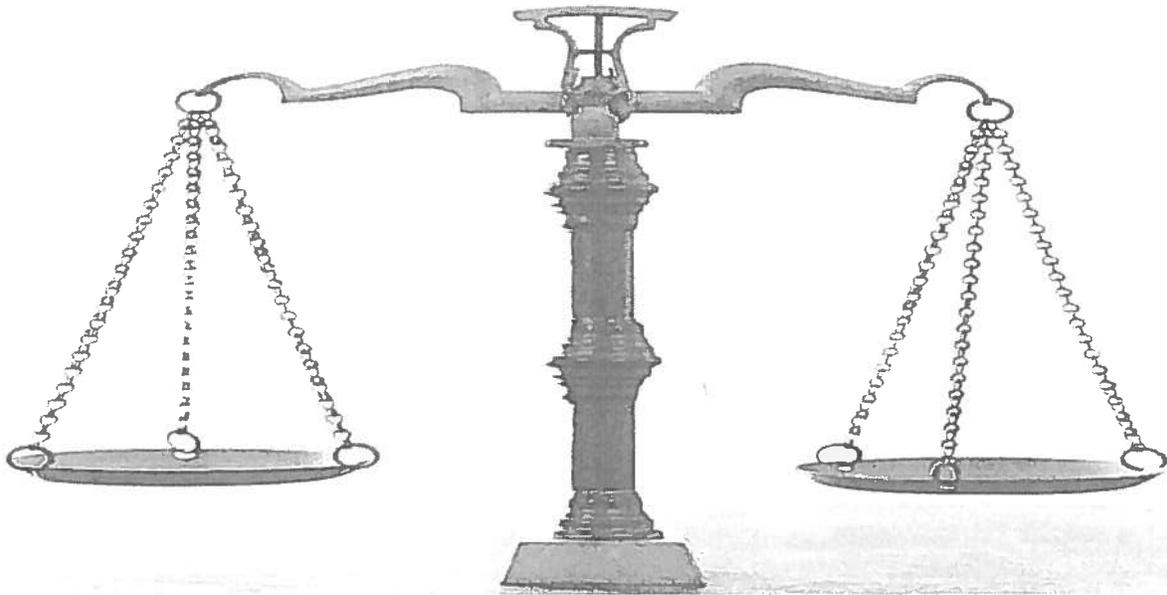


Revised 5/2010

# EMPLOYEE HANDBOOK

FOR

# CLINTON COUNTY GOVERNMENT



## TABLE OF CONTENTS

WELCOME.....	1
OVERVIEW	
Purpose .....	2
Mission Statement .....	2
EMPLOYMENT	
Equal Employment Opportunity.....	3
Harassment .....	3
Sexual Harassment .....	3
ADA Compliance .....	4
Classifications.....	4
Introductory Period.....	5
COMPENSATION AND WORK HOURS	
Work Week.....	6
Overtime .....	6
Anniversary Date.....	6
Pay Period.....	6
Payroll Deductions .....	6
Longevity Pay.....	7
POLICIES AND PROCEDURES	
Absenteeism/Tardiness.....	8
Dress Code.....	9
Workplace Violence .....	9
Inclement Weather/Emergency Closing.....	10
Performance Evaluations.....	10
Health/Safety .....	10
Discipline.....	11
Grounds For Disciplinary Action .....	12
Company Property/Personal Property .....	13
BENEFITS AND GUIDELINES	
Holidays.....	15
Vacation.....	15
Leaves of Absence.....	16
IPERS .....	19
Insurance Coverage after Employment Termination .....	19

## TABLE OF CONTENTS (continued)

EMPLOYEE RELATIONS	
Suggestions.....	20
Ethical Standards.....	20
Conflict Resolution.....	20
Solicitation.....	21
Termination of Employment .....	21
Personnel Files.....	22
Employment References.....	22
Drug Free Workplace .....	22
Reimbursable Expenses.....	22
ACKNOWLEDGEMENT OF RECEIPT .....	24
ELECTED OFFICIALS HANDBOOK ADOPTION FORM .....	25
RESOLUTIONS REFERRED TO IN THIS MANUAL .....	26
BOARD OF SUPERVISORS SIGNATURE PAGE .....	27

## **WELCOME**

On behalf of Clinton County Government, we would like to take this opportunity to welcome you. We are pleased that you have joined us, and we look forward to working with you.

Our management philosophy is one of respect for the abilities, contributions and rights of the individual employee. We strive to create an atmosphere where ideas and opinions are openly expressed.

We hope you will find satisfaction in your work and enjoy being a part of a progressive, team-oriented organization. We're delighted you have joined us!

Sincerely,

**CLINTON COUNTY GOVERNMENT**

## OVERVIEW

### PURPOSE

This handbook is presented as a matter of information only; it is not intended to form a contract between Clinton County and the employee. Clinton County reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

These policies and procedures outlined in this handbook are applicable to:

All employees responsible to the Clinton County Board of Supervisors.

All employees responsible to a county elected office holder providing the office holder has certified its applicability.

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

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

Just as you retain the right to terminate your employment at any time for any reason, Clinton County retains a similar right. No policy or practice of Clinton County should be construed to change this relationship. Only the Board of Supervisors, or appropriate governing board, has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

### MISSION STATEMENT

To provide an efficient, effective, responsive county government that will continually strive to enhance county services and protect the quality of life for all citizens.

# EMPLOYMENT

## **Equal Employment Opportunity**

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

## **Harassment**

It is the policy of Clinton County that no employee be harassed by another employee, customer or supervisor on the basis of sex, race, age, disability, national origin, sexual orientation, religion or any other legally protected category.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee should bring the matter directly to the immediate attention of their department head, a member of the Board of Supervisors or appropriate governing board. All complaints will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

## **Sexual Harassment**

It is the policy of Clinton County that no employee be harassed by another employee or supervisor on the basis of sex.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

- a. Repeated sexual flirtations, advances, or propositions.
- b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- c. Any uninvited physical contact or touching, such as patting, pinching or other contact.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have

the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment should bring the matter directly to the immediate attention of their department head, a member of the Board of Supervisors or appropriate governing board. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint.

### **ADA Compliance**

In compliance with the Americans with Disabilities Act (ADA), the County will consider reasonable accommodation 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's ADA Coordinator.

### **Classifications**

Clinton County is an Affirmative Action/Equal Opportunity employer. Therefore in filling vacant positions it is our policy to appoint the best applicant available without regard to race, creed, color, sex, age, religion, sexual orientation, disability or national origin. Our principle concern in the selection of employees is the applicant's ability which is evaluated on the basis of a written application, personal interview, references, testing, background checks, driving record and verification of information obtained from the completed application.

"Full-time regular employee" means an employee hired to work the County's normal full-time forty (40) hour work week on a regular basis. A full-time employee is not a contractual employment relationship or a guarantee of employment. Full-time employees are "at-will" employees. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as described below.

"Part-time regular employee" means an employee hired to work fewer than forty (40) hours per week on a regular basis. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as defined below.

"Temporary or seasonal employee" means an employee engaged to work full-time or part-time on the

County payroll with the understanding that his or her employment will be terminated no later than upon completion of a specific assignment. Unless otherwise indicated in writing, temporary or seasonal employees are not eligible for any benefits described in this handbook.

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

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

An employee who works less than forty (40) hours per week, either on a regular schedule or intermittent basis, shall be granted the same benefits, except health insurance, as a full-time employee. The benefits shall be apportioned as a percentage of a full-time employee's benefits based on the employee's average number of hours worked as follows:

20 - 29 hours per week. . . . .	50 percent
30 - 39 hours per week. . . . .	75 percent
40 hours per week. . . . .	100 percent

Part-time employees shall be eligible to purchase single or family health benefit coverage at the employee's own cost.

Each new employee must go to the Auditor's office within three (3) working days of hire to complete initial personnel records.

**Introductory Period**

All employees will be evaluated within the first six (6) months of employment. The elected official or department head will determine if their employment will be continued.

# COMPENSATION AND WORK HOURS

## Work Week

The work week, for the purposes of computing overtime, will begin at 12:01 A.M. Sunday and end at 12:00 Midnight Saturday. Each elected official or department head has the right to establish and set specific working hours for those persons working directly under their supervision and those hours may be different than the normal working hours for the County Administration Building, County Courthouse or other county employees

Normal working hours are 8:00 A.M. to 4:30 P.M., Monday through Friday. Thirty minute unpaid lunch times may be staggered to make sure all offices are open to serve the public during the entire working day. One 15 minute break per each half work day may be scheduled by the Department Head to minimize disruption of work in the department.

Departments operating on a round-the-clock basis require different working hours, as do certain other departments with particular scheduling problems. Your immediate supervisor will determine your work schedule. Flex time for non-union employees can be done with department head approval.

## Overtime

A Department Head may prescribe periods of overtime work to meet operational needs. Complete records of overtime of employees shall be maintained by the Department Head.

*now* Employees who are non-exempt, under the Fair Labor Standards Act, will be paid for 40 hours of work per work week at their regular rate and time and one-half for hours in excess of 40 hours. Vacation, sick leave and compensatory time shall not count as time worked for the purpose of determining overtime. Holidays will count as time worked for the purpose of computing overtime. (With Department Head approval, employees may elect to receive compensatory time in lieu of overtime compensation. Compensatory time off shall be at the rate of one and one-half (1 1/2) hours of compensatory time for one (1) hour of overtime worked.) Employees may accumulate each year, a total of one hundred eighty (180) hours of compensatory time. Each year, an employee may carry over a total of forty (40) compensatory hours. The use of compensatory time shall be paid to the employee at the current hourly rate and shall be cashed out December 1<sup>st</sup> of each year.

## Anniversary Date

Your anniversary date is established on the date of your employment. The anniversary date will be used to calculate vacation, sick leave and other benefits. Normal wage adjustments are made at the end of your introductory period and at the beginning of the fiscal year (July 1<sup>st</sup>).

## Pay Period

Employees are paid bi-weekly. Time sheets for employees must be submitted to the Auditor's Office, by the Department Head, no later than 11:00 a.m. Monday of the payroll week.

## Payroll Deductions

Deductions for withholding income taxes are made routinely on the basis of the number of exemptions you claim on your W4 form. Additional deductions are made for Social Security tax and IPERS.

**Longevity Pay**

Eligibility guidelines for, and amounts of, longevity pay are set forth below. Eligible employees shall receive longevity pay in a lump sum on the last payday in November (based on seniority as of November 1<sup>st</sup>) or in a lump sum upon termination of employment, whichever is earlier in the calendar year. Eligible employees whose salary is limited to a percent of the elected official shall receive paid leave. Employees who receive paid leave, must use the leave within one calendar year from date of accrual.

After 4 - 10 years	\$200	or	2 days
After 11 - 15 years	\$300	or	3 days
After 16 - 20 years	\$400	or	4 days
After 21 or more years	\$500	or	5 days

employee" is defined as a person receiving the "minimum level of termination of employment benefits for eligibility under this section" and who has participated in the County's group health plan, which covered the employee and the spouse of a person who was an "eligible former employee" at the time of the employee's death. The "minimum level of termination of employment benefits for eligibility under this section" means the eligible terminated employee is eligible for termination of employment benefits under the Iowa Public Employees Retirement System.

## EMPLOYEE RELATIONS

### Suggestions

Many excellent ideas for improvement have come from our employees. Employees with suggestions or ideas that may improve procedures, working conditions, reduce costs or errors, and benefit the County, its employees and/or customers, are encouraged to share these ideas by contacting their supervisor or the Board of Supervisors.

### Ethical Standards

The County has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If at any time, employees have any doubt as to the ethical standards of an activity that may compromise the County's reputation; they are urged to discuss it with their immediate supervisor or a member of management.

### Conflict Resolution

It is the policy of Clinton County to treat all employees equitably and fairly in matters affecting their employment. Each employee will be provided ample opportunity to understand and resolve matters affecting his/her employment which the employee believes are unjust. The grievance procedure established in this policy shall be available to all regular county employees not covered by a collective bargaining agreement. Employees shall have the right to present grievances without fear of reprisal.

The following are matters which may be grieved under this policy:

1. Alleged unjust application of discipline.
2. Alleged discrimination in any aspect of Human Resources administration on the basis of non-merit factors (i.e., race, sex, age, political affiliation, etc.).

**NOTE:** For a complaint of this nature, an employee has the option of utilizing this grievance procedure or following state and federal statutes.

3. Alleged unfair application, interpretation or violation of the rules and regulations of the county or one of its departments or offices.

Any grievance of an employee shall be handled in accordance with the following procedure:

**Step 1.** An employee shall discuss any alleged violation with her/his immediate supervisor within seven calendar days following its occurrence (or within seven calendar days from the date the employee should have had knowledge of its occurrence) in an effort to resolve the problem in an

informal manner. The immediate supervisor shall respond verbally no later than seven days after the initial discussion. Every effort should be made to resolve the grievances at Step 1.

**Step 2.** If the Step 1 response fails to resolve the matter, the aggrieved employee may present the grievance in writing to the department head within seven days following receipt of the Step 1 response. Within seven calendar days following receipt of the grievance, the department head will answer the grievance in writing.

**Step 3.** In the event the official's answer in Step 2 fails to resolve the employee's grievance, the employee may, within seven calendar days following receipt of the answer in Step 2, present the grievance in writing to the Human Resources designee. Within 10 calendar days following the Human Resources designee's receipt of the written grievance, the Human Resources designee shall meet with the interested parties to more fully discover the facts related to the complaint. Within 10 calendar days following said meeting, the Human Resources designee shall answer in the grievance in writing.

**Step 4.** If the Human Resources designee's decision does not satisfy the employee's grievance, the employee may, within 10 calendar days following receipt of the answer at Step 3, present the grievance in writing to the Clinton County Board of Supervisors or the appropriate governing board. The Board shall arrange to meet within 15 calendar days following receipt of the grievance with the employee and the official against whom the grievance is filed. Within 10 calendar days following the meeting, the Board shall issue a written decision. The Board's decision shall be final and binding.

#### **FAILURE TO APPEAL**

If a grievance is not presented within any of the time limits specified in this grievance procedure, the employee's grievance shall be waived and the employer's last answer shall be final and binding.

#### **ADMINISTRATIVE PROCEDURES**

1. All suspension and discharge grievances shall commence at Step 3 of the grievance procedure, and must be filed in writing no later than seven days following receipt of written notice of such disciplinary action.
2. The employee may be accompanied or represented by counsel at each step of the grievance procedure, if the employee so desires. Any costs incurred by the employee by outside counsel shall be the responsibility of the employee, regardless of the outcome of any decisions at any step of the process.
3. All grievances must specify explicitly the problem, including relevant names and dates; why the preceding response by management or supervision did not reasonably resolve the problem; and the requested remedy to the problem.

#### **Solicitation**

Distribution or collection of services or products is allowed during employee lunch or break periods only, or outside of work. Items may be placed in the break room for a maximum of 14 days. Direct solicitation by an employee in a work area or on County time is not allowed.

#### **Termination of Employment**

Upon the decision of an employee to resign, a written resignation shall be submitted to his/her immediate

supervisor stating the reason for resigning and the termination date. This resignation shall be submitted at least thirty (30) calendar days in advance of the final work day to provide the employer with adequate time to secure and train a replacement. In the event that an employee's employment with the County is severed with the County, either on the employee's own accord or is dismissed by the Elected Officials or Department Head, with whom he or she works, they will be paid in full to date of unused earned vacation and other earned benefits. No allowance will be made for unused sick leave.

### **Personnel Files**

Clinton County maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Clinton County, and access to the information they contain is restricted. Generally, only management personnel of Clinton County who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the appropriate department. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by Clinton County to maintain the files.

The County will charge a reasonable fee for each page copied by the employer for an employee of an item in the employee's personnel file.

See attached Employee Personnel Files Resolution #2007-222

### **Employment References**

All reference information, which is confidential by law, will not be released without written permission. The County will release any information relating to the results of federally required drug tests, in accordance with the applicable law.

### **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. 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 Employer'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 non-working time, to the extent, that in the opinion of the Employer, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the Employer.

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 Employer may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

new

**Reimbursable Expenses**

If an employee is required to use their own vehicle for County related business, the employee will be reimbursed at the current mileage allowance. All mileage reimbursements must have the approval of the department head.

Clinton County will reimburse employees for business related meals upon the following terms and conditions:

- 1. The limit is \$35.00 per day for overnight meetings.
- 2. The dollar amount allowed for day meetings will be set at:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$17.00

Employees must leave home by 6:00am to charge for breakfast and be gone until 6:00pm to charge for dinner. In no circumstance will Clinton County reimburse gratuity and or alcohol. Receipts may be required for meal reimbursement.

Clinton County shall reimburse employees for approved meetings, training and conventions, including registration fees, reasonable lodging expenses.

For out of state travel, employees shall be reimbursed for actual expenses, including meals, with Department Head approval. If the request exceeds the established amounts, receipts are required.



## Clinton County Government

### Handbook Adoption Form

#### Department Information

Name: \_\_\_\_\_

Department: \_\_\_\_\_

*I hereby adopt (all, part, none) of the Clinton County Employee handbook.*

*Indicate the sections not adopting and specifically why.*

*If you have chosen to adopt part or none, please provide an explanation on your reasoning.*

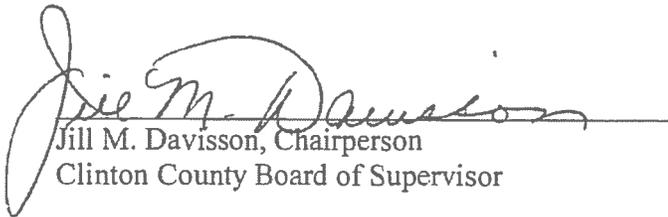
\_\_\_\_\_  
Signature

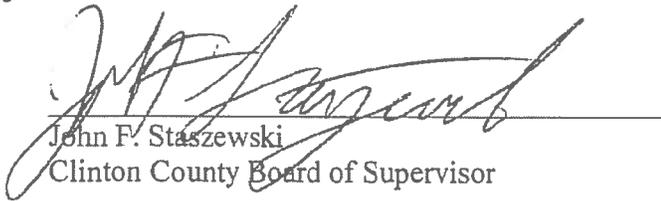
\_\_\_\_\_  
Date

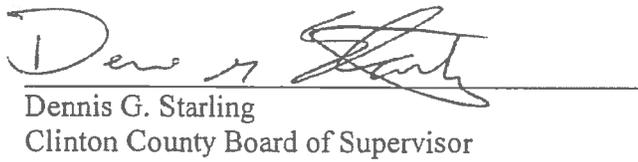
## RESOLUTIONS REFERRED TO IN THIS MANUAL

<u>Effective Date</u>	<u>Resolution No.</u>	<u>Subject</u>
July 1, 1998	#98-143	Vacations (Superseded) Bereavement Leave (Amended with this Policy) Meals (Superseded)
March 5, 1993	#93-37	Benefits during Unpaid Leave
July 1, 1994	#94-145	Vacations (Supersedes #143) Sick Leave Conversion Sick Leave Accumulations (Deleted - #99-175) Longevity Pay
June 23, 1997	#97-113	Mileage Reimbursement
January 28, 1998	#98-33	No Smoking in County Owned Buildings
August 9, 1999	#99-159	Meal Reimbursement (Supersedes #97-113)
August 25, 1999	#99-175	Deletion – Non-Union Personnel Sick Leave Hospitalization Recovery Policy
June 17, 2002	#02-131	Mileage Reimbursement (Supersedes #97-113)
June 26, 2002	#02-143	Adopted Personnel Polices and Employee Regulations
December 30, 2002	#02-254	Mileage Reimbursement (Supersedes #02-131)
November 17, 2003	#03-249	Military Leave Policy
August 27, 2007	#07-222	Employee Personnel Files Policy
June 30, 2008	#08-199	Mileage Reimbursement (Supersedes #02-254)
June 22, 2009	#09-194	Mileage Reimbursement (Supersedes #08-199)
June 21, 2010	#10-190	Mileage Reimbursement (Supersedes #09-194)

Effective this 4<sup>th</sup> day of October, 2010

  
Jill M. Davison, Chairperson  
Clinton County Board of Supervisor

  
John F. Staszewski  
Clinton County Board of Supervisor

  
Dennis G. Starling  
Clinton County Board of Supervisor

  
Eric Van Lancker  
Clinton County Auditor



## POLICIES AND PROCEDURES

*new*

In order to maintain safe, efficient, harmonious operations and to continue to provide the highest standard of public service, the County has adopted the following policies and procedures.

These policies and procedures can be modified by the Employer as changing conditions warrant. The Employer may take whatever disciplinary action it deems appropriate in response to a violation, even if it is not included in the following list. You must understand that any violation, whether or not it is included in these policies and procedures, may result in disciplinary action, up to and including discharge, without prior warning. The Employer expects your complete cooperation in observing these policies and procedures, which have been designed for our common protection and benefit.

### Absenteeism/Tardiness

1. Regular and prompt attendance is a condition of employment. Failure to maintain good attendance will result in disciplinary action. If an absence is necessary for any reason it should be authorized in advance or, if advance authorization is not possible, notice should be given to the immediate supervisor as early as possible, prior to the start of the work shift.
2. An absence is any time missed from a scheduled work day except for pre-approved leaves of vacation, sick leave – pre-approved in advance, funerals, jury duty, work related injury, lack of work, Family Medical Leave, military training or other leave provided by law.
3. Unpaid personal leave is counted as an absence from work since it is beyond allocated leave time, even if scheduled in advance.
4. Employee attendance is reviewed periodically and excessive absence will be cause for disciplinary action. Consecutive absences for sick leave will be rated by the number of occurrences rather than the number of days absent so that an extended illness would count as one absence. Absences for partial days will be cumulative with one absence counted for each one-shift equivalent.
5. Although there may be legitimate reasons for repeated absence from work, regular work attendance is a factor of performance and is required for continued employment. Employees with excessive absences will be provided guidance and opportunities for correction in accordance with the following schedule, however, failure to meet attendance standards could result in termination of employment.

### Examples:

If an employee has a non-FML absence and misses work on Tuesday and Wednesday for the same condition, this shall count as one occurrence.

If an employee has a non-FML absence and misses 4 hours on one day, this shall count as a partial occurrence.

### Discipline:

Verbal Warning – Employees with more than 7 absences, in a 12 month period, will first be given a verbal

warning that their attendance must meet County standards or be subject to disciplinary action.

Written Warning – Employees with more than three absences, in the 6 month period following a verbal warning will be given a written warning and a six month probationary period.

Suspension – Employees with more than three absences, during the 6 month period following a written warning will be given a 5 day suspension and final warning.

Termination – Employees with any absence during the six months following a suspension and final warning will be subject to termination from employment.

6. Employees are encouraged to use accrued vacation leave to cover unpaid sick leave, family emergencies, and other absences when possible. This practice helps to reduce future work absence and provides an opportunity for continuation of pay.
7. Paid vacation time is earned as part of work compensation and is accrued. Unless otherwise approved by the employee's supervisor, vacation leave should be scheduled at least 24 hours in advance and is subject to workload and availability of replacement workers. Unless otherwise approved by the employee's supervisor, vacation not scheduled in advance will be counted in accordance with this policy.
8. An employee who misses three consecutive days of work due to an illness or injury, may be required to provide medical documentation substantiating the absence.
9. An employee who continually refuses to perform according to County policy will be considered to have forfeited the opportunity for guidance and correction.

Repeated absenteeism and/or tardiness may result in disciplinary action, up to and including termination. If an employee is absent from work for three (3) consecutive days without informing management, it will be assumed that the employee voluntarily resigned and employment will be terminated as of the last day worked by the employee.

Clinton County reserves the right to alter this policy in the case of pandemic health issues.

#### **Dress Code**

Clinton County places a high priority on the employee's appearance. Since employees are in direct daily contact with the public, the public will remember the employee as a representative of the county and will be watching how the employee looks, acts and talks. We expect the employee to dress and groom themselves during working hours in such a manner as to reflect favorably upon the employee and the county. Dress according to the requirements of the individual position.

#### **Workplace Violence**

The County is committed to preventing workplace violence and maintaining a safe work environment. Therefore, the County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on Company premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms,

weapons, and other dangerous or hazardous devices or substances are prohibited from the premises without proper supervisor authorization. In addition, all suspicious individuals or activities should be reported as soon as possible to management. Conduct that threatens, intimidates, harasses or coerces another employee, customer, or member of the public, will not be tolerated.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisor, department head or the Board of Supervisors before the situation escalates into potential violence. The County will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical, and employees will not be disciplined for raising legitimate concerns. In order to maintain workplace safety and the integrity of its investigation, the County may suspend employees pending investigation.

### **INCLEMENT WEATHER/EMERGENCY CLOSING**

In the event of inclement weather, and the County buildings remain open, employees who choose not to report to work shall use earned compensatory time, vacation or leave without pay for their absence. See addendum on Closure of County Buildings.

### **PERFORMANCE EVALUATIONS**

Employees may be evaluated by the employee's supervisor or department head at least annually, and at such other times as deemed appropriate by the department head

### **HEALTH/SAFETY**

#### *Substance Abuse*

As an element of our commitment to a safe work place, it is the policy of the County to strictly prohibit conduct that may endanger the safety of others. The following conduct of employees at work or on County property is strictly prohibited: the unauthorized use, possession, sale or being under the influence of controlled substances or alcohol. If an employee has been prescribed medications that may alter their work in any way, they must report such prescriptions to their immediate supervisor or another member of management so that an appropriate safety assessment can be made.

Any employee who is experiencing issues with alcohol or drug abuse will be referred to the Employees Assistance Program.

#### *Smoking*

We do not allow the use of any tobacco products on any County property or equipment unless there is a designated outdoor area for such purposes.

#### *Safety*

The employer expects its employees to conduct themselves in a safe manner. Therefore, each employee is subject to the following safety provisions:

- The County is responsible for providing the training and resources needed for each employee to perform their work safely.

- Each employee is responsible for working safely by utilizing the training and resources provided by the County.
- Employees must observe all safety rules posted in various areas, and follow all applicable OSHA, State and County Safety manual safety regulations.
- In the event an employee fails to heed the advice of co-workers concerning an unsafe act, the co-workers must immediately report such an occurrence to their immediate supervisor.
- Each employee has the responsibility to immediately correct any unsafe condition, regardless of departmental jurisdiction. If unable to correct the unsafe condition, the employee must report the condition to their immediate supervisor.
- Any employee has the right to challenge in good faith, without retaliation, any act or condition he or she considers unsafe.
- To promote safety to our employees and customers, employees must immediately report all incidents occurring with or without injury, to their supervisor.
- To identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence, the County may conduct video surveillance of non-private workplace areas.

#### *Employee Assistance Program*

Any county employee and their immediate family members in need of counseling may be referred to the Employee Assistance Program (EAP). EAP is free, confidential and completely voluntary. The County is not notified if an employee uses the program, and the County pays for this benefit. Some issues which EAP will help to resolve are:

- Marital
- Emotional Stress
- Alcohol/drug abuse
- Caring for the elderly
- Family Illness
- Family
- Financial
- Job Stress
- Legal

#### **DISCIPLINE**

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of Clinton County to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated on the more serious first offense.

*now* In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned. Disciplinary action will be issued in a manner which will minimize embarrassment to the employee.

All disciplinary actions will be thoroughly documented in writing appropriate to the infraction committed. A copy should then be given to the employee, and a copy maintained in the employee's personnel file. If the action involves an employee covered by a collective bargaining agreement, said agreement may also require a copy be sent to the appropriate union steward.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the department head, an infraction is readily correctable and is of lesser consequence.

### **GROUNDS FOR DISCIPLINARY ACTION**

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives which prompted it. Related and mitigating factors would be considered when determining the appropriate action to take. Each of the following work related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other county employee or individual in the community, including verbal or nonverbal sexual or racial harassment.
2. Violation of any lawful and reasonable county or departmental policy.
3. Destruction or loss of county property, including abuse of tools, equipment and/or clothing allotments.
4. Absence from duty without permission, proper notice or satisfactory reason.
5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information.
6. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.
7. Being under the influence of narcotics, alcohol or other physically impairing or illegal substances on the job.
8. Possession of any type of firearms, explosives or concealed weapons (without specific authority).
9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her county job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the county from taking disciplinary action.)
10. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.

*new*

11. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
12. An attendance record which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.
13. The Department Head or elected official may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

### **County Property/Personal Property**

Upon employment and thereafter, employees may be issued supplies or other County equipment. Employees are expected to use and maintain supplies and equipment in a conservative manner. Employees are responsible for the general condition of County equipment and issued supplies and should notify your supervisor when any equipment is broken, damaged, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

County equipment essential in accomplishing job duties are expensive and may be difficult to replace. When using County property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

The County does not assume any liability for lost or stolen employee articles on or off County premises. Desks, lockers and other storage devices, including any articles found within them, on County property can be inspected by management at any time without notice.

### *Vehicles*

Employees who use County vehicles as part of their job are expected to use and maintain them in a conservative manner. In addition, employees are expected to exercise care, maintain required service, and follow all operating instructions, guidelines, and safety standards in accordance with Iowa and Federal law. This also includes refraining from the consumption of alcoholic beverages and/or any illegal substances immediately prior to or during use. There is no smoking during the use of a County owned vehicle. Employees are responsible for the general condition of County vehicles and should notify management in the event a vehicle is damaged or in need of repair. In addition, all employees who operate County vehicles are required to have and maintain a valid driver's license and shall be required to show proof of such.

Personal use of County vehicles is prohibited without prior authorization from management. If approved, employees are held to the same standards during personal use as with business use. The unauthorized, improper, careless, destructive, or unsafe use or operation of County vehicles, as well as excessive or avoidable traffic and parking violations while operating or in possession of a County vehicle, may result in disciplinary action, up to and including termination of employment. When employment ends, full vehicle inspection may be required and employees may be held responsible for damage above and beyond normal wear and tear.

### *Communications Equipment*

Telephones, cellular phones, facsimile (fax) machines, postage machines and computers are available to employees who are required to use them as part of their job. These are provided for the purpose of

conducting business and corresponding with customers for business purposes. As such, employees should demonstrate proper business etiquette with all related correspondence.

Phone calls of a personal nature should be kept to a minimum to decrease work disruption and help avoid busy signals when customers call. We expect employees to use non-work time, rather than paid work time, to conduct any personal phone calls (including personal cell phones), except in the case of an emergency. All employees are expected to answer their phones promptly, identify themselves by name, use a pleasant tone of voice, transfer calls tactfully, and give accurate and careful answers. Personal long distance calls are not allowed.

E-mail and the Internet are to be used primarily for business purposes, meaning that use of such equipment and systems must be job-related. Limited, occasional or incidental use of these systems for personal purposes is acceptable, if done in a professional manner that does not interfere with business use. Web sites such as chat rooms, games, personal shopping, stock trading, hate/discrimination, and pornography are prohibited.

E-mail messages reflect the County image. They should be composed in a professional manner that is similar to messages sent on County letter-head. Employees should keep in mind that electronic files are subject to discovery and may subsequently be used in litigation involving the County or the employee. Therefore, it is expected that employee statements in electronic messages and files will reflect favorably on the County and on the employee.

In order to keep the electronic communication systems and computer systems running efficiently, employees should delete unnecessary electronic messages stored in the system. Employees should refrain from opening any e-mails of unknown content or suspicious nature that might contain viruses.

The Iowa Open Records Act (Chapter 22, Code of Iowa) and the Freedom of Information Act, as interpreted by the Courts indicate that electronic files obtained via the Internet and e-mail communications are public records and subject to inspection by the public in the same manner as paper documents.

In the case of confidential records, any password on either a file or screen must first be recorded with the appropriate department head or elected official. Information, which is protected from inspection by the public, is still subject to inspection by the appropriate county official.

All departments downloading software and other material not specifically required for the execution of your duties, whether from the Internet, e-mail or any other electronic source, is prohibited without written consent from the Information Technology Department. All requests to the Information Technology Department must come in writing from the department head/elected official. If the download is authorized, all materials are required to be checked for viruses, spyware, etc., before being loaded to a networked personal computer by Information Technology.

Loading any software on Clinton County's computers is prohibited without the written consent of the Information Technology Department. All requests to the Information Technology Department must come in writing from the department head/elected official. Loading any software that is not fully licensed is prohibited at all times.

All personal devices, including but not limited to iPods, Personal Digital Assistants (PDA's), personal

laptops without official County purpose are prohibited from being connected to the Clinton County network. Personal devices used for official County purpose can be connected to the Clinton County network with approval from Information Technology.

There should be no expectation of privacy from inspection by Clinton County of any materials on the County's computers.

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy. Employees are reminded that the County abides by the Iowa Whistle Blowers Act. The act states, "A person who discharges or discriminates against an employee because the employee filed a complaint, provided information to the board for a possible board-initiated investigation, or provided information during the course of a board investigation shall be subject to the board's complaint process if the employee filed the complaint or provided the information in good faith. If it is determined after a contested case proceeding that a person has impermissibly discharged or discriminated against an employee, the board may impose sanctions as set out in Iowa Code section 68B.32D. For purposes of this rule, "good faith" means that any statements or materials in a complaint, in information provided to the board for a possible board-initiated investigation, or provided in information during the course of a board investigation were made or provided with a reasonable belief that such statements or materials were true and accurate.

## **BENEFITS AND GUIDELINES**

### **Holidays**

All eligible employees shall receive their regular compensation for 11 holidays, as defined annually in a resolution passed by the Board of Supervisors or any other days proclaimed in writing, as a County holiday, by the Board of Supervisors during which the public offices of the County are closed.

If a holiday falls during an employee's scheduled vacation, he or she shall receive holiday pay instead of vacation pay.

Any employee who has an unexcused absence on the last regular work day preceding a holiday or on the next regular work day following a holiday shall forfeit his/her right to payment for that holiday.

When the holiday falls on a Saturday, the proceeding Friday will be observed. When the holiday falls on a Sunday, the following Monday will be observed.

### **Vacation**

Each full time employee in the County's service shall be entitled to a vacation, with pay, in accordance with the following schedule:

#### **Length of Services**

Upon completion of one (1) year of service  
Upon completion of seven (7) years of service  
Upon completion of fifteen (15) years of service  
Upon completion of twenty-one (21) years of service

#### **Amount of Vacation**

Ten (10) working days  
Fifteen (15) working days  
Twenty (20) working days  
Twenty-five (25) working days

Vacations earned shall be taken during the next twelve-month period or deemed waived. Any exception

or carryover must be approved by special arrangements with the elected official or department head. Vacations are to be scheduled with the elected official and/or department head. Vacations may not be taken in increments of less than one half day. No more than one person may be off, at the same time, without the approval of the elected official or department head.

Validation of the individual's service records by the elected official or department head will be required to substantiate qualification for vacation eligibility.

### **Leaves of Absence**

1. **Sick Leave.** Every full time employee is allowed sick leave with pay for absences due to illness. Sick leave accrues at the rate of one (1) work day with pay for each completed month of service and may accumulate to a maximum of 100 days. Sick leave will not be paid in advance but must be earned prior to the date of the illness. Payment of accrued sick leave benefits will begin on the first day of absence. If a County-designated holiday falls within the paid sick leave, that day will be counted as a holiday and not as a sick leave day.

Every employee should inform his or her supervisor that he or she will be absent for reasons of illness and its expected duration and the Department Head may request satisfactory medical evidence that an employee is fit to return to duty at the end of a sick leave. The Department Head may also, at his/her discretion, request verification that an illness has occurred.

Under no circumstances can sick leave be used as paid vacation. Sick leave benefits shall not be paid under the following circumstances:

- a. Illness or injury received and healed during vacation or leave of absence.
- b. Illness or injury occurring after the employee has given notice of resignation, unless there is sufficient documentation from a medical professional that sickness has occurred between the date the notice of resignation has been submitted but before the final day of employment.
- c. The Employer reserves the right to withhold payment of sick leave benefits when there is reasonable doubt concerning the validity of an illness.

On separation from County service, all sick leave credit shall be cancelled and may not be reinstated.

Upon notice of separation, employees shall not be eligible to use accrued sick leave.

Accumulated sick leave may be used for any of the following:

- a. If the employee is medically unable to work.
- b. Day of surgery for spouse or child. Item "B" is separate from this item.
- c. Medical or dental appointments which cannot be scheduled during non-working hours.

In a calendar quarter, if no sick leave is used, the employee earns 8 hours of paid time off work. No earned time can be carried over to the next calendar year, except time earned in the last quarter.

2. **Bereavement Leave.** In the case of the death of a full time employee's spouse or child, leave with pay will be granted for up to five (5) consecutive working days, as authorized by the Department

Head. Absence with pay for three (3) consecutive working days may be authorized by the Department Head for other members of the immediate family, i.e.: father, mother, brother, sister, step-children, grandparents, grandchildren, mother-in-law, father-in-law, sister-in-law and brother-in-law.

In cases of death of persons not included in the immediate family, the Department Head may authorize leave without pay.

In cases where extended absence is needed, the Department Head may authorize vacation time or unpaid absence.

Only scheduled work days missed will be included in the consecutive three-day leave for which pay is allowed. Days which would not have been scheduled workdays must be included in the three-day period.

3. **Jury Duty.** Any employee selected for jury duty shall receive a paid leave of absence for the time the employee spends on such duty. If an employee is called for jury duty, the employee should promptly notify his or her immediate supervisor. The employee shall receive the normal work day's pay and shall return to the Employer, pay received as a juror, except mileage. An employee who is summoned for jury duty, but is not selected, or an employee who is released from jury duty with an hour or more remaining on the employee's shift shall return to work.
4. **Witness Leave.** If an employee is subpoenaed as a witness in a court action not involving criminal or civil action by or against the employee, he/she shall receive a paid leave of absence for time the employee spends on such duty. The employee shall receive the normal work day's pay and shall return to the Employer, pay received as a witness, except mileage. Employees who are subpoenaed to testify on matters arising from or relating to their employment shall continue to be paid their regular hourly rate, or the overtime rate if eligible, for the time spent as a witness.
5. **Personal Days.** Each employee shall receive 3 paid personal days per year, and such personal days may not be carried over past the employee's anniversary date. A personal day may be used by an employee for whatever purpose the employee chooses, and may be used in one-half (1/2) day increments. Employees must obtain approval from their immediate supervisor at least twenty-four (24) hours prior to the personal day requested, except in verifiable emergencies when the employee should notify his/her supervisor prior to the start of his/her shift.
6. **Work-Related Injuries.** To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by workers' comp insurance. The amount and duration of benefits payable depend on the nature of your injury or illness. If an employee is injured while working either the Department Head or the employee need to call COMPANY NURSE ON CALL at 1-800-740-5017. (If there is an accident involving a county vehicle, an accident report form needs to be completed, and faxed to Public Entity Risk Services at 515-309-9909 and a copy sent to the Auditor's Office.) - *new*

Employees eligible for paid sick leave may use sick leave for periods of time not covered by workers' compensation and to supplement the difference between the worker's comp benefits and the employee's regular pay. If you elect to do so, the Employer will pay you for the difference between the regular take home pay you would have received had you continued working and the

amount of your worker's compensation payment.

7. **Family and Medical Leave.** In accordance with the Family Medical Leave Act (FMLA), Clinton County will grant up to 12 weeks unpaid leave annually, based on the previous rolling 12 month period. To be eligible for this leave an employee must have worked for Clinton County for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition.
2. Birth, adoption or placement of a child.
3. Caring for a spouse, child or parent, with a serious health condition.

You must provide a written request for leave and sufficient medical certification to the Auditor's Office within 15 calendar days from the date of your absence. Clinton County reserves the right to request re-certification at the county's discretion in accordance with federal law.

The annual FMLA allowance will run concurrent with any Workers' Compensation leave.

Your insurance benefits will be maintained for up to 12 weeks during your leave under the same conditions as if you continued to work. You must continue to pay your portion of the insurance premiums. You must make arrangements for payment of these premiums in a timely manner. If your leave extends for more than 12 weeks, you will become responsible for payment of the entire health insurance premium to maintain coverage.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you do not return to work following FMLA leave you will be required to reimburse the county for your share of health insurance premiums paid on your behalf.

You will be required to present a certificate from your physician releasing you to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, Clinton County shall assume that the employee has resigned.

Employees will be required to use all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation.

8. **Military Leave** Clinton County shall abide by all Federal and State laws relating to military leave.

See attached Military Leave Policy Resolution #2003-249.

9. **Unpaid Leave of Absence.** It is the policy of Clinton County to grant unpaid leaves of absence to its employees when the requests are compatible with a department's operational needs and scheduling requirements. Employees may request an unpaid leave of absence for public service

leave, extenuating medical circumstances or unpaid bereavement leave.

An employee desiring an unpaid leave of absence shall make a written request to his/her department head, setting forth the reason(s) for the request and the duration of the requested leave.

A request for an unpaid leave of thirty days or less will be approved or disapproved promptly by the Department Head.

A request for an unpaid leave of more than thirty days will be forwarded with recommendation by the Department Head to the Board of Supervisors or appropriate governing board. In no event shall unpaid leave, under the provision of this policy, be approved for more than six months by the Board of Supervisors or appropriate governing board.

Upon return from an unpaid leave of absence, Clinton County will attempt to place the employee in his/her former position at the salary and step occupied at the time such leave began; provided however, that the employee is able to perform the essential functions of his/her position. In the event the former position is not available or, the employee is not able to perform the essential functions of his/her position, Clinton County will attempt to place the employee in another position consistent with qualifications, ability, and staffing requirements. At no time will employees utilizing this policy be guaranteed a position upon return from an unpaid leave of absence.

An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned his/her position, unless a written request for extension has been submitted by the employee, recommended by the Department Head, and approved by the Board of Supervisors.

While on an unpaid leave of absence, an employee shall not accrue sick leave or vacation benefits. Nor shall time spent on an unpaid leave of absence be considered time worked for the purpose of receiving an in-grade wage increment. The employee must pay his/her own group health and life insurance premiums for that portion of an unpaid leave of absence in excess of thirty (30) days unless on Family Medical Leave.

In considering an employee's request for an unpaid leave of absence, the Department Head shall require the employee to use available vacation and/or compensatory time accruals prior to being placed on leave without pay.

#### **IPERS**

The County pays a state regulated percentage of your salary in addition to the employee's contribution for your retirement program, known as IPERS. It is mandatory that starting with your first paycheck that you participate in this retirement system. Employees hired for temporary employment of 6 months or less duration will not be covered by IPERS.

#### **Health Benefit Plans after Employment Termination**

The County shall allow an employee who terminates employment before sixty-five years of age to continue participating in the County's health plan, at the employee's own expense, until the employee attains sixty-five years of age. This policy is limited to "eligible former employees". An "eligible former