exemptions on your federal or state withholding form (Form W-4), contact Human Resources at 515-433-4952.

4.12 WAGE GARNISHMENTS

A wage garnishment is an order from a court or a government agency directing the County to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans or money owed as a result of a judgment in a civil lawsuit.

If Boone County is instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment. Please note that Boone County is

legally required to comply with these orders. If you dispute or question the amount of a garnishment, you must contact the court or agency that issued the order.

4.13 Questions regarding wages and or benefits

It is the policy of the County to comply with all applicable laws with respect to payment of wages and benefits to employees including laws such as the Federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act.

Any employee who believes that the County has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits should immediately consult with the Human Resource Director and or Auditor office.

HOURS OF WORK AND GENERAL PROVISIONS BY DEPARTMENT SECTION 5

Workweek by Department

The normal workweek for regular full-time non-bargaining unit employees shall consist of either 37.5 or 40 hours as determined by the department. The starting and quitting times and arrangements for lunch and break periods may vary, depending on the nature of the work being performed and will be granted at the discretion of the Department Head.

Exempt employees are not eligible for overtime pay, including compensatory time. However, exempt employees may flex their hours. For example, job duties may require that an exempt employee work evenings, weekends or extended daily hours. In those situations, an exempt employee may flex their schedule within the Pay period in which the work is required or the week after the evening or weekend work is required. No banking of hours. Please refer to section 4 for definition of exempt and non- exempt employee.

For a specific example, if an exempt employee performs required job duties on a Saturday, he/she may flex their schedule by taking off an equivalent amount of time either the week in which the Saturday work occurs, or the week after the Saturday works occurs.

Departments of Auditor, Treasurer, Recorder, Veteran's Affairs, Planning and Development, Health and Sanitation, Attorney, Law Enforcement office staff: The normal workweek for regular full-time employees of the above listed departments shall consist of five (5) seven and one-half (7 1/2) hour days. 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.

Sheriff's Office: Patrol Deputies, Detectives and Dispatchers

See collective bargaining agreement between Boone County and The Boone County employee association for general departmental provisions.

Jailers/Correctional Officers:

The Boone County Correctional Officers are considered essential personnel. Shift consists of a twelve-hour shift, One week they work Monday, Tuesday, Friday, Saturday, and Sunday. Then it switches to Wednesday and Thursday the following week. This alternates back and forth to make 84 hours in a pay period. Hours and schedule of work may be changed at the discretion of the Sheriff.

Over time will be paid for any hours worked over 84 hours in a 14 day pay period. Vacation, Sick, personal leave, floating holiday, and Holiday (worked Holiday Counts) do not count towards worked hours when figuring overtime. When called into work and not scheduled all hours will be overtime. Overtime shall not be paid more than once for the same hours worked. Overtime may be converted to compensatory time at a rate of time and one-half (1 ½) of the overtime hours worked. The County will, so far as is practical, attempt to equalize overtime among employees. Overtime balances will be posted at the end of every pay period.

Attendance

Please refer to Section 4.4 of the Boone County Handbook

Every employee of the Jail, as a condition of employment, shall be available during emergencies and available to be called into work in such emergencies or in event of staffing shortages.

Time away from work (vacation, sick leave, personal days)

All scheduled time off must be requested in writing to the Jail Administrator at least two weeks in advance. For the use of vacation, sick leave, and personal days please see section 6 of the Boone County Handbook.

Requesting time off is not a guarantee of time off. Boone County will make every effort to accommodate employees' requests for time off. However Jailers are essential personnel of Boone County, please refer to section 2.19 of the Boone County Handbook.

Shift Swaps/Trades (new)

The Fair Labor Standards Act (FLSA) extends a provision for government employees to trade shifts with other employees, under certain conditions. It is the intent of this policy to establish a mechanism for personnel in the Boone County Jail to swap/trade shifts pursuant to FLSA. The policy will facilitate personnel taking time off without charging their leave banks and assist in preventing backfills with personnel who are paid overtime.

The Jail Administrator is responsible for ensuring staffing levels in order to optimize the security and safety of personnel within the Boone County Jail.

Jailers may swap/trade shifts with their colleagues within the same classification subject to the following conditions:

- a. Both employees agree to the shift swap/trade voluntarily. Employees will complete a voluntary shift swap/trade request form. Employees shall not exchange money or any other item for value in connection with a shift swap/trade.
- b. A Supervisor (Abbey Swank) must pre-approve the shift swap/trade. At the time the shift trade is approved, both employees must have signed the request form.
- c. Request forms will not be approved if it creates overtime for one or more of the employees unless the Sheriff has given approval.
- d. Once the swap/trade request form has been approved all parties must adhere to the swap/trade.

- e. If an employee agrees to swap/trade shifts with another employee and then calls in sick or otherwise does not work the shift the following provisions apply:
 - 1. Employees scheduled to work will use vacation, compensatory, or personal leave. If the absence qualifies for sick leave usage, the employee may report sick leave.
 - 2. Employees scheduled to work will not be able to swap/trade with other employees for a time period determined by the supervisor and or the Sheriff.
- f. A swap/trade for more than one day must be approved by Sheriff.
- g. Swaps/trades involving more than two employees are not permitted.
- h. Swaps/trades involving a Holiday will not be permitted.
- i. Swaps/trades of partial shifts will not be permitted.

Jail Cell phone policy: (new)

Definition

This policy about cellular phones and wireless internet data device usage applies to any mobile device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is county-supplied or personally owned. For this document, all of the previously mentioned will be referred to as a cellular devices.

Employees should avoid making personal phone calls. It is understood that occasional calls of short duration may be necessary. As an example, this would include contacting a family member to inform them that you will be arriving home later than expected or to make or receive emergency calls from family. However, employees are encouraged to have family members call the Communication Center to get ahold of employees in case of an emergency.

Cellular devices will be kept within the office of the Jail. The cellular device should not be kept on person or be in the areas where inmates are but in a secure location within the office. Employees should not be on their cellular devices during work hours. Boone County is not responsible for the security of personal cellular devices or for any damages that may occur to personal cellular devices.

An employee who violates this policy could be subject to disciplinary action up to, and including, termination of employment.

Clothing allowance

The Clothing allowance is currently \$350.00/per fiscal year. This is to cover uniforms and uniform accessories to perform the work. Amounts may need to increase as the costs of goods increase. Receipts must be provided to the Sheriff prior to submitting them to the Auditor. The Employer will pay for any article damaged during the performance of an employee's duties.

Required training

Correctional Officers are required to be certified initially from a forty-hour course. Each year, thereafter, they are required to obtain twenty hours of continuing education. Along with this, correctional officers shall have CPR training every two years or as required. All

licenses or certificates shall be brought to the Sheriff to be placed in the personnel files of the Sheriff's Office and Boone County Human Resources. Regularly scheduled hours will be adjusted for Training periods to eliminate overtime hours.

Longevity

Longevity increases are as follows: Each Full-time employee shall be eligible for longevity pay based upon consecutive years of service. \$.05 cents per hour after five years/ \$.10 per hour after ten years/ \$.15 per hour after 15 years/ \$.20 per year after twenty years.

Assessor: The normal workweek for regular full-time employees in the Assessor's office shall consist of five (5) seven and one-half (7 1/2) hour days. 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.

Information Technology and GIS: The normal workweek for regular full-time employees will be based on a flexible 8 hour per day, five day per week schedule, as determined by the IT Department Head, with either a ½ hour or a one-hour unpaid lunch break and two paid 15 minute breaks each day which should 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 IT Department Head to accommodate for evening and weekend work requirements.

Building Maintenance/Custodial: The normal work week for regular full-time employees will be based on a flexible eight (8) hour per day, five day per week schedule as determined by the Department Head. Work hours shall be at staggered shifts with the department splitting employees to work each shift of 7:30 a.m. – 4:30 p.m. and 8:00 a.m. – 5:00 p.m. with a one (1) hour unpaid lunch break that will be taken at or near the middle of each shift which should be at staggered times at one (1) hour apart, so an employee is on the premises during lunch periods. Two paid 15 minute breaks each day 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. In the event of a building/campus emergency or weather event the shift hours of work, causing the employee to report early or stay late, may need to be adjusted or subject to change as determined by Department Head. Shift hours may be changed for the purpose of insuring that an employee is on duty during the hours that the Court house is open to the public.

Conservation: The normal week shall consist of five (5) eight (8) hour days on a flexible work week with ½ hour unpaid lunch break for all regular full time employees consisting of 40 hours from Sunday thru Saturday as determined by the Conservation Board Executive Director. This schedule may be adjusted by the conservation Board executive director to accommodate for seasonal work requirements. Employees may also be allowed an interruptible fifteen (15) minute break during each one half shift which shall not be used to lengthen lunch periods or shorten work hours.

Engineer and Secondary Roads: The below positions in these offices shall follow their respective workweeks as established below. 3.2023

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 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 will be required to use 10 hours of accrued time off for the absence.

Per diem pay for Assistant Foreman will be paid one hour of overtime pay at one and one-half rate. Per diem pay is not available unless the Shed Foreman position

is absent for 4 hours. Per diem pay will not be paid for less than four hours of in-charge time.

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 40.5 hours of compensatory time. Employees may use and earn back compensatory time but must not accumulate a balance over 40.5. All hours earned of compensatory time over forty (40.5) hours will be paid out as overtime within the pay period that they are earned. Any unused compensatory time will be paid to the employee if it is unused by the last day of the last pay period within the fiscal year, except that the employee may choose to carry over a maximum of forty (40.5) hours. Employees must request a payout of compensatory time by June 1st of each year. 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 that 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.

An employee called to work outside of his/her regularly scheduled hours shall be paid a minimum of two (2) hours at the applicable rate unless such call-in is contiguous to the employee's regular shift, in which event the employee shall be paid only for the time worked in excess of the regularly scheduled daily hours.

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

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.

Eligibility and Accrual

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

Per month

All 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 (18 days)

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, stepchild, 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.

Landfill and Recycling: The below positions in the Landfill Department shall follow their respective workweeks as established below. 7.2021

Landfill Administrator and Transfer Station Manager/Environmental Education Coordinator: 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. Landfill office hours are normally 7:30 AM to 4:00 PM Monday through Friday. This schedule may be adjusted by the Landfill Administrator to accommodate for evening and weekend work requirements.

Landfill Administrative Assistant:

The normal workweek for regular full-time employee shall consist of five (5) seven and one-half (7 1/2) hour days. The normal workday will be from 7:30 AM to 4:00 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. This schedule may be adjusted by the Landfill Administrator to accommodate for evening and weekend work requirements.

All full-time Landfill employees of Boone County, Iowa, excluding Landfill Administrator, Clerical Employees, Transfer Station Manager/Environmental Education Coordinator, temporary employees and all other supervisor or professional employees.

Equipment Operators: The normal work week for regular full-time landfill employees shall consist of five (5) eight (8) hour days and one (1) four (4) hour day. The normal workday will be from 7:30 am to 4:00 pm Monday through Friday and 7:30 am to 11:30 am on Saturday. (Saturday work will be on a rotating basis). Employees will receive two fifteen minute rest breaks, one in the morning and one in the afternoon and will receive a thirty minute unpaid lunch period. Rest breaks shall not be used to extend the meal period or to shorten the workday. The times and arrangements for lunch and break periods may vary, depending on the nature of the work being performed and will be granted at the discretion of the working foreman and or the Landfill Administrator.

All work performed in excess of eight hours in a workday or forty hours in a work week shall be paid at one and one-half time the employee's regular hourly rate, unless the employee has taken unpaid or unexcused time off during the work week. 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 work week. For the purpose of computing overtime compensation, all hours for which an employee is paid are considered hours worked.

Compensatory time off must be requested in advance and approved by the Department Head, or their designee. Employees shall be permitted to use accrued compensatory time within a reasonable period after requesting to use compensatory time if such use would not unduly disrupt the department's operations. Any unused compensatory time will be paid to the employee if it is unused by the last day of the last pay period within the fiscal year, except that the employee may choose to carry over a maximum of forty (40) hours. Under the discretion of the Department Head, all hours earned of Comp time over 40 hours may be paid out as over time within the pay period that they were earned.

Upon Termination, Payment for accrued compensatory time shall be calculated at the employee's final regular rate of pay.

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

Landfill Holidays: shall be as follows: new Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving day, Christmas Eve (1/2 day) only when falls on Monday thru Thursday, Christmas Day, and two (2) floating holidays, to be taken at the employee's option with supervisor approval. Landfill employees shall be paid time and one-half (1 ½) for all hours worked on the day after Thanksgiving.

Sick leave Policy

Eligibility and Accrual

All full-time Landfill employees of Boone County, Iowa, excluding Landfill Administrator, Clerical Employees, Transfer Station Manager/Environmental Education Coordinator, temporary employees and all other supervisor or professional employees. See Section 6.4 of the Boone County Handbook.

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

All fulltime 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.

Personal Days

refer to section 6.2 Boone County Handbook

TIME OFF BENEFITS

SECTION 6

6.1 Holidays Observed

Boone County recognizes certain days of importance as holidays and pays regular full-time employees for time off on those days in accordance with eligibility rules explained in this section. The County will observe the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Afternoon (only when Christmas Eve falls on Monday – Thursday)
- Christmas Day
- Floating Holiday

Pay for Holidays Not Worked

Regular full-time employees not required to work on a holiday will receive their regular daily compensation (holiday pay).

Pay for Holidays Worked

Depending on the services provided by your department, you may be required to work on a holiday. When required to work on a holiday, full-time regular nonexempt employees will be paid compensatory time or pay at time and one-half for all hours worked, plus their regular daily compensation ("holiday pay"). The Department Head will determine whether pay for holidays worked is paid in the form of compensatory time or cash.

When a Holiday Falls on a Saturday or Sunday

For employees who normally work a Monday-Friday schedule, recognized holidays falling on a Saturday will be observed the preceding Friday and recognized holidays falling on a Sunday will be observed the following Monday.

Eligibility for Holiday Pay

To be eligible for holiday pay you must be in a paid status the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday. If you are absent due to illness or jury service on the day before or after a holiday, you must present proof of illness or jury service satisfactory to the department head in order to be eligible for holiday pay. Any leave without pay within the pay period that the holiday falls you will not be eligible for holiday pay.

Holidays During Unpaid Leave

Employees on unpaid leaves of absence or layoff at the time a holiday occurs will not be paid for the holiday.

Floating Holiday

The Floating holiday must be used within the calendar year as a full work day and cannot be carried forward. Use of floating holidays must be scheduled in advance and approved by your Department Head. Floating holidays will not be paid out upon termination, resignation or retirement.

6.2 PERSONAL LEAVE

Personal days must be scheduled and approved in advance by the Department Head and cannot be carried forward from year to year. Personal leave will not be paid out upon voluntary or involuntary termination.

New Hires

Employees Hired between January 1st and June 30th will receive two Personal days (either 15 or 16 hours depending on established work week, or regular scheduled shift)

Employees Hired between July 1st , and December 31st will receive one Personal day (either 7.5 or 8 hours depending on established work week or regular scheduled shift)

Boone County fulltime employees:

Will receive two personal day's each January 2nd unless this policy conflicts with a Collective Bargaining agreement. All personal leave must be used on or before December 31st each year or will be forfeited.

An employee who has reached the maximum accumulation of sick leave (120 days) and has maintained that maximum as of the end of the pay period December 31st shall be eligible for an additional one day of personal leave each calendar year.

6.3 VACATION

Eligibility and Accrual

Boone County offers a paid vacation program to all full-time eligible employees. Vacation time begins to accrue from the employee's date of hire. Employees are eligible to use accrued vacation time after 6 months of continuous employment. If an employee terminates prior to six months of employment, there is no payout.

All full-time employees shall accrue vacation Bi-weekly based on the benefit / full time hire date as follows:

Full-Time Employees on a 37.5 Hour Work Week Schedule:

Years of Service

0-1 year	(accrue 1.45 hours a pay period)	One Week
1-4 years	(accrue 2.89 hours a pay period)	Two Weeks
4-15 years	(accrue 4.33 hours a pay period)	Three Weeks
15 years	(accrue 5.77 hours a pay period)	Four Weeks

Full-Time Employees on a 40 Hour Work Week Schedule:

Years of Service

0-1 year	(accrue 1.54 hours pay period)	One Week
1-4 years	(accrue 3.08 hours pay period)	Two Weeks
4-15 years	(accrue 4.62 hours pay period)	Three Weeks
15 years	(accrue 6.15 hours pay period)	Four Weeks

Example for 37.5 hour employee:

Hired **Jan 2, 2017** , Employee earns 1.45, (*earns one week*)

First of pay period **First** Anniversary date (**Jan 2, 2018**) falls in will earn 2.89, (*earns two week each year*)

First of Pay period **Fourth** Anniversary date (**Jan. 2 ,2021**) falls in will earn 4.33, (*earns three weeks each year*)

First of pay period **Fifteen** Anniversary date (**Jan. 2, 2032**) falls in will earn 5.77. (*earns four weeks each year*)

Scheduling Vacation

All vacation requests must be submitted in writing to the appropriate department head for approval. Normally, vacation requests should be received at least 30 calendar days in advance. Vacation is normally taken in weekly increments, but the Department Head may approve vacation taken in daily, one-half day or hourly increments. The Department Head may require rescheduling of vacation when it is necessary for the efficient operation of the department.

Carryover

Boone County encourages employees to take their vacation time within the year it is earned. However, employees are allowed to carry over 4 weeks of vacation time each year starting January 1st. Employees have until the end of the Pay Period that Jan. 1st falls in to have vacation balances down to four weeks. Any Vacation carry over balances over 4 weeks will be forfeited and deducted from employee balances .

Vacation Pay upon Termination or Retirement

Employees with less than 6 months of continuous employment will not be paid out any accrued vacation time. Employees that have over 6 months of continuous employment will be paid out their vacation balance at the employees regular rate of pay.

Vacation Leave Donation

Once an employee has exhausted all earned leave time for the employee's qualifying event then donated leave time can be given by other county employees.

Employees may donate up to 40 hours of earned vacation time in 1 hour increments to a full time employee. Employees wishing to donate earned vacation must notify the Human Resource Director. Completed authorizations forms must be signed by employee, Department Head and approved by Human Resources. The recipient shall receive no more compensation than would have been earned when actively working and will not accrue sick or vacation leave on donated hours. Donated leave will be paid at the appropriate wage rate of the recipient regardless of the pay rate of the donating employee.

The Auditor's Office will notify the recipient and the recipient's Department Head of approved donated hours and appropriate vacation adjustments to the donor and adjustment to the recipient sick leave balance when made by the Auditor's office.

Once the vacation has been transferred to an employee it cannot be returned to the donating employee. An employee may donate available earned vacation time to more than one employee per year provided the established criteria are met; however, an employee cannot donate more than 40 hours during his / her employment year (anniversary to anniversary). The decision to transfer vacation hours is irrevocable. Donation is voluntary and will not be required by the Employer.

6.4 SICK LEAVE

Eligibility and Accrual

Full-time regular employees hired before July 1, 2015 accumulate 2.5 paid sick leave days per month:

All employees hired after 7-1-2015 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.) 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.

7.5 hour employees will accumulate 5.20 hours per pay period for a total of 135 hours annually (18days)

Full-Time Employees on a 37.5 Hour Work Week Schedule: Paid sick leave may be accumulated up to a maximum accumulation of 900 hours (120 days.) 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.

Regular full-time employees may accrue sick leave as follows for 37.5 hour week employee a maximum of 900 hours of sick leave, for a 40 hour week employee a maximum of 960 hours of

sick leave. Once an employee has reached his or her maximum, sick leave will stop accruing until the accrued total is below the maximum.

Payment for Sick Leave Upon Termination

No sick leave is paid upon termination of employment.

6.5 UNPAID LEAVES OF ABSENCE

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

Employees who are disabled because of pregnancy, childbirth or related medical conditions who are not eligible for leave under the County's sick leave or Family and Medical Leave Act policies, or who do not have sufficient leave available under those policies, may apply for an unpaid leave for the period of the disability, or up to eight weeks, whichever is less, as provided in Iowa Code section 216.6 (2) (e), as it currently exists or is hereafter amended. The department may require medical certification stating that the employee is not able to perform the duties of employment.

During an unpaid leave granted under this section, you do not receive compensation, do not accrue length of service, vacation or sick leave, and are not eligible for paid holidays. The County does not make contributions to retirement programs for the duration of the leave. You may continue in the group health and life insurance programs during an unpaid leave under this section by paying the full cost of the premiums by the 1st of the month. Failure to pay the premium on time may result in termination of coverage. If you are on Leave without pay for more than 30 days you will become eligible for COBRA.

If you plan to return to work following an unpaid leave taken under this section, you must notify your department head before the end of your leave. The County will attempt to restore you to the position you held at the start of the leave, or in a comparable position, if possible.

If the unpaid leave was for medical reasons, you may be required to submit to fitness-for-duty testing before returning to work. If, at the end of the unpaid leave of absence, you are not able to perform your job duties, your department head will review your medical condition and determine whether you are a qualified individual with a disability and whether your work restrictions can be reasonably accommodated to allow you to return to work.

If the unpaid leave was for military service, reinstatement will be governed by applicable state and federal law.

When an employee has been on unpaid leave for thirty (30) calendar days, the department head shall review the circumstances and either extend the unpaid leave or terminate the employee upon approval of the Board of Supervisors.

6.6 JURY OR WITNESS DUTY

Employees who are called for jury duty are entitled to take time off, as necessary, to fulfill jury obligations. This leave will be paid. No employee will face discipline or retaliation for jury service in accordance with the Code of Iowa 607A.45.

Employees must immediately inform and submit a copy of the summons to their immediate supervisor and Human Resource Office. If chosen to sit on a jury, the employee must inform his or her supervisor how long the trial is expected to last. Employees must also check in with their supervisor periodically during their jury service so the County knows when to expect at the employee to return to work.

On any day when jury service ends before the end of the employee's usual work day, the employee must check in with his or her supervisor to find out whether the employee needs to return to work for that day.

This policy does not apply to legal actions to which the employee is named as a party (either plaintiff or defendant or must appear as a witness), unless the employee was named as a party or must be a witness in his/her official capacity as an employee of the County. Employees with personal court matters shall not be entitled to a court leave with pay, but may use accrued leave time to offset lost work time.

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

6.7 FUNERAL LEAVE

A full-time regular employee will be granted a paid leave of up to five working days in the event of the death of the employee's spouse, mother, father, including step-parent, brother, sister, son, daughter, including stepchildren, or Legal Guardian Step Parents. A full-time regular employee will be granted a paid leave of up to three working days in the event of the death of the employee's mother-in-law, father-in-law, including step-parents-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, including grandparents-in-law, grandchildren or other relative living in the employee's house.

An employee, provided he/she makes such a request in advance to his/her Department head will be granted a paid leave of up to 1/2 day to act as pallbearer or for an employee to attend services for a fellow employee. Department Heads may request documentation from the employee that supports the request for such leave.

Employees may request unpaid leave to attend the funeral of the other friends or relatives not covered by this policy. Decisions to approve the request for unpaid leave under this section will be made by the employee's Department head.

MILITARY LEAVE SECTION 7

Boone County is committed to protecting the job rights of employees absent due to military service. In accordance with federal and state law, it is the County's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the

Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Human Resources Director.

Temporary Military Leave: In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), eligible employees who must be absent from their job in order to participate in temporary military duty are entitled to as many as thirty days paid military leave per calendar year. All benefits will continue during an employee's temporary military leave.

Extended Military Leave: Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed thirty calendar days will be placed on an unpaid military leave of absence status for a period of as long as five years and will be entitled to the rights and benefits described below, subject to the procedures outlined below.

Procedures for all Military Leave:

- The employee will provide his or her immediate supervisor with notice that the employee will be engaging in military service, where feasible, within 30 days of active military service.
- Human Resources will review and sign the Request for Leave of Absence Form, collect any applicable insurance premiums from the employee, generate other applicable documents, and process accordingly.
- Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.
- When the employee intends to return to work, he or she must make application for reemployment to Human Resources within the application period set forth below.
- If the employee does not return to work, the supervisor must notify Human Resources so that appropriate action may be taken.

Benefits: If an employee is absent from work due to military service, benefits and pay will continue as follows:

1. The first thirty (30) days of military leave each calendar year shall be without loss of pay. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one day toward the thirty calendar days without loss of pay.
 - a. Where active duty is ordered for a period less than thirty days, only scheduled workdays will count toward the thirty day.
 - b. Where active duty is ordered for a period greater than thirty days, the first thirty calendar days including non-workdays count toward the thirty day total per calendar year. Only scheduled workdays during the first thirty days of active

duty, less any days or hours already compensated that calendar year, will be without loss of pay. Absences required for military service that exceed thirty 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.

2. An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial 31 day period, the employee and covered dependents can continue group health insurance up to 18 months at 102% of the overall (both employer and employee) premium rate. Beginning after the first 31 days of military leave, group health insurance coverage for an employee and/or an employee's covered dependents will run concurrently with applicable health insurance coverage under COBRA
3. The group term life/AD&D insurance provided by the County will terminate the day the employee becomes active military.
4. The group long term disability insurance provided by the County will terminate the day the employee becomes active military.
5. Employees do not accrue vacation, personal leave or sick leave while on unpaid military leave of absence status.
6. With respect to the County's retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated County match for such contributions.
7. Voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military..

Re-employment: Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

1. Less than 91 days of military service - (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by the County, in the position in which the employee had been employed prior to military service.

2. More than 90 days and less than 5 years of military service - (i) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by the County, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
3. Employee with a service-connected disability - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the County; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Re-employment: An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment according to the following schedule:

1. *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service)* - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
2. *If service is for 31 days or more but less than 180 days* - the employee must submit an application for reemployment with Human Resources no later than 14 days following the completion of service.
3. *If service is over 180 days* - the employee must submit an application for reemployment with Human Resources no later than 90 days following the completion of service.

Exceptions to Re-employment: In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. The County's circumstances have so changed as to make reemployment impossible or unreasonable
2. The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
3. The employee received a dishonorable discharge from military service.

General Benefits upon Re-employment: Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. In addition, an employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at Boone County.

Documentation: An employee's immediate supervisor will, upon the employee's reapplication for employment, request that the employee provide the County with military discharge

documentation that establishes the timeliness of the application for reemployment and length and character of the employee's military service.

WORK-RELATED INJURIES SECTION 8

8.1 Coverage

To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by workers' compensation insurance. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness. The County has also adopted Accident and Incident Response and Reporting Procedures which are available from your Department Head.

8.2 Employee's Reporting Requirement

If an employee is injured while on duty, he or she shall call Company Nurse immediately at 1-888-770-0928. An employee must then report the work-related injury or illness to his or her immediate supervisor, department head and Human Resources immediately following calling Company Nurse, or as soon as the employee has knowledge of the injury or illness. Your failure to report a job-related injury or illness and follow department guidelines may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness. Following submission of a claim that an illness or injury is work-related, the employee must maintain regular contact with Human Resources and his/her department head for purposes of reporting changes in condition.

The employee is expected to keep all physician appointments, follow physician's prescribed treatment and adhere to restriction both at and away from work. Failure to do so may jeopardize workers compensation benefits. The employee shall furnish to his/her department head proof of any services received upon request of the department head.

8.3 Income Replacement

All County employees are covered by Workers' Compensation Insurance. An employee receiving Workers' Compensation benefits for a job-related injury or illness may receive sick pay on a pro rata basis in a limited amount sufficient to offset any difference between Workers' Compensation benefits and the employee's regular rate of pay, but only to the extent that sick leave and vacation accrual are then available. An employee off on Workers' Compensation will continue to have his/her insurance benefits paid by the County for up to six months, but will not receive any other benefits nor will he/she accrue vacation or other leave. In order to receive supplemental benefits, a written statement from the employee's attending physician describing in detail the nature and extent of the injury will be required.

8.4 Return to Work

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

8.5 TEMPORARY LIGHT DUTY

- **Eligibility**

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

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

- **Duration of Light Duty Assignments**

Assignment of light duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by the Human Resource office. Light duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary light duty assignments are not intended to become regular assignments and generally will not exceed 6 months.

- **Medical Certification**

Before assigning temporary light duty, the County will require medical certification from the County designated health care provider documenting that the employee is unable to perform his or her normal job duties within medical restrictions, and that the employee is able to perform the proposed light duty assignment within medical restrictions. At the conclusion of the light duty assignment, the County will require fitness-for-duty medical certification to determine whether the employee is able to return to his or her normal job duties. All fit for duty medical certification will be turned into Human Resources.

- **Return to Work After Light Duty**

If, at the end of the temporary light duty assignment, the employee is able to perform his or her normal job duties without posing significant risk of harm to his or her health or the safety or health of others, the employee may return to his or her normal position. If, at the end of the temporary light duty assignment, the employee is not able to perform his or her normal job duties without posing significant risk of harm to his or her health or the health or safety of others, the County will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to

work. Possible reasonable accommodations include job restructuring or unpaid leaves of absence. If no reasonable accommodation is available to return the employee to his or her previous position, the County will then consider transferring the employee to a vacant position for which the employee is qualified.

FAMILY AND MEDICAL LEAVE SECTION 9

The Family and Medical Leave Act (FMLA) entitles eligible employees, to up to 12 weeks of paid and /or unpaid leave within a 12-month period for:

- Birth or adoption of a child, or when a child is placed in your foster care - FMLA can be taken within one year of birth or placement of a child and is equally available to men and women. You are required to give 30-days notice unless an unforeseen need arises. Employees will be required to take family leave as continuous leave. However, in the event that there are extenuating circumstances surrounding this family leave, intermittent leave may be granted with approval by the employee's leader and the Human Resources Director.
- Your serious health condition or serious illness of an immediate family member - A serious health condition is any illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility, or continuing treatment by a health care provider. Thirty days notice is required unless an unforeseen need arises. Intermittent leave or reduced work hours are available if medically necessary. Family military leave - Leave for a qualifying exigency arising from the fact that an employee's spouse, son, daughter or parent is on active duty, or notice of an impending call or order to active duty, in the Armed Forces in support of a contingency operation.

Employees are entitled to 26 weeks of paid and/or unpaid leave within a 12-month period for:

- Service member family medical leave - An eligible employee who is the spouse, son, daughter, parent or next of kin is allowed leave for the care of a covered service member. A covered service member is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or exacerbated by military service. This leave shall only be available during a single 12-month period.

To be eligible for FMLA leave you must:

- Be employed by the County for at least 12 months
- Have worked at least 1,250 hours in the 12 months preceding the leave request

FMLA Definitions

Work Week: One regularly scheduled work week or the equivalent in hours

12 Month Period The “**twelve month period**” during which the leave entitlement occurs is measured on a 12 month period measured forward from the date any employee’s first FMLA Leave Begins.

Family Member:

- Spouse
- Parent
- Child (must be under age 18, unless the individual is incapable of self-care due to mental or physical disabilities) including biological or adopted child, stepchild, legal ward, foster child, child that you care for in place of the parents

County Employed Spouses and FMLA: Spouses who are both employed by the County may be limited to a combined total of 12 work weeks of FMLA leave during any 12-month period if the leave is taken for the birth, adoption of a child, or when a child is placed in your foster care or to care for a family member with a serious health condition.

FMLA Paid/Unpaid Leave: FMLA leave is unpaid leave. However, employees will be required to utilize all available leave time available (vacation, sick leave, comp time) to cover this time away from work. If FMLA leave is for an employee’s own serious health condition, the employee may be eligible for benefits if you have enrolled in the Voluntary Short-Term Disability program. For more information on this voluntary benefit, please contact the Human Resources Department.

Medical Benefits While on an FMLA Leave: Your medical benefits are maintained during a leave if you continue to make your premium contributions. If we are unable to take contributions for benefits from your paycheck during the leave, you must pay the premium contribution directly to the County.

Holiday During Unpaid Leave: If a holiday falls during a period of unpaid leave, you are not paid for that holiday.

FMLA Reinstatement: During the 12 work weeks of approved FMLA leave, you are entitled to be reinstated to your same job or to an equivalent position with the same pay, benefits and working conditions, as provided by the law.

Before returning to work, you may be required to submit to a job-related medical examination to determine your ability to perform the essential functions of your position or to submit to any fitness for duty examinations required by federal, state or local law or County policy.

Requesting FMLA Leave: Requests for medical or family leave should be made directly to the Human Resources department 30 days in advance for any foreseeable event by completing the FMLA Application form. For unforeseeable events, you must contact HR and request leave as soon as possible. Any request for leave must be accompanied by a medical certificate completed by the attending physician and should verify the illness, its beginning, expected ending dates and the estimated time that the employee will be away from work. Medical certificates must be completed and returned to the Human Resources department within 15 days following your first absence from work or leave may be denied. After receiving the completed medical certificate, an employee will receive a written response from Human Resources either approving or denying FMLA leave. Please contact Human Resources if you have any questions regarding Family Medical Leave.

See Human Resource Director or visit <https://www.dol.gov/whd/fmla/index.htm> for more information on FMLA.

INSURANCE BENEFITS

SECTION 10

10.1 GROUP MEDICAL INSURANCE

In order to protect you and your dependent family members against the consequences of medical expenses caused by sickness and accidents, Boone County offers eligible employees the opportunity to participate in a group health insurance program. The insurance program, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County. Details of the plan are explained in the County's group health insurance plan booklet and are available in the Human Resource office.

Eligibility and Share of Medical Premium

Boone County will make available to all eligible regular full-time employee as defined by the employee handbook or collective bargaining agreement, elected official, or individual otherwise eligible under the minimum standards of the Affordable Care Act access to participate in the County selected group health insurance program. The Board of Supervisors will determine the maximum amount that the County will contribute toward the cost of dependent health insurance coverage. Boone County does not offer any kind of benefit or Compensation in lieu of not participating in Group Benefits.

When Coverage Begins and Ends

Coverage for eligible employees is normally effective the first of the month following the employee's full-time hire date. Insurance coverage normally terminates at the end of the month for which premiums have been paid. For coverage after employment see Benefits under Cobra below.

10.2 VOLUNTARY BENEFITS

Voluntary benefits are offered Reliance Standard Life Insurance, AFLAC, Wage Works, Equitable Life, and Nationwide. Employees may sign up for these benefits during the benefits open enrollment period. If you have questions regarding these programs, please contact Human Resources.

The County will pay the premium for each eligible full-time employee for a \$10,000 life insurance policy selected by the County. In addition, the County will pay the premium for a \$2,000 life insurance policy for the employee's spouse and a \$1000 life insurance policy for each of the employee's children over fourteen (14) days of age up to eighteen (18) years of age.

CONTINUATION OF MEDICAL COVERAGE (COBRA)

SECTION 11

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the County or loses coverage due to a reduction in hours, the employee is entitled to continue participating in the County's group health plan for a prescribed period of time, usually eighteen (18) months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may

be longer for qualified dependents). COBRA coverage is not extended to employees terminated for gross misconduct.

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, an employee who is out on a military leave of absence will retain their health insurance coverage for the first thirty-one (31) days of uniformed service. Employees out on military leaves of absence which extend beyond the thirty-one (31) days will be eligible for COBRA benefits for up to twenty-four (24) months.

If a former employee or an employee with reduced hours chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus 2% administrative fee . Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or becomes eligible for Medicare.

Employees receive an initial notice of their right to continued health insurance coverage when they first become eligible for health insurance under the County's group plan. Employees will then receive an additional notice when hours are reduced or employment is terminated with the County. This second notice will tell the employee how to choose continuation coverage, what obligations there are and how much the insurance will cost. The employee must notify the Auditor's Office/Human Resources if any family members become eligible for continued coverage due to divorce, separation or dependents reach the age of majority.

For detailed information or questions on COBRA, employees are requested to check with the Human Resources Department.

Retirement Coverage under Iowa Code Chapter 509A

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

WORK REGULATIONS

SECTION 12

12.1 GENERAL EMPLOYEE OBLIGATIONS

Employees are expected to maintain good work habits including regular attendance and punctuality, and to conduct their job duties in an ethical fashion. Employees must avoid any activity outside of their employment with the County that would adversely affect their performance on the job or involve a possible conflict of interest. If a conflict of interest arises, it is the employees' responsibility to notify the Human Resource office. Property of Boone County shall not be used for personal purpose.

12.2 Confidentiality

It is the employee's sole responsibility to maintain the confidentiality and proper storage of County information, to prevent unauthorized access to any County system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the County

12.3 EMPLOYEE LICENSES AND CERTIFICATIONS

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

12.4 PERSONAL INFORMATION CHANGES

Because the County uses the information in the personnel files to take actions on behalf of their employees, it is important that the information in that file be accurate. It is the responsibility of each employee to notify the County of any changes to their personal information, such as:

- Name
- mailing address
- phone numbers
- number and names of dependents
- marital status
- emergency contacts

It may also be necessary for you to disclose arrests, traffic violations, or any change that impacts your ability to possess a valid drivers' license.

Please contact the Human Resources office as soon as is reasonably possible with any personal information changes or questions regarding the information currently on file.

12.5 GIFTS AND GRATUITIES

No employee shall accept loans, gifts, services or other preferred arrangements for personal benefit under any circumstances, directly or indirectly involving influence upon the manner in which he/she performs his/her work, makes his/her decisions, or otherwise discharges his/her duties as a County employee. See Iowa Code Chapter 68B.

12.6 USE OF MOTOR VEHICLES

Driver's license required; driving records checks

Employees whose job duties require the operation of a motor vehicle must possess a valid Iowa driver's license. All current County employees whose job duties require the operation of a motor vehicle will be required to submit to a Department of Motor Vehicles (DMV) Driving Records check as a condition of their employment. A record of the driving record check will be kept in each employee's personnel file. A record check indicating a suspension, revocation, or expiration of an employee's drivers license may result in termination of employment.

All new applicants seeking employment with Boone County for positions which require the operation of a motor vehicle will be required to submit to a Department of Motor Vehicles

Driving Records check prior to employment. A poor driving record may result in denial of employment.

The County shall make periodic checks of an employee's driver's license through visual and formal DMV records checks. Periodic checks will be done for employees whose job duties require the operation of a motor vehicle. Department Heads are required to bring copies of employees' Iowa Drivers Licenses and Iowa Dot form to the Human Resource Office by January 31 of each year. Any employee who does not possess a valid driver's license will not be allowed to operate a motor vehicle during employment hours until such time as he or she obtains a valid driver's license.

Any employee who does not possess a valid driver's license because of revocation, suspension, or expiration must notify his or her supervisor immediately. An employee who fails to immediately report such revocation, suspension, or expiration and continues to operate a motor vehicle during working hours will be subject to disciplinary action, up and including discharge.

Use of personal vehicles for County business

All County employees who use their personal vehicles to perform County business as part of their job duties must provide personal vehicle insurance coverage indicating that all personally owned vehicles driven by the employee in the course of performing job duties have insurance coverage. The personal insurance policy issued by a company licensed to do business in the State of Iowa shall show a minimum limit of liability coverage in the amount of:

Bodily injury each person:	\$20,000
Bodily injury each accident:	\$40,000
Property damage each accident:	\$15,000
Or/Combined single limit:	\$55,000

County employees must maintain these limits of liability coverage at all times while employed by the County and must provide notice of any change in insurance coverage. The County does not provide any coverage for the employee while operating their personal motor vehicle while performing County business. The employee's personal vehicle insurance coverage will be the primary insurance coverage for the employee in event of loss. Boone County will provide coverage that protects only Boone County in the event of loss.

In the event the employee cancels or materially changes their vehicle insurance coverage, they are required to notify the County and immediately cease operating their personal vehicle while performing official County business, until the required insurance is reinstated.

Boone County employees who use their personal vehicles to perform County business as part of their job duties must provide a copy of their personal vehicle insurance coverage upon request by the County. Proof of current driver's license and proof of current vehicle insurance is required to be filed with the Auditor's office in order for the county to pay mileage.

Motorcycle Use Policy

It is the intent and purpose of this policy to set forth appropriate safety protocols to protect County employees and still permit the use of personally owned motorcycles by Boone County employees when engaged in work duties on behalf of the County. This policy does not apply to travel to and from work since that is considered personal time.

County employees must follow the safety protocols set forth below in order to be permitted to utilize an employee-owned motorcycle for work related duties.

Safety Protocols:

1. Employee must have a valid motorcycle license issued by the State of Iowa.
2. Employee shall wear a helmet, closed toe shoes, leather gloves, long pants and eye protection when operating a motorcycle for work related duties.
3. Employee shall exercise sound judgment in determining that weather and road conditions are conducive to safely operating a motorcycle. Use of motorcycle shall not be permitted if any part of the ride would occur between sunset and sunrise.
4. While using a motorcycle to carry out work duties, the employee shall not carry additional riders. Cargo must be properly stored and secured. Backpacks and saddlebags are considered appropriate storage methods.
5. As required by the Boone County Personnel Policies, an employee must carry the required motor vehicle insurance in the amounts stated in the personnel policies.
6. Each employee shall notify their department head of their desire to utilize a motorcycle when engaged in work related activities. The department head will determine whether the use of a motorcycle is appropriate and shall notify the employee of such determination in writing.
7. All other traffic safety laws apply. Any citations or tickets issued to the employee will be the sole responsibility of the employee.

Failure to follow the above safety protocols may result in disciplinary action.

12.7 Boone County Mandatory Safety Belt Policy

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by Boone County at all times. This also applies to the operation of privately owned or other vehicles if used while in a paid status of Boone County.

Procedure

- Company personnel shall use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used on company business.
- Lap Belts shall be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured.
- The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating.
- No person shall operate a County vehicle in which any safety belt in the drivers seating portion is inoperable.

- No person shall modify, remove, deactivate or otherwise be transported in a vehicle in which the safety restraint system has been altered except for vehicle maintenance and repair and not without the expressed authorization from Department Head.
- Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.
- Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick-up and truck boxes, fenders, steps and bumpers. This also applies to trailers, atv dump boxes and lift buckets.

Driver and/or Passenger Negligence

If negligence or noncompliance with the requirements of this policy is displayed, appropriate corrective or discipline action shall be initiated up to termination.

Per Iowa Code 321.445 Safety belts and safety harnesses use required

GUIDELINES FOR EMPLOYEE CONDUCT AND DISCIPLINE

SECTION 13

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

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

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

13.1 Employee Conduct

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

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records.
3. Violating the County's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism, or failing to report for work without notification to the County.
5. Unauthorized failure to return from a leave of absence.

6. Engaging in excessive, unnecessary, or unauthorized use of County property or supplies, particularly for personal use.
7. Reporting to work intoxicated or under the influence of non-prescribed drugs, alcohol, or other substances.
8. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
9. Bringing or using alcoholic beverages to or in County workplaces or using alcoholic beverages while engaged in County business off of County premises.
10. Fighting or using obscene, abusive, harassing, or threatening language.
11. Stealing property of coworkers, customers, clients, or the County.
12. Having unauthorized firearms or other weapons on County premises or while on County business.
13. Disregarding smoking, safety or security regulations.
14. Engaging in insubordination or failing to cooperate with assigned employees, coworkers, supervisors, or managers.
15. Failing to follow requirements of the position or failing to perform work requested or directed by a supervisor or manager.
16. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
17. Failing to maintain confidentiality of County, client, patient, or customer information.
18. Failing to maintain necessary licenses and/or certifications.
19. Failing to maintain motor vehicle insurability.
20. Non-work related use of personal electronic devices outside of authorized break times.
21. Violating any other County policy, department rule, or established procedure.

13.2 Discipline

If your performance, work habits, attitude, or demeanor becomes unsatisfactory in the judgment of the County, based on violations of either the rules listed above, or other County policies, rules, procedures, or expectations, you will be subject to disciplinary action, up to and including discharge. Certain offenses may be corrected using progressive discipline:

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

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

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

13.3 INVESTIGATIONS

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

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

13.4 SAFETY AND HEALTH

Boone County prides itself on the fact that the safety and health of our employees is our first priority. It has always been our policy to provide a safe and healthy work environment for all employees at our facilities. We expect every employee to uphold the standards of the Occupational Safety and Health Act (OSHA) and the safety and health measures of Boone County.

Preventative measures and the elimination of any potential hazard are of the utmost importance for the safety and health of all employees, visitors, and the public in general. It is everyone's responsibility to report any hazard observed to the proper person for correction. Our safety coordinator and safety inspectors have the responsibility to immediately report to the Department Heads and the first line managers and forepersons any potential hazardous conditions.

It is the responsibility of the safety coordinator to periodically report to senior management the safety and health status of all operations. It is the responsibility of every employee to support and assist in establishing safety and health measures. The safety and health program will be implemented and reviewed annually by management.

13.5 NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION

Employees are expected to perform their assigned jobs, respect and follow policies, and obey the law. In the event that employees are arrested or receive a citation for any crime, have any criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, a plea of nolo contendere (no contest), or deferred judgment) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify Auditor's Office/Human Resources. Notification to Auditor's Office/Human Resources must occur within five (5) business days of notification to the employee.

Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate Authority vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.

Employees who have any contact with minor children must notify the Department Head and/or governing body of any child abuse complaints filed against them. Employees must notify the Department Head and/or governing body regarding the findings in any complaint against them alleging child abuse. The Department Head and/or governing body must be notified of any complaints and findings within five (5) business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file. Employees who do not notify the County as required by this policy may be subject to disciplinary action up to and including termination.

13.6 COMPLAINT RESOLUTION PROCEDURE

COMPLAINT RESOLUTION PROCEDURE

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

Step One: Immediate Supervisor and or Human Resource Director

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

Step Two: Elected Official, Board of Supervisors, or Governing Body

You may prepare a written summary of your concerns and request that the matter be reviewed by the appropriate elected official, Board of Supervisors, or the appropriate governing body. Employees of the Auditor, Treasurer, Recorder, Sheriff or County Attorney may direct their complaint to the appropriate elected official. Covered employees of Secondary Road may direct their complaint to the Board of Supervisors. Employees of Conservation and Assessor may direct their complaint to the appropriate governing body.

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

DRUG AND ALCOHOL USE IN THE WORKPLACE

SECTION 14

Drug and Alcohol Use in the Workplace

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

Drug Free Workplace

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

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

14.1 DRUG TESTING POLICY

1. STATEMENT OF POLICY

Boone County recognizes that the use and/or abuse of alcohol or controlled substances by drivers of commercial vehicles presents a serious threat to the safety and health of the driver, other County employees and the general public. It is the policy of the County that its drivers be free of drugs and alcohol while on duty and as otherwise required by the Drug Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991. The purpose of this policy is to establish an alcohol and drug-testing program to comply with applicable federal regulations, to provide for standards of conduct pertaining to the use and/or misuse of alcohol and drugs, and to provide for the enforcement of these policies and procedures.

2. APPLICABILITY

This policy applies to all employees who hold a Commercial Drivers' License and whose duties include the performance of safety-sensitive functions in connection with the operation of a commercial vehicle. Safety-sensitive functions include:

- a. Waiting to be dispatched or remaining in readiness to operate the vehicle. For employees who are required to have a COL, this generally means all hours of work.
- b. Operating a commercial vehicle.

- c. Performing maintenance on or loading or unloading a commercial vehicle.

3. PROHIBITIONS

- a. The illegal use, possession, sale, purchase or transfer of any substance regulated or prohibited by the DOT regulations or under Chapters 124, 124A and 1248 of the Code of Iowa, or being under the influence of any such substance by any County employee while in the work place, vehicle-, or while performing job duties, is prohibited.
- b. All County employees are prohibited from consuming or possessing alcohol on the job, including break and meal periods, and shall not report to work while under the influence of alcohol. CDL drivers are prohibited from reporting to work within four hours after having consumed alcohol.
- c. All County employees are prohibited from using prescription drugs except under a doctor's prescription.

4. DEFINITIONS

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Breath Alcohol Technician (BAT): A person who has completed training to conduct breath alcohol testing.

Commercial Driver: An employee whose position has been designated as requiring possession of a Commercial Driver's License (COL).

Controlled Substance: The five substances specified by the DOT regulations: marijuana (THC metabolide), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP).

DOT Drug Test: Any drug test performed under DOT regulations for the five specified controlled substances.

Medical Review Officer (MRO): A Doctor of Medicine (M.D.) or Osteopathy (D.O.) who has been designated by the County or its agents to review the results of drug and/or alcohol test.

Substance Abuse Professional (SAP): A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission.

14.2 TESTING OF PROSPECTIVE EMPLOYEES

All prospective employees who have been extended a conditional offer of employment for positions which require possession of a CDL will, as a condition of employment, be required to pass a drug test conducted in accordance with DOT regulations for the five specified controlled substances. Boone County Family Medicine, or a designated alternate facility, will serve as the collection site for urine samples, and will forward the samples to the appropriate laboratory for analysis. Under no circumstances will specimens collected for DOT testing be used for any other purpose. Positive tests must be confirmed by a MRO; however, there is no provision for a second test at the option of the prospective employee.

Prospective employees who have been given a conditional offer of employment with the County for a position which requires possession of a CDL shall, in addition to the drug test, be required to pass a breathalyzer test for alcohol. Should the breathalyzer indicate an alcohol concentration of at least 0.02 but less than 0.04, the candidate may be hired but may not be allowed to perform a safety-sensitive function until his or her alcohol concentration falls below 0.02 on a subsequent test.

Prospective employees who refuse to take the required drug or alcohol drug test, or who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the five designated drugs or whose breathalyzer test indicates an alcohol concentration of 0.04 or greater, shall be ineligible for any County employment for one year from the date of the test results, and shall be removed from all eligibility lists.

14.3 Federal Motor Carrier Safety Admin.

FMCSA amends the Federal Motor Carrier Safety Regulations to establish requirements for the commercial Driver's License Drug and Alcohol Clearinghouse, a database under the Agency's administration that will contain information about violations of FMCSA's drug and alcohol testing program for the holders of commercial driver's licenses (CDLs). This rule is mandated by the Moving Ahead for Progress in the 21st Century Act.

The Clearing house final rules requires the following:

- Employers must query the Clearinghouse for current and prospective employees drug and alcohol violations before permitting those employees to operate a commercial motor vehicle on public roads.
- Employer must annually query the Clearinghouse for each driver they currently employ.

Employee requirements

Drivers are not required to register for the Clearinghouse. However, a driver will need to be registered to provide electronic consent in the Clearinghouse if a prospective or current employer needs to conduct a full query of the drivers Clearinghouse record – this includes all pre-employment queries.

A driver must also be registered to electronically view the information in his or her own Clearinghouse record.

Drivers that refuse to register with the Clearinghouse will not be employable. Drivers that receive a negative query will not be able to perform CDL duties until the query is cleared by the Federal Motor Carrier Safety Admin.

For more information regarding the employer and employee requirements for the Clearinghouse, please visit <https://clearinghouse.fmcsa.dot.gov/>

14.4 RANDOM TESTING - DOT PROTOCOL (SELECTION/COLLECTION SITES, DATA CONSORTIUM)

In accordance with DOT regulations random drug and alcohol testing must be conducted on all employees required to possess a CDL. The minimum annual rate for random alcohol testing shall be twenty-five percent (25%) of the average number of CDL driver positions. The minimum annual rate for random drug testing shall be fifty percent (50%) of the average number of CDL driver positions. These rates may be modified at future times in accordance with DOT regulations based on Boone County's experience with test results.

Boone County has contracted with the Drug and Alcohol Test Alliance of Iowa (DATA) for administration of the DOT drug and alcohol testing program, including random selection of employees to be tested, record keeping and reporting, urine sample analysis for drugs, and medical review officer services. Boone County Family Medicine shall serve as the collection site for urine sampling, with Boone County Hospital serving as the collection site outside of normal business hours. Other appropriately certified laboratories may be used as alternate collection sites as necessary. Breath alcohol testing shall be performed at the Boone County Sheriff's Department.

RANDOM TESTING PROCEDURES (DOT ALCOHOL AND DRUG TESTING PROTOCOL)

NOTE: This is intended to be an outline of significant elements of the testing process. In all cases the DOT Regulations must be adhered to.

Upon receiving notification from DATA that an employee has been selected for testing, the Boone County Drug and Alcohol Testing Program Coordinator shall notify the employee's supervisor. The Boone County Drug and Alcohol Testing Program Coordinator or designee shall confer with the supervisor to arrange a time for testing and shall notify the collection site. Where possible the supervisor will be notified prior to or at the start of the employee's shift and the test will be conducted just prior to, during, or upon completion of the employee's shift on the date of notification. Exceptions must be authorized by the Boone County Drug and Alcohol Testing Program Coordinator or designee and must be documented in writing. The employee shall not be notified more than two hours prior to the test. The supervisor will transport the employee to the collection site or arrange alternate transportation. The employee must be prepared to provide a driver's license or other positive identification to the collection site.

Upon arrival at the collection site the employee will present the required identification. Laboratory personnel will brief the employee as required by DOT Regulations and as may otherwise be appropriate.

The employee will sign the Consent Form and other required documents. Failure of an employee to sign the Consent Form or to cooperate fully in any mandatory aspect of the testing procedure will be treated as a positive test result and will subject the employee to disciplinary action up to and including discharge.

a. Alcohol Testing

All alcohol tests will be conducted by a breath alcohol technician (BAT) using an evidential breath testing (EST) device approved by NHTSA.

If a breath alcohol test indicates a concentration of 0.02 or greater, a second verification test will be conducted. The DOT Regulations do not provide for further challenge of breath alcohol testing results.

If the test results indicate an alcohol concentration of at least 0.02 but less than 0.04, the driver will be removed from the job for at least twenty-four (24) hours and shall be permitted to use compensatory time or vacation, or leave without pay if paid leave is not available.

Alternatively, the employee may be assigned to non safety-sensitive duties with approval of the department head. The employee may return to safety-sensitive duty at his/her next scheduled shift after completion of the following:

At least 24 hours have elapsed from the breathalyzer test which indicated an alcohol concentration of at least 0.02 and,

The employee has taken another breathalyzer test which indicates an alcohol concentration of less than 0.02.

If a breath alcohol test indicates a concentration of 0.04 or greater, the employee will be removed from duty and referred to the Employee Assistance Program for evaluation by a SAP.

b. Drug Testing

Collection site staff will obtain a urine sample from the employee. The sample will be split into a primary sample and a secondary sample, both of which will be sent to the designated laboratory where the primary sample will be analyzed and the secondary sample held in reserve in the event of challenge testing.

The laboratory will conduct a screening test for the five DOT regulated drugs. If the screening test shows evidence of any of these substances, a confirming test will be conducted, but only for the substance(s) that were indicated by the screening test.

If the confirming test indicates the presence of any of the five (5) drugs, the laboratory will report the results to the Medical Review Officer (MRO). The MRO will contact the employee by telephone to determine whether there is a legitimate reason for the positive test indication. If so, the MRO will report a negative test result to the County. If the MRO determines that the test is positive, it will be reported to the County as such, and the employee will be removed from duty for evaluation by a SAP.

In the event that the MRO determines that the drug test is positive, the employee may exercise the option of having the secondary sample tested by another certified laboratory within seventy-two (72) hours. If the results of the test of the secondary sample are negative, it will be recorded as such and the County will pay for the test. If the test is positive the results will be treated the same as a positive result on the original test, and the employee will pay for the test.

14.5 ALCOHOL TEST INDICATING 0.04 OR GREATER / POSITIVE DRUG TEST Pay Status

Upon being relieved from duty and pending evaluation by a SAP, an employee shall be permitted to use compensatory time or vacation, or leave without pay if leave is unavailable. If a SAP determines that the positive test was associated with chemical dependency, upon the employee's request and with appropriate documentation, the employee may be placed on sick leave.

SAP Recommendation

If the SAP determines that no treatment or follow-up testing is required the employee may return to duty after at least twenty-four (24) hours have elapsed since testing and if a return to duty test indicates the absence of drugs and an alcohol concentration of less than 0.02. If the SAP recommends treatment the employee must agree to undergo treatment and must successfully complete the treatment program as a condition of continued employment with Boone County. The employee will be responsible for payment for the treatment program. Under some circumstances treatment programs are covered by the County health insurance plans. Failure to undergo or successfully complete the treatment program will result in termination. The SAP will determine whether the employee can be returned to work while undergoing treatment.

Discipline

In the case of a positive drug or alcohol test, the employee will not ordinarily be subject to disciplinary action for the first occurrence, provided that he/she cooperates fully in all aspects of the testing, evaluation and treatment procedures, and successfully completes any required treatment program. Discipline may, however, be imposed for prohibited acts on the job such as drug or alcohol use, possession, or sale.

In the case of a second or subsequent positive drug or alcohol test the employee will be subject to discharge unless there are significant mitigating factors. Discharge will also be imposed for any prohibited drug or alcohol related activities that occur contemporaneously or subsequent to a positive test. These include not only drug or alcohol related offenses on the job, but also drug or alcohol related convictions or administrative actions by civil authority, including but not limited to OWI and suspension or revocation of driving privileges.

Follow-up Testing

If a SAP determines that follow-up testing is needed, the County will take the necessary steps to ensure that the driver is subject to unannounced tests following return to duty. The number and frequency of the follow-up tests are to be determined by the SAP, but must consist of at least six tests during the first twelve months following the driver's return to duty. The SAP may order follow-up testing for up to sixty (60) months. The SAP can terminate follow-up testing, but this may be done only after the first twelve months have passed and six tests have been administered.

Follow-up testing need not be limited to the substance involved in the original violation; the SAP may recommend testing for alcohol and any or all of the five DOT regulated drugs.

14.6 POST ACCIDENT TESTING

As soon as practicable following an accident involving a commercial driver shall be tested for alcohol and drugs if the driver:

1. was performing driving functions with respect to the vehicle if the accident involved the loss of human life, regardless of fault, or
2. receives a citation at the site under State or local law for a moving traffic violation arising from the accident, or

3. when reasonable suspicion exists.

DRUG TEST

If a breathalyzer test is not administered within two hours following the accident, the supervisor of the driver shall prepare and submit to the Boone County Drug and Alcohol Testing Program Coordinator a report stating the reasons why the test was not promptly administered. This report must be signed by both the supervisor and the department head.

If the breathalyzer test is not administered within eight hours following the accident, the supervisor shall cease attempts to arrange for a breathalyzer test and shall prepare and submit to the Boone County Drug and Alcohol Testing Program Coordinator a report stating why the test could not be done within eight hours. This report must be signed by the supervisor and the department head.

If a drug test is not administered within thirty-two (32) hours of the accident, the supervisor shall cease attempts to arrange for the test and shall prepare and submit to the Boone County Drug and Alcohol Testing Program Coordinator a report stating why the test could not be done within thirty-two (32) hours. This report must be signed by both the supervisor and the department head.

Following a vehicle accident that requires alcohol/drug testing, the driver shall make himself/herself readily accessible for testing. Being unavailable for testing will be treated the same as a positive test and may subject the driver to disciplinary action. Drivers shall not consume any alcohol for eight hours following an accident or until they have received post-accident testing.

The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by federal, state or local officials having independent authority for the tests shall be considered to meet the requirements of this section, provided such tests conform to applicable federal, state or local requirements, and that the results of the tests are obtained by the County.

If an employee fails to produce a sufficient amount of breath to properly administer a breath alcohol test, then the employee shall be referred to a MRO. The doctor will review the employee's pulmonary health and provide the County a written report concerning the employee's ability to produce an adequate amount of breath for testing. Failure to provide an adequate amount of breath may be regarded as a refusal to submit to testing and may be treated as a positive test.

WORKPLACE TECHNOLOGY POLICY

The County provides electronic mail systems, computers, telephone systems, voicemail, fax machines and other technology to employees at County expense for their use in performing their duties for the County. The purpose of this policy is to prevent misuse of the County's workplace technology and to ensure appropriate, efficient and effective use of such technology. These machines and systems are business equipment owned by the County to be used for business purposes. Exceptions are limited to necessary personal phone calls, and authorized personal use of the Internet and e-mail systems during nonworking time as approved by department heads. Nonworking time is defined as before or after a work shift or while taking an unpaid lunch or dinner break.

Employees shall maintain the highest professional ethics and conduct while on the County's electronic communication systems. Employees must restrict personal use to occasional use that does not interfere with the County business. Occasional, incidental personal use of County technology must not interfere with job activities nor result in any expense to the County.

Using the County's internet system and network to access obscene, demeaning, defamatory, or disruptive messages is prohibited. This includes, but is not limited to, messages that are inconsistent with the County's policies concerning workplace harassment and sexual harassment. Any use of the Internet or other technology to obtain, transfer, download, or send sexually explicit material for personal use is expressly prohibited.

Employees are prohibited from using the following during paid work time: social networking sites, home computers, personal emails, on-line gaming, on-line games, online shopping, streaming video, streaming music, or travel sites. If an employee's job duties require accessing these type of sites during work time, the department head shall provide prior written authorization and place said authorization in the employee's personnel file.

In the case of an employee that inadvertently accesses an inappropriate site, the employee shall immediately exit the site and then report the situation to their department head. The department head shall document the time and nature of the event and forward that to the IT Department.

All communications over and activity conducted on the County-owned systems are property of the County. The County may access, review, audit, and disclose all matters sent over its systems or placed into their storage.

Department heads shall review phone bills and online activity tracking reports provided by the IT department to ensure that County IT systems within their respective departments are being used in accordance with this Workplace Technology Policy. Any violations found shall be immediately brought to the attention of the relevant employee. In cases involving any illegal activity, the violation(s) shall also be brought to the attention of the County Attorney and the employee may be subject to discipline up to and including termination.

Employees should have no expectation or right of privacy when using the County-owned systems. The Internet is an open, unsecured network. Also, some electronic communications such as electronic mail and computer files may exist on back-up tapes after the user deletes them. Simply deleting a message or file may not fully eliminate the message from the system. The use of personal passwords or access codes does not restrict the County's ability to access electronic communications or files.

The County may retrieve an employee's voice and electronic mail messages and computer files for non-investigative reasons (such as to retrieve a needed computer file or message) and as part of a valid investigative search relating to workplace misconduct.

The County may review a record of an employee's Internet usage. An employee's use of the electronic mail, Internet, wifi, voice mail, or other computer systems constitutes consent to the County's review of the employee's electronically stored e-mail, files or messages. All messages should be composed with the expectation that they will be made public.

Employees shall not use unauthorized codes, passwords, or other means to gain access to others' files.

Loading, copying or installing any software, including commercial software, shareware, freeware, games, screen savers, or any other type of software, is prohibited without authorization from the appropriate department head. Employees who are authorized to download information from the Internet must comply with disk scanning procedures established by the County to minimize the risk of contracting a computer virus. Employees are prohibited from deactivating software designed to detect and destroy computer viruses.

Use of the electronic communication system to copy and/or transmit any documents, images, software or other information protected by a copyright owned by someone other than the County, without proper authorization from the copyright owner, is prohibited. Copyright protection applies to any document, image, software or information unless it is specifically marked as public, not copyrighted, or freeware. In the absence of any specific copyright markings, material or information should be considered copyright protected. The County assumes no responsibility for reviewing, ascertaining or policing copyright material that may be transmitted to or from the electronic communication system by employees.

Employees will be disciplined, up to and including termination, for violating the County's technology policy. Employees who are terminated, laid off, or on extended leave of absence have no right to access e-mail or other County electronic communications systems.

Acknowledgment of Receipt of Workplace Technology Policy (Exhibit 1)

I have received a written copy of the County's Workplace Technology policy. I fully understand the terms of this policy and agree to abide by them. I understand that the County's computer and electronic communications systems are to be used for business purposes only, with limited exceptions and only as approved by my department head, and that all information stored in, transmitted, or received through the County's systems is the property of the County. I acknowledge that I have no expectation of privacy in connection with the use of this equipment. I acknowledge and consent to the County monitoring my use of this equipment at any time at its discretion. Such monitoring may include, but is not limited to, printing and reading E-mail entering, leaving, or stored in these systems; listening to my voice mail messages; recording the Internet address of any site that I visit; and recording any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive may be recorded and stored in an archive file for management use. I know that any violation of this policy could lead to discipline, up to and including termination.

Employee Acknowledgement

Employee printed name

Employee's signature

Date

Employee Acknowledgment of Receipt of Handbook

I have received my copy of the Boone County Employee Handbook. I understand that the handbook has been provided to me for informational purposes only, and that the County may change or withdraw any policies, procedures, or benefit programs at any time. I acknowledge that this handbook is not a contract of employment, expressed or implied, and that I am not guaranteed employment for any specific duration. Either the County or I may terminate my employment at any time with or without notice or cause. I understand that violations of County policies contained in this handbook could lead to discipline, up to and including termination.

Employee Acknowledgement

Employee printed name

Employee's signature

Date

SUBSTANCE ABUSE POLICY
EMPLOYEE ACKNOWLEDGEMENT OF NOTIFICATION
And
DRUG AND ALCOHOL TESTING ALLIANCE SUBSTANCE ABUSE PREVENTION PROGRAM

BOONE COUNTY (employer)

This acknowledgment is to be signed by each employee who is listed as a covered employee under the Substance Abuse Program.

I, the undersigned employee of the employer named above (Employer), hereby certify that I have been informed of my obligations under applicable federal Department of Transportation drug and alcohol testing regulations (the Regulations).

I understand that my name and social security number have been included in a pool of employees for purposes of random testing. I agree to submit to the drug and alcohol testing requirements of the federal Department of Transportation Regulations. -

I have received a copy of the Employer's Substance Abuse Policy and understand the consequences of a positive drug or alcohol test. I understand that I cannot perform any job for the Employer which involves a safety-sensitive function if I test positive for the drugs listed in the Substance Abuse Program, or an alcohol concentration of 0.02 or above. Additionally, I understand that I will be referred to a substance abuse professional for a positive drug test or a confirmed alcohol concentration of 0.04 or greater.

Employee Acknowledgement

Employee printed name

Employee's signature

Date

Boone County, IOWA

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the Boone County Human Resource Director. I have an obligation to fully comply with the County's Conflict of Interest Policy and to acknowledge my understanding of and adherence to the policy as provided in the Employee Handbook.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the Human Resource Director and will in the future if a potential conflict of interest arises I will notify Human Resource Director in a timely manner.

Date: _____

Name: _____

Position: _____

Department: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

- 1. _____
- 2. _____
- 3. _____

_____ The following family members work for Boone County

- 1. _____
- 2. _____
- 3. _____

Employee signature:

Date:

Boone County

Mandatory Safety Belt Policy

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by Boone County at all times. This also applies to the operation of privately owned or other vehicles if used while in a paid status of Boone County.

Procedure

- Company personnel shall use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used on company business.
- Lap Belts shall be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured.
- The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating.
- No person shall operate a County vehicle in which any safety belt in the drivers seating portion is inoperable.
- No person shall modify, remove, deactivate or otherwise be transported in a vehicle in which the safety restraint system has been altered except for vehicle maintenance and repair and not without the expressed authorization from Department Head.
- Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.
- Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick-up and truck boxes, fenders, steps and bumpers. This also applies to trailers, atv dump boxes and lift buckets.

Driver and/or Passenger Negligence

If negligence or noncompliance with the requirements of this policy is displayed, appropriate corrective or discipline action shall be initiated up to termination.

Per Iowa Code 321.445 Safety belts and safety harnesses use required

Employee Signature

Date

Harassment Complaint Form

Boone County, Iowa

Complainant: _____
Address: _____ Phone: _____
Date(s) and time(s) of alleged incident(s): _____
Name of person(s) you believe harassed you or another person: _____

If the alleged harassment was toward another person, identify that person:

Describe the incident(s) as clearly as possible. Include a full description of the events, and verbal statements (i.e. threats, requests, demands, etc.), also include details of any physical contact involved or social media posts made. Attach additional pages and documentation as necessary.

Where did the incident occur? _____

List any witnesses who were present: _____

Was your supervisor notified of alleged harassment? Supervisors name(s): _____

If supervisor is the alleged, did you report to anyone else? If so, who? _____

How did you or the person harassed (if not you) react to the harassment? _____

This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainants signature

Date

Received by

Date

Work Place Harassment

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

If you believe that you are being harassed or subjected to discrimination of any kind, you should use the complaint procedure for sexual harassment allegations. The County prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

The prohibitions contained in this policy include all conduct and communication regardless of the form of that conduct or communication. This means that all forms of electronic communication, all types of social media, and all forms of interaction are covered.

Section 1.3 page 5 of the Boone County Handbook

Employee Signature

Print name

Date

PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

Purpose: It is the policy of Boone 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 prohibits offensive or inappropriate sexual behavior in the workplace, and all employees must avoid any conduct which could be viewed as sexual harassment. This policy has been prepared in accordance with the Equal Employment Opportunity Commission's directives and reaffirms that sexual harassment in the workplace is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.

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

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

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

1. Verbal conduct such as sexual innuendo, speculation, suggestive comments, jokes of a sexual nature, sexual propositions, or threats;
2. Non-verbal or visual material such as sexually explicit posters, photography, graffiti, cartoons, drawings, leering or gestures;
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
4. Requests, threats, or demands to submit to sexual requests in order to keep your job or receive some job-related benefit;
5. Conditioning job-related benefits on submission to sexual advances or tolerance of a sexually hostile work environment, or giving preferential treatment because of submission to sexual advances or tolerance of a sexual hostile work environment;
6. Harassing messages sent electronically, including text messages, email, online postings (including "anonymous" postings fairly attributed to an employee), social media posts or messages, website or blog entries that are unwelcome and inappropriate or which are interpreted as a request, threat, or demand to submit to sexual requests; or
7. Retaliation for reporting or threatening to report harassment.

Procedures:

1. Any employee who has a complaint of sexual harassment at work, by anyone, including supervisors, department heads, co-workers, or visitors to the workplace, should immediately bring the problem to the attention of their Human Resource Director, the County Attorney, or any member of the Board of Supervisors. All employees are assured that they will not be retaliated against as a result of reporting a complaint about sexual harassment.

2. The person receiving a complaint of sexual harassment shall immediately notify _____ the County Attorney or the Chair of the Board of Supervisors, who shall promptly name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible.

3. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency.

4. Any employee determined after investigation to have harassed another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The County will take appropriate action intended to punish the offender and to prevent further harassment.

5. In the event a non-employee subjects an employee to sexual harassment in the workplace, the employee's supervisor or manager will inform the non-employee of the County's policy against sexual harassment. Other action will be taken as appropriate.

Section 1.4 page 6 of the Boone County Handbook

Employee Signature

Print name

Date
