

# CEDAR COUNTY



# EMPLOYEE HANDBOOK

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

Just as you retain the right to terminate your employment at any time for any reason, Cedar County retains a similar right. No policy or practice of Cedar County should be construed to change this relationship. Only the Board of Supervisors of Cedar County 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.

Welcome to Cedar County. It is our desire that you enjoy your work and perform it to the best of your abilities. We strive to provide a pleasant working relationship and service to the citizens of Cedar County.

This book brings together information about benefits, policies, rules and other conditions of employment that apply to you. If changes occur in these policies, you will be notified. Every effort has been made to convey accurate and clear information throughout this book, but no written summary can completely and without exception cover every situation that may develop. You are responsible for all information contained in this book. If you have any questions, please feel free to discuss them with your Department Head, or the Human Resources designee.

All employees of Cedar County shall be covered by these policies except:

- Elected officials
- Members of the citizens' boards and commissions
- Any other person hired on a contracted basis
- Employees / Persons covered by a 28E Agreement unless otherwise specified in a 28E agreement

The personnel policies of Cedar County may vary somewhat between departments. This is necessary because of the various duties and hours required of some departments and the various state and federal regulations, which must be followed. Each Department Head may establish additional policies for the purpose of handling matters applicable to their specific department. These rules shall not conflict with the personnel rules established by the County and must be approved by the appropriate governing Board.

This booklet is not a contract, but is intended solely to give eligible employees a short description of the benefits and working conditions in the County. Cedar County is an employment at will employer. If at any time there should be conflict between a description in this booklet and a labor contract, or an applicable state or federal statute, or both, the terms of the actual contract or statute will govern in all cases.

## **RECRUITMENT AND SELECTION**

It is the policy of Cedar County to recruit and to select the best qualified persons for employment. Recruitment and selection will be conducted in an affirmative manner, insuring open competition, providing equal employment opportunity, and prohibiting discrimination because of race, creed, color, religion, sex, national origin, disability, age, political affiliation, citizenship, sexual orientation or other factors protected by law.

## DEFINITIONS

### **Regular Full-Time Employee:**

A regular full-time employee is one who has completed his/her orientation period and is normally scheduled to work the minimum hours per week as listed below for the various departments.

Courthouse (Treasurer, Auditor, Recorder, Environmental Health and Zoning, Relief General Assistance and Veterans Affairs Thirty-five (35) hours per week.

Secondary Road Department: Forty (40) hours per week for Maintenance employees. Thirty-seven and one-half (37 ½) hours per week for Engineering and Office employees.

Sheriff's Department: Office & Clerical: Forty (40) hours per week. Deputies, Dispatchers & Jailers: See Hours section.

Assessor's and County Attorney's Office: Thirty-seven and one-half (37 ½) hours per week.

Conservation, Public Health Nursing, Home Care Aide, Community Services, and Case Management, Maintenance: Forty (40) hours per week, except for designated Clerical employees.

Transfer Station: Forty (40) hours per week.

-- Those who work 30-40 hours per week or 60-80 hours per pay period will be at the 100% level for benefits.

### **Regular Part-Time Employee:**

A regular part-time employee is one who has successfully completed a probationary orientation period and is regularly scheduled to work less than thirty hours per week. Regular part-time employees shall receive vacation, sick leave, and health insurance benefits (if desired) on a pro rata basis as follows:

--25-29 hours per week or 50-58 hours per pay period, 75% level of benefits

--One-half the department's normal hours to twenty-four hours per week or forty-eight hours per pay period, 50% level of benefits

For the purpose of determining the level of benefits percentage, hours for a regular part-time employee working in more than one department may be combined.

Employees working less than one-half of their department's normal hours per week are eligible for sick leave benefits only. These employees will be offered 5% of the hours worked per pay period in sick leave accumulation.

**Seasonal or Temporary Employee:**

A seasonal or temporary employee is one who is hired to work for a period of six months or less. Seasonal or temporary employees are not entitled to any of the fringe benefits described in this handbook, but are subject to the same work rules governing full-time employees.

**Exempt Position:**

An exempt position is a salaried position in which the employee is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of time off (compensatory time) or cash.

**Non-exempt Employee:**

A non-exempt position is one in which the employee is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation.

**Orientation Period:**

A new employee shall normally serve a orientation period of six months. (Deputy Sheriffs will serve a orientation period of up to one year or six months following graduation from the Iowa Law Enforcement Academy at the discretion of the Sheriff.) Said orientation period may be extended at the department head's discretion. New employees are not eligible for any fringe benefits except health insurance. A new employee will accrue sick leave during his/her probationary period, but he/she is not eligible to use sick leave during his/her orientation period, nor are they eligible for vacation and/or holidays, or personal days. A new employee will accrue holiday hours during his/her orientation period, which will be paid only after completion of the orientation period. At six months, the new employee will be evaluated to determine if:

- The employee should be considered a regular full-time or part-time employee eligible for continued employment and possible promotions and/or increased compensation.
- The employee should be terminated.
- In justifiable cases, an employee's orientation period may be extended in lieu of #2 above.

During the orientation period, the Employee may be terminated from employment at any time and for any reason and shall not be entitled to the availability of the Complaint Procedure/Resolving Disagreements Provisions of this Employee Handbook. However, if a terminated Employee alleges that the termination of their employment is in violation of public policy and requests a hearing, they may be afforded a termination hearing before the Board of Supervisors or appropriate governing board as provided in Step Four of the Complaint Procedure/Resolving Disagreements portion of this Employee Handbook. Any such request for a termination hearing shall be made in writing by the Employee and presented to the Board of Supervisors or appropriate governing board within five working days of the date of termination and shall set forth in detail the reasons the Employee believes the termination to be in violation of public policy. Upon receipt of such request for hearing, within five working days, the Board of Supervisors or appropriate governing board shall assess such request and may schedule a termination hearing if they find that the written request may set forth a credible issue of whether or not the termination may have been in violation of public policy.

Such termination hearing, if any, shall be scheduled within ten working days of the Supervisors' decision to grant a hearing and Employee will be notified of such hearing.

### **Employment at-Will**

Employment with Cedar County is on an at-will basis, except for persons entitled to rights under Veteran's Preference as outlined in the Iowa Code. As such, either the County or the employee may terminate the employment relationship at any time for any reason or for no reason. The only exception to this provision is in the event of a written contract with an employee to the contrary. Nothing in these Personnel Policies or in other rules or policies adopted by the Board of Supervisors shall in any way be construed to create an employment contract, either express or implied.

## **JOB POSTINGS**

All current County job openings will be posted at the Human Resources Office. In the selection of an applicant to fill the vacancy, Cedar County will consider the following:

- Qualifications.
- Attitude, skill, ability, and past performance.
- Efficiency.
- Disciplinary record.
- Length of service.

## **PERFORMANCE APPRAISAL**

During the employee's orientation period, he/she shall be evaluated at the end of the 6 month orientation period. After completion of his/her orientation period, each employee shall be evaluated once a year or more frequently as deemed necessary by his or her Department Head. The employee will be counseled about his/her strong points and any areas in which improvements or corrections may be needed. A copy will become a part of the employees "official" personnel record kept in the Auditor's office. The purpose of the evaluation is to provide an opportunity for either the Department Head or supervisor and the employee to discuss his/her performance and progress, to set goals for development, and to discuss any problem areas or concerns related to employment.

## **PRE-EMPLOYMENT PHYSICAL**

After a formal job offer has been made, each prospective regular full-time and regular part-time employee is required to submit to a post offer pre-employment examination before the applicant can be employed, the medical professional must state that the applicant can perform the essential functions of the job. This examination should be completed and the results submitted to the employer prior to the employee's first day of work. The cost of this examination will be paid by the employer. Part-time summer and temporary employees may be required to have physicals if determined by the Department Head. Law enforcement personnel and other positions required by law, must submit to a drug test prior to employment.

## **REQUIRED PHYSICALS**

Where any supervisory personnel of the County are concerned about an employee's general health, as it relates to their apparent ability to perform their usual job functions, the supervisory personnel may request a complete medical assessment by a medical doctor selected by the County. Cedar County will pay the remaining cost of the examination not covered by medical insurance. The results shall be available to the appropriate Department Head and may be provided to the appropriate governing board when necessary and become part of the employees confidential medical file.

All Public Health and Law Enforcement employees shall be required to have an assessment of tuberculosis status annually.

If an employee is medically determined to be unable to continue in their present employment capacity, and appropriate reasonable accommodation cannot be found, the employee may be subject to termination of employment.

## **TESTING**

The costs associated with the administration of any psychological or related mandated testing or screening required as a condition of employment either by federal/state statute or departmental policy shall be paid by the employing department.

## **MEDICAL FILES**

Pursuant to the Health Insurance Portability and Accountability Act of 1996 (H.I.P.A.A.) all medical information maintained by Cedar County will be held in confidential medical files separate from the regular personnel files, in a locked cabinet. Access to medical information will be limited to supervisors, managers or others as permitted by law, who need to know about medical restrictions or accommodations for the employee.

## **LIGHT DUTY**

The purpose of this policy is to establish guidelines and procedures for employee restricted work assignments while temporarily unable to perform their normal work assignment as a result of a personal illness or injury.

### **Work Related Incapacity**

Employees temporarily incapacitated as a result of work related circumstances will be required to perform assigned work as soon as a competent medical authority has determined that they are capable of performing those specific duties assigned and such work would not be inconsistent with ongoing medical treatment.

The Department Head, or designee, shall determine specifically which work assignments are appropriate and shall then obtain the appropriate medical clearance. Such employees will be required to perform duties as assigned and those assignments may include work in any County department or office.

Cedar County will not accommodate non work related injuries or illnesses.

## **HOURS OF WORK AND OVERTIME**

The purpose of this Article is intended to define the normal hours of work, and shall not be construed as a guarantee of hours of work per day or days of work per week. The Employer shall make determination of daily and weekly hours of work.

### **Workweek - County Attorney's Office**

The normal workweek for the Legal Assistant and Secretary in the Cedar County Attorney's office will consist of five, seven and one-half (7 ½) hour days. The normal weekday will be from 8:00 a.m. to 4:00 p.m., Monday through Friday, with a one half (1/2) hour unpaid lunch period, which will normally be taken between noon to 1:00 p.m. There shall be one fifteen minute paid break during each one-half (1/2) day shift. The time for lunch and breaks may vary at the discretion of the County Attorney.

### **Workweek – Courthouse**

The normal workweek for regular full-time employees shall consist of five seven hour days. The normal workday will be from 8:00 a.m. to 4:00 p.m. (Public Health Nursing 8:00 am to 4:30 p.m. Community Services from 7:30am – 4:00pm), Monday through Friday, with a one hour unpaid lunch period, which will normally be taken at or near the middle of the seven hour shift. All employees shall normally have a fifteen minute paid break during each one-half shift. The times and arrangements for lunch and rest periods may vary, depending on the nature of the work being performed and will be granted at the discretion of the Department Head.

### **Workweek – Secondary Road**

The normal workweek for regular full-time employees shall consist of five, seven and one-half hour days. The normal workday will be from 8:00 a.m. to 4:00 p.m., Monday through Friday, with a one half hour unpaid lunch period, which will normally be taken between noon to 1:00 p.m. There shall be one fifteen minute paid break during each one-half day shift. The time for lunch and breaks may vary at the discretion of the County Engineer.

### **Workweek – Sheriff’s Department**

#### **Deputy Sheriff Workweek**

The normal workday for regular full-time Deputies shall be as follows: Ten hours per day will be considered on duty. The normal on duty shifts will be 07:00 to 17:00; 17:00 – 03:00 ; 21:00 – 07:00. The normal workday for Investigators shall be as follows: Ten hours per day will be considered on duty. The normal shifts will vary depending on the nature of the cases being investigated. Deputies and Investigators are on a 28 day 160 hour pay period. Normally, there will be a thirty minute paid lunch period available for each officer; however, a Deputy is expected to be on duty at all times. The times and arrangements for lunch periods may vary, depending on the nature of the work being performed and will be granted as time permits, except it will not be permitted within the first two hours or the last one hour of the shift.

Work schedules showing the employees’ shifts, workdays, and hours shall normally be posted at the beginning of each month. Schedules may be changed for the efficient operations of the office. Prior approval by the Sheriff or Chief Deputy is required for all over-time worked, except for emergency situations, which develop while an employee is on duty. Actual over time approval in such a situation may be delayed until there is a break in the action or until the situation is resolved if it is of short duration.

#### **Correctional Officer Workweek**

SEE UNION CONTRACT

#### **Dispatcher Workweek**

SEE UNION CONTRACT

#### **Office and Clerical Employee Workweek**

The normal workweek for regular full-time office and clerical employees shall consist of five eight hour days. The normal workday will be from 8:00 a.m. to 4:00 p.m., Monday through Friday. The times and arrangements for lunch may vary, depending on the nature of the work being performed and will be granted at the discretion of the Sheriff.

### **Workweek – Conservation**

The normal workweek for regular full-time employees shall consist of five eight hour days. The normal workday shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a thirty minute unpaid lunch period, which shall normally be scheduled at or near the middle of the eight hour shift.

### Workweek-Solid Waste

The normal workweek for Solid Waste Commission employees will be the hours of 6:00 a.m. to 4:00 p.m., Monday through Saturday with two days off during the week dependent on seasonal and special event waste flow. When working weekdays, employees will be given a one half hour paid lunch period which will normally be taken near the middle of the day. Employees shall also be given a paid fifteen minute break during each half day shift. Times and arrangements for lunch and rest breaks will be granted at the discretion of the Solid Waste Manager.

## **OVERTIME/COMPENSATORY TIME**

### Standard Criteria

- For non-exempt employees, the choice between compensatory time or cash payment will be at the discretion of the Department Head.
- Paid leaves, vacation time and compensatory time shall not be counted as working time for the purpose of determining overtime or compensatory time.
- Except for emergencies, the employee's Department Head must approve any work in excess of the normal work period in advance.
- If employees don't voluntarily schedule the compensatory time, the Department Head is permitted to schedule such until hours are reduced.
- Compensatory time in excess of eighty for public safety and forty hours for all other employees must be used prior to using vacation or personal time.
- Anyone leaving employment with Cedar County will be paid for compensatory time not used.

### Criteria Variances

- **Exempt Employees**  
Exempt employees shall not receive overtime compensation either in the form of pay or time off. The Department Head may, however, grant reasonable periods of time off to these employees when he/she feels that it is warranted.

- **Sheriff Deputies**

All non-exempt road deputies shall be paid in cash or granted compensatory time off at the rate of one and one half hours off for each hour of overtime worked for all hours worked in excess of one hundred seventy-one in a twenty-eight day period. Deputies will be paid cash for hours worked over one hundred sixty up to one hundred seventy one in a twenty eight day pay period. This pay will be at straight time.

The workweek shall begin on Sunday and end the following Saturday except for those in public safety, whose workweek begins on Monday and ends the following Sunday.

Any compensatory time in excess of eighty hours for those engaged in public safety must be taken off in the next four work periods (public safety 4 x 28 day periods.)

If an emergency occurs that prevents employees from taking compensatory time off in a timely manner, the Department Head has the authority to extend the four work period limit. The appropriate Governing Board should be notified.

At the last pay period in the fiscal year, compensatory time balances will be cashed out or reduced to eighty hours for public safety, unless leave is scheduled in the following quarter by the employee and approved by the Department Head.

If a Deputy Sheriff uses leave time (personal, vacation compensatory time, etc.) during the 1<sup>st</sup> two weeks of their 28 day pay period, and then gets called back to work to fill a shift or work extra hours in the 2<sup>nd</sup> 2 weeks of their pay period, the leave time will be credited back to their accounts. This is done because only actual hours worked will be counted towards their 160 hours, and their leave time would otherwise be lost.

- **All Other Employees**

All non-exempt employees who work in excess of forty hours in any work week shall be granted compensatory time off (one and one half hours off for each hour of overtime worked) or paid in cash at the rate of time and one-half the employee's straight time hourly rate for hours worked in excess of forty hours in any workweek in accordance with the Fair Labor Standards Act.

The workweek shall begin at 12:01 a.m. on Sunday and end at 12:00 Midnight the following Saturday.

Non-exempt employees may accrue up to 240 hours of compensatory time.

## HOLIDAYS

Regular full-time employees who have completed his/her orientation period are eligible for the following paid holidays as set forth by the Board of Supervisors prior to each calendar year. Regular part-time employees will be eligible for a pro-rated benefit. Employees working less than one-half their department's normal hours per week will not be eligible for holiday pay.

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

Except for designated employees working the actual day of the holiday, paid holidays falling on Sunday will be observed on Monday, and paid holidays falling on Saturday will be observed on Friday. Employees will be compensated at 1 ½ times their normal hourly rate for all hours worked on a holiday.

All regular full-time and part-time employees shall be paid for each of the holidays set forth in this Article occurring during the period in which they are actively at work. A non-exempt employee required to work on any recognized paid holiday shall be paid in the form of compensatory time or payment at the rate of time and one-half for all hours worked, plus the paid holiday at said straight time rate. The choice between compensatory time and cash will be at the discretion of the Department Head. Holiday pay will be at the normal pay for the day or week for which he/she would have been scheduled to work.

To be eligible for holiday pay, an employee must work the scheduled work days immediately before and immediately after the holiday. The only exceptions to this are authorized bereavement leave, pre-authorized sick leave, compensatory time, personal days or excused vacation leave.

An employee on layoff or leave of absence is not eligible for holiday pay except as required as law.

## VACATIONS

### Eligibility and Allowances

All regular full-time employees shall be eligible for vacation on their seniority date as listed below. A regular part-time employee shall be eligible for vacation on a pro-rata basis. Employees working less than one-half their department's normal hours per week will not be eligible for vacation time

<u>Service Requirement</u>	<u>Vacation Allowance</u>	<u>Earning rate/pay period</u> 35hr. 37.50hr. 40hr. workweek		
After six months of cont. service	Accrued balance			
After one (1) full yr. of cont. service	Remaining accrued balance Equal to Five (5) working days	1.35	1.44	1.54
After two (2) full yrs. of cont. service	Ten (10) working days	2.70	2.89	3.08
After six (6) full yrs. of cont. service	Eleven (11) working days	2.96	3.17	3.38
After seven (7) full yrs. of cont. service	Twelve (12) working days	3.23	3.46	3.69
After eight (8) full yrs. of cont. service	Thirteen (13) working days	3.50	3.75	4.00
After nine (9) full yrs. of cont. service	Fourteen (14) working days	3.77	4.04	4.31
After ten (10) full yrs. of cont. service	Fifteen (15) working days	4.04	4.33	4.62
After eleven (11) full yrs. of cont. service	Sixteen (16) working days	4.31	4.62	4.92
After twelve (12) full yrs. of cont. service	Seventeen (17) working days	4.58	4.90	5.23
After thirteen (13) full yrs. of cont. service	Eighteen (18) working days	4.85	5.19	5.54
After fourteen (14) full yrs. of cont. service	Nineteen (19) working days	5.12	5.48	5.85
After fifteen (15) full yrs. of cont. service	Twenty (20) working days	5.40	5.77	6.16
After sixteen (16) full yrs. of cont. service	Twenty-one (21) working days	5.67	6.06	6.46

A full year of service consists of at least 1820 hours (35 hour workweek); 1950 hours (37.5 hour workweek); and 2080 hours (40 hour workweek). Vacations must be taken during the anniversary year; however, with the Department Head's approval, one (1) year's vacation accrual may be accumulated and carried over to the next year. Anniversary year is the year following the earning of said vacation time.

Upon resignation, retirement, death, or termination from County service, an employee shall be paid on a for all unused vacation leave [with two years maximum allowed] at the time of termination, provided the Department Head was properly and timely notified as required in under the policies governing resignation and termination of employment. Or upon resignation or retirement, an employee may choose to remain on the county payroll by "using out" unused vacation leave for up to 30 calendar days; however, earning rates will cease after final working day.

During the first six months of employment, an employee is not eligible to use pro rata vacation time and pay. Upon completion of six months of continuous service, a six month vacation balance will be posted on the employee's payroll warrant.

**Vacation Pay**

The rate of vacation pay shall be the employee's regular straight time rate of pay for the day or week for which he/she would have been regularly scheduled to work. Accrued vacation leave can not be used to extend a workday beyond regularly scheduled work hours.

The Department Head must approve all vacation requests.

**SICK LEAVE**

Regular work attendance is one measure of an employee's reliability and dependability. Although an absence may be necessary on occasion, such absences cause work interruption, place greater demands on other employees and increase County expense. This policy is established to specify County attendance standards and expectations.

*Sick leave accruals may be used for the following reasons:*

Personal illness or injury which renders the employee unable to perform the duties of his/her position;

**Serious illness of a member of the employee's immediate family, necessitating the employee to be in attendance (Immediate family shall be defined as including spouse, dependent child, or legal ward);**

Medical, dental or optical appointments which cannot be scheduled during non-working hours.

Sick leave will not be granted in the event of absence resulting from illness or injury brought about by the performance of duties on behalf of an employer other than Cedar County.

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.

An absence is any time missed from a scheduled work day except for approved leaves of vacation, funerals, jury duty, work related injury, lack of work, sick leave that has been scheduled at least 24 hours in advance and approved, Family Medical Leave, military training or other leave provided by law.

Unpaid personal leave is counted as an absence from work since it is beyond allocated leave time, even if scheduled in advance.

Employee attendance is reviewed periodically and excessive absence will be cause for disciplinary action.

Consecutive absences for medical or personal 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.

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.

**Verbal Warning** – Employees with more than 6 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 2 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 2 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 6 months following a suspension and final warning will be subject to termination from employment.

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.

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.

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.

An employee who continually refuses to perform according to County policy will be considered to have forfeited the opportunity for guidance and correction.

Any employee who fails to report for two consecutive days of unexcused absence will be considered to have abandoned the position. Employment will be terminated as of the last day-worked.

Sick leave with pay shall accumulate at the rate of three-fourth (3/4) day per pay period (pro-rated for part-time employees) and can accumulate up to a maximum of one hundred twenty (120) days, or percentage thereof for part-time employees.

Pay Period Earning Rates: 35 hr. workweek = 5.25 hrs; 37.5 hr. workweek = 5.63 hrs; 40 hr. workweek = 6.00 hrs.

All employees who have accumulated the maximum sick days will be awarded each fiscal year, a 10% conversion of all sick days over the maximum to vacation time.

Unused sick leave will be payable upon death or retirement at \$5.15 per hour. The word "retirement" for this section shall mean the voluntary resignation of employment after the minimum time and age requirements fixed for receiving retirement benefits by the employee under the IPERS retirement program. This definition of "retirement" shall apply to all employees from the date of this resolution until such time, if ever, as said word is redefined by amendment of the Personnel Policies.

## **FAMILY AND MEDICAL LEAVE ACT POLICY**

In accordance with the Family Medical Leave Act (FMLA), Cedar 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 Cedar 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. Cedar County reserves the right to request re-certification at the county's discretion in accordance with federal law.

Employees will be required to use all sources of paid leave concurrently with FMLA leave for any portion which is not covered by disability insurance. 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 company 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, Cedar County will assume that the employee has resigned.

## **TIME OFF**

### **Personal Days**

Each regular full-time employee, upon completion of designated period, will be allowed three personal days per year: 35 hr. workweek = 21.00 hrs;  
37.5 hr. workweek = 22.50 hrs;  
40 hr. workweek = 24.00 hrs.

Accrued personal days can not be used to extend a workday beyond regularly scheduled work hours, or for, their average work day. Direct Care Workers shall receive personal days according to regular full-time employees based on their average day. An average day is determined by the quarterly average of payroll hours. Employees working less than one-half their department's normal hours per week will not be eligible for personal days. A personal day for Secondary Road employees shall be considered eight hours. Every July 1<sup>st</sup>, unused personal days are forfeited. Personal leave may be used for vacation, sick leave, family illness or funeral leave.

### **Jury Duty**

An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the employer, excluding travel and meal expenses. When released from duty during working hours, the employees will report to work within two hours.

### **Funeral Leave**

All regular full-time employees who have completed their orientation period shall be allowed paid time off at regular rate of pay up to but not to exceed five consecutive calendar days as normally scheduled for the employee in case of the death of the employee's or spouse's parent, spouse, child, (or corresponding step relative) for attendance at the funeral and for any other purpose directly arising out of said death. Funeral leave shall begin the day following the death.

One day shall be granted for attendance at the funeral of an employee's brother, sister, grandparents, or grandchild (or corresponding step relative). Additional paid time off may be granted if employee has adequate compensatory time, personal, or vacation time to use. Unpaid leave must be requested in writing and will be at the discretion of the Department Head. Direct Care Worker shall receive funeral leave according to regular full-time employees based on their average day. An average day is determined by the quarterly average of payroll hours.

### **Military Leave**

Employees, upon showing appropriate orders to the Department Head, shall be granted military leave in accordance with applicable state and federal laws.

### **Injury Leave**

Workers Compensation Insurance covers all County employees. Pursuant to Code of Iowa 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 accruals are then available. The Election to Supplement Workers' Compensation Benefits forms must be signed by the employee and can be picked up from Auditor's Office. The employee may elect to receive Workers Compensation benefits without supplemental sick leave use.

All accidents must be reported to the supervisor, who shall complete a report to be filed with the Auditor's Office (See Employee Safety Policy page) Any accident requiring professional medical attention shall be reported as soon as practical, but no later than twenty-four hours to insure proper Workers Compensation coverage.

### **Unpaid Leave**

It is the policy of Cedar County to grant unpaid leaves of absence to its employees when the requests are compatible with a department's operational needs and scheduling requirements. Non-probationary employees may request an unpaid leave of absence for public service leave extenuating medical circumstances or extension of bereavement leave. Probationary employees may request an unpaid leave of absence for previously scheduled commitments and extenuating medical circumstances.

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 Human Resources designee. The Human Resources designee will transmit the request with recommendations to the Board of Supervisors for a final decision. In no event shall unpaid leave, under the provision of this policy, be approved for more than six months by the Board of Supervisors.

Upon return from an unpaid leave of absence, Cedar 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, Cedar 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. The Human Resources designee will notify the employee of this requirement.

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.

**Public Service Leave.** A regular County employee who is elected to a municipal, county, state or federal office shall be entitled to an unpaid leave of absence pursuant to the Code of Iowa.

An employee choosing to run for public office shall notify the appropriate department head of such intent at least thirty days prior to the primary or general election. At this time, the employee shall indicate whether, if elected, an unpaid leave of absence will be necessary.

An employee seeking public office is prohibited from campaigning in any manner during work hours. Failure to observe this condition may result in disciplinary action, up to and including dismissal.

### **Volunteer Fireman, Ambulance and Rescue Personnel**

A volunteer firefighter, ambulance or rescue personnel will be paid his/her normal wage when he/she is called out as a during normal working hours.

### **Reserve Deputy**

A reserve deputy will be paid his/her normal wage when called to serve for the Cedar County Sheriff's office during normal working hours.

These employees shall either refuse or endorse back to the County any checks they receive as pay for this duty.

## **ANTI-HARASSMENT**

### **Illegal Harassment**

It is the policy of the Cedar 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 and supervisory personnel 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 the Human Resources designee or a member of management. All complaints will be investigated and appropriate remedial action taken, up to and including discharge. There will be no retaliation against anyone who submits a harassment complaint or participates in an investigation relating to such a complaint.

### **Sexual Harassment**

It is the policy of the Cedar 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:

- Repeated sexual flirtations, advances, or propositions.
- 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.
- 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 and supervisory personnel 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 the Human Resources designee or a member of management. All complaints or reports of sexual harassment will be investigated and appropriate remedial action taken, up to and including discharge. There will be no retaliation against anyone who submits a sexual harassment complaint or participates in an investigation relating to such a complaint.

#### **COMPLAINT PROCEDURES:**

Any employee who has a complaint of harassment at work by anyone, including supervisors, co-workers, or visitors should immediately bring the problem to the attention of your Department Head, a member of the Board of Supervisors, Board of Health, Conservation Board or Human Resources. If a complaint is received by any other person, that person shall immediately notify Human Resources.

All Department Heads, members of the Board of Supervisors, Board of Health, Conservation Board shall immediately notify Human Resources of the complaint.

Human Resources will request the complaint be written to include: the name(s) of those against whom the complaint is lodged and a clear and concise description of the facts related to the alleged harassment. All such complaints should be signed and dated by the complainant. Human Resources along with assistance from the County Attorney will investigate all complaints immediately. All complaints will be handled in a timely and confidential manner. The purpose of this provision is to protect the confidentiality of the employee, who files a complaint, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and obtaining any names of apparent witnesses. Employees shall be guaranteed an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation. A recommendation for timely resolution will be communicated to the parties involved both orally and in writing.

Any employee determined by impartial investigation to have harassed another employee will be subject to appropriate disciplinary procedures, up to and including termination. If an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action up to and including termination of employment.

A non-employee who subjects an employee to harassment in the workplace will be informed of the County's harassment policy by the employee's supervisor or the County Attorney; other action may be taken as appropriate.

**CEDAR COUNTY PROHIBITS ANY FORM OF RETALIATION AGAINST EMPLOYEES FOR BRINGING BONA FIDE COMPLAINTS OR PROVIDING INFORMATION ABOUT HARASSMENT.**

## **CONFLICT RESOLUTION PROCEDURE**

It is the policy of Cedar 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 and who have completed their initial probationary period with the County. Employees shall have the right to present grievances without fear of reprisal.

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

- Alleged unjust application of discipline.
- 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.

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

### **GRIEVANCE PROCEDURE**

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 Cedar County Board of Supervisors or the appropriate governing board. The Board shall arrange to meet within 30 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, dates, etc.; why the preceding response by management or supervision did not reasonably resolve the problem; and the requested remedy to the problem.
4. An employee shall not have access to this grievance procedure during her/his initial probationary period with the County.

## **DISCIPLINARY PROCEDURES**

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.

All corrective actions should be thoroughly documented in writing appropriate to the infraction committed, with reasonable time allotted for improvement and subsequent review. Corrections and suggestions should be made in a constructive manner.

### **DISCIPLINARY ACTION**

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of Cedar 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.

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. The document should be signed by the supervisor or department head initiating the action and by the employee. A copy should then be given to the employee, and a copy forwarded to the Auditor's Office. 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.

## **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.
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.

## **ADMINISTRATIVE PROCEDURES**

- The Human Resources designee is responsible for assisting department heads and supervisors in the use of corrective or disciplinary techniques as may be necessary to maintain effectiveness and efficiency of operations.
- The department head or elected official may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

## **DRUG POLICY**

Cedar County is subject to the Drug-Free Workplace Act of 1988, Public Law

Cedar County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. (A “controlled substance” within the meaning of this policy means any controlled substance in Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks, and undermines the County’s ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you 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 official business. A report of a conviction must be made to your Department Head within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

1. No person shall operate a motor vehicle owned by Cedar County while being under the influence of an alcoholic beverage or other drug or combination of such substances or while having an alcohol concentration of 0.08 or more as defined in Chapter 321J of the Code of Iowa.
2. In addition, no person shall operate a motor vehicle owned by Cedar County within four (4) hours after having consumed any alcoholic beverage. The only exception to

this paragraph shall be in the event of an actual emergency not anticipated by the operator of the vehicle prior to the consumption of the alcoholic beverages.

3. Any employee with a commercial drivers license must abide by the above mentioned plus the following guidelines:

Shall not report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.04 or greater.

Perform safety-sensitive functions within four (4) hours after using alcohol. (as per County policy)

Use alcohol for eight (8) hours following an accident or until undergoing a post accident test.

A driver whose test results indicate an alcohol concentration of less than 0.04 will not be allowed to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following the alcohol test.

## **GROUP MEDICAL INSURANCE**

Regular full-time employees shall contribute 15% of the cost of a single, two-person or family plan. The employer contribution will be 85% of the cost of the plan. Part-time employees shall receive this health insurance benefit on a pro rata basis, as outlined in these policies.

If the employee elects to waive group coverage, no additional compensation or additional benefits shall be received.

If the County employs both husband and wife, the Employer will provide 85% of the cost of a two-person or family plan.

New employees will be eligible for coverage the first of the month following sixty (60) days of employment.

The County reserves the right to alter or eliminate any insurance benefit at their discretion.

## **DENTAL**

The Employer will provide each eligible regular full-time and regular part-time employee, on a pro rata basis as outlined in these policies, the total monthly premium for the cost of a group dental insurance program of the Employer's choice for the individual only with the starting date to be the first of the month following sixty (60) days of employment. The amount of the two-person or family premium (if the employee desires to have and pay the difference) will be set each year by the Board of Supervisors. A copy of the group plan will be provided to each employee.

## **COVERAGE**

The insurance programs, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the Employer.

## **TERMINATION OF HEALTH AND DENTAL**

If employment termination date is prior to the 15<sup>th</sup> of the month, the employee is eligible only for the current month of health and dental insurance; however, if the employment termination date is the 15<sup>th</sup> of the month or after, the employee will remain eligible for the following month of insurance.

No employee refunds will be issued on health and dental premiums.

## **EMPLOYEE RESPONSIBILITY**

Each employee or qualified beneficiary must notify the Auditor's Office within 31 days of the date of the event that changes the status of your certificate: (This report shall be in accordance with applicable law).

- Divorce or legal separation of an employee.
- The end of a dependent child's status as a dependent under your group medical insurance program.
- Birth or adoption of a child.
- Marriage of an employee or dependent child.
- Death of employee, spouse or dependent child.

## **OPEN ENROLLMENT**

Cedar County reserves the right to offer an open enrollment into Cedar County's dental plan based solely upon the review and written approval of the Cedar County Board of Supervisors on an annual basis. If the motion is passed by the Board of Supervisors to offer an open enrollment, the following rules shall apply:

An eligible employee (see eligibility section) may add a spouse or dependent(s) to their plan.

An eligible employee (see eligibility section) may enroll onto the Cedar County Dental Plan that had not previously been covered.

The open enrollment provision is separate from the rules that govern new hires, events, and/or eligibility changes written in the appropriate sections of this manual.

## CREDIT CARDS

Each department head is responsible for credit cards issued to their department. The maximum credit limit is set at \$5,000, with a per purchase limit of \$1,000. Credit cards are to carry no annual fees.

The department head shall authorize all credit card usage within their department.

Credit Cards usage is restricted to the following uses:

- Motel/hotel expenses and guarantee of reservations.
- County car expenses.
- Meals.
- Airline reservations.
- Registration fees.
- Other expenses with prior approval of the governing board.

Any employee charging through the credit card system is responsible for arranging the sales tax exempt status of Cedar County.

All credit card statements must be immediately submitted for payment to avoid finance charges. All credit card bills shall be accompanied by a detailed itemized receipt. If appropriate receipts are not turned in and can not be produced, the employee will reimburse the County through payroll deduction for any undocumented charges or any charges that do not comply with County policies.

County credit cards shall not be used for the employee's personal purchases or any family member's expenses.

All charges are subject to the maximums set forth in other county policies.

Any misuse of a county credit card may result in disciplinary action, including termination.

Employees who have county credit cards in their possession shall be responsible for protecting the credit cards from unauthorized use. Lost or stolen credit cards shall be immediately reported to the department head so that the proper procedure is followed to cancel the card.

When changing departments or ending employment with the county, purchasing cards must be turned in to the department head, elected official or the Auditors office. If requested by the department head or elected official for any reason, the card must be surrendered. Use of the purchasing card or its account number for any purpose after it is turned in is prohibited.

This policy shall be presented to each employee for review before a county credit card is issued to said employee. The employee's signature will evidence that the employee has read this policy

and agrees to comply with all of its provisions. The signed copy will be kept in the employee's personnel file maintained in the Auditor's office.

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### **PURCHASING AUTHORIZATION**

Employees must receive prior approval from the appropriate Elected Official or Department Head before ordering or purchasing any item or service for County, office or departmental use or benefit. Failure to receive prior approval shall result in the employee being responsible to cover all costs and fees associated with the unapproved purchase

### **TRAVEL EXPENSES**

Employees required to use their personal automobile for County business shall be reimbursed for mileage at the rate set by the County Board of Supervisors. Meals and lodging authorized and approved by the Employer will be paid on an actual cost basis. Receipts for all expenses must be attached to the vouchers filed with the Department Head.

### **BUILDING ACCESS DEVICE POLICY**

Employees that are issued a building access device will not be initially charged for it. If the building access device is lost, stolen or broken, employees should contact the Auditor's Office. The device shall be replaced immediately at the employee's expense. Upon separation of employment, employees shall return the building access device to the Department Head. If not returned upon separation, employees will be responsible for the cost of the building access device.

### **MEAL REIMBURSEMENTS**

WHEREAS the Board of Supervisors desires to formalize and reduce to writing the policy concerning employee reimbursement for meals and travel expense, the following resolution is hereby adopted:

RESOLVED that Cedar County will reimburse employees for business related meals and travel expense upon the following terms and conditions only:

1. The maximum reimbursement for meals shall not exceed \$35.00 per day.
2. Only meal and travel expenses incurred in the performance of official duties as a county employee or official (including meal expenses incurred as a result of attending a meeting in an official capacity) shall be eligible for reimbursement.  
(Excluding alcohol and tips.)
3. Only actual expense already incurred, as evidenced by receipts submitted with any claim for reimbursement, are eligible for reimbursement under this policy.
4. Any claim for reimbursement of meal or travel expense shall be submitted on a form furnished by the County Auditor and shall set forth the specific business meeting or purpose for which the expense incurred, the number of days involved, and the actual expenses incurred as evidence by receipts attached to such claim.
5. In the event the Board of Supervisors, upon review of any claim for reimbursement for meal or travel expenses, finds that the claim was not incurred for legitimate business

purposes or that the amount incurred was excessive, such claim shall be denied and no reimbursement shall be paid.

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## **COUNTY NAME BADGE**

A name badge identifying the employee as County employees is a mandatory requirement per the Board of Supervisors, as recommended by Heartland Insurance, the County's liability carrier, for Courthouse, Solid Waste, Conservation and County Attorney employees.

A name badge will be supplied upon hire at the County's expense. It should be worn every day and be visible when serving the public at the counter.

If the badge is lost, stolen or broken, contact Auditor's Office, it must be replaced immediately at the employees' expense. If a name change occurs, the new badge will be paid for at the County's expense.

## **CELL PHONE**

If a cellular phone is to be required for an employee of the department, the department shall purchase it and all bills will be mailed directly to the Department Head for payment. Plans shall be selected based on the best possible benefit and expected use for the County.

Cedar County prohibits the use of a cellular phone while operating a motorized vehicle, unless a hands free device is used. It is prohibited for employees to email or text while operating a motorized vehicle. These restrictions apply to employees who are operating a county owned motorized vehicle, or a personal motorized vehicle while performing duties on behalf of Cedar County. Occasional minimal personal use of a County or personal cell phone is permissible per Department Head approval and if the Department Head sufficiently controls its use.

## **COMPUTER AND INTERNET**

The intention of providing Internet and e-mail access is intended to be for business reasons only. Cedar County encourages the use of the Internet and e-mail, it makes communication more efficient and effective; however, Internet service and e-mail are county property, and their purpose is to facilitate county business. Every staff member has a responsibility to maintain and enhance the County's public image and to use county e-mail and access the Internet in a productive manner. Any improper use of the Internet or e-mail is not acceptable and will not be permitted. To ensure that all employees are responsible, the following policy has been put in place.

### **I. PURPOSE & DESIGNATION OF INFORMATION OFFICER**

The purpose of this policy is to outline Cedar County's policy for usage of Computers, Internet and Electronic Mail. The designated Information Officer is the Data Processing Systems Coordinator, as approved by the Board of Supervisors.

### **II. USAGE**

It is the policy of Cedar County that employees are encouraged to utilize electronic communication as an appropriate means of communication and research to improve

the quality and productivity of employees.

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Cedar County employees are authorized to access the Internet and e-mail, however, persons having access to these tools shall utilize them in a legal, professional manner.

Electronic equipment provided for the use of Cedar County employees and any work product, messages, or data transmitted through this equipment is the property of Cedar County. Users shall not download or copy data from the County computer system or any County owned computer, disk or other electronic medium onto disks or other media for personal use and no such data, disk or electronic medium shall be removed from County property.

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.

All users should be aware that federal copyright laws may protect any information, software, or graphics on the Internet, regardless of whether a copyright notice appears on the work; Cedar County prohibits the reproduction or distribution of copyrighted information. Most software on Cedar County computers and computer systems are copyrighted and licensed to Cedar County for use in accordance with those licensing agreements. Consequently, users may not copy, reproduce or otherwise copy or download any such software or related documentation without prior approval of the Information Officer.

Communications and Internet access should be conducted in a responsible and professional manner reflecting the County's commitment to honest, ethical and non-discriminatory business practice.

Employees, who are terminated, laid off or on extended leave of absence have no right to the contents of their e-mail messages and are not allowed to access the computer system.

Employees are warned that mere deletion of a message or file may not fully eliminate the message from the system.

Cedar County employees are authorized to remove laptop computers and accessories from County facilities to utilize them for County work-related purposes. Laptop computers should be returned to County facilities as soon as possible and practical. Employees should use precautions to safeguard the computer hardware and software.

### III. CONFIDENTIALITY

It is recognized that some employees may store information in their computers that is classified as confidential by law, and that information may be protected with passwords

unique to individual employees. However, no passwords for screens or files may be added to the County's computer equipment without the approval of the Information Officer.

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Information which is protected from inspection by the public is subject to inspection by the Department Head or Information Officer.

It is the responsibility of employees having custody of records classified as confidential by law, to appropriately protect that confidentiality.

Employees shall not transmit confidential county information over the Internet except to the minimum extent necessary to perform their job duties. Confidential information includes, but is not limited to, bank account numbers, credit card numbers, financial information, social security numbers, and any other confidential information pertaining to the County or employee or client of the County.

This policy shall be interpreted and implemented in a manner that complies with HIPAA (Health Insurance Portability and Accountability Act).

#### IV. GENERAL GUIDELINES

There should be no expectation of privacy of any materials on the County's systems. The County reserves the absolute right to review and disclose all matters sent over the system or placed into its storage.

Use of the Internet shall be limited to county business purposes. Use of the Internet for non-county business purposes is prohibited. The use of electronic mail for non-county business purposes is prohibited, with the exception of the following: emergency public announcements, emergency school announcements, early-out school notifications, and notifications from schools concerning the illness of a child.

Any use of the County system to obtain or send offensive or sexually explicit material, improperly communicate messages that are derogatory, defamatory or obscene are expressly prohibited at any time.

Employees who download information from the Internet are advised to follow procedures in downloading the information to minimize the risk of contracting a computer virus. Downloading of information shall be limited to county business and subject to review by the Department Head or Information Officer. It is required that every computer system have anti-virus software installed and that every diskette or CD received from a third party be scanned before any employee accesses files on it.

Any violation of the Computer and Internet Policy will subject the employee to discipline up to and including termination.

The employee may be held personally responsible for any criminal or civil action brought about as a result of their activities on the Internet or their failure to comply with these policies regarding computer use and the Internet. Users may be held personally liable for dam-

age to the Cedar County computer system or for damages incurred by Cedar County for damages resulting from the user's failure to comply with these policies.

## V. USE OF EQUIPMENT

Any use that violates federal, state, or local law or regulation is expressly prohibited. Specifically but not exclusively the following activities are prohibited:

Display or transmission of sexually explicit images, messages, cartoons, or any transmission or use of communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs is prohibited.

Knowing or reckless interference with the normal operation of computers, peripherals, or networks is prohibited.

Connecting unauthorized equipment to the network for any purpose is prohibited.

Running or installing games, files, or other software on Cedar County computers is prohibited, if they are not related to work for Cedar County.

Using the County network to gain unauthorized access to any computer system is prohibited.

Solicitation is prohibited, whether for charitable, business or personal purposes. Commercial or partisan use is a violation of Iowa law.

## VI. NETIQUETTE AND PROTOCOLS

Use of the County's computer systems to access, transmit, store, display or request obscene, pornographic, erotic, profane, racist, sexist or other offensive material (including messages, images, video, or sound) that violates the County's harassment policy or creates an intimidating or hostile work environment is prohibited.

Any use that is deemed to adversely affect the County Government is prohibited.

Use of the County's equipment to transmit any personal opinions about the County or its position on any issue or about any staff member or elected official is strictly prohibited.

There shall be no use of computer equipment or Internet access for personal non-work related purposes, with the exception of the following allowed uses of electronic mail: emergency public announcements, emergency school announcements, early-out school notifications, and notifications from schools concerning the illness of a child.

Users of Computer Systems are further reminded to consider that while they use the

County systems, they represent the County just as they would at a county function or in a county vehicle.

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Visits to web sites and other Internet use may reflect upon the County and should be undertaken in a serious, business like manner. Any employee who abuses the privilege of county facilitated access to e-mail or the Internet will be subject to corrective action up to and including termination. If necessary, the County also reserves the right to advise appropriate legal officials of any illegal violations.

This policy is subject to change without prior notice.

APPROVED THIS 7<sup>th</sup> day of August, 2003.

## **USE OF ASSIGNED COUNTY VEHICLES**

According to IRS rules, use of county vehicles by some county employees who take the vehicles home, for non-compensatory business reasons, such as being assigned to be “on call”, is considered a taxable benefit. This vehicle use is classified as a non-cash fringe benefit and is subject to income tax and FICA withholding. IRS rules exempt law enforcement officers (including conservation commission employees who have law enforcement responsibilities and patrol parks), and employees who drive specially modified vehicles which are considered qualified non-personal use vehicles under IRS rules.

Use of county vehicles not exempt under IRS rules will be treated as a non-cash fringe benefit and will be taxed by the Commuting Valuation Rule, which states that the employer provided vehicle is provided at a rate to the employee of \$1.50 per one way trip (that is from home to work or work to home.) Employees assigned to drive county vehicles, which are not exempt due to being law enforcement personnel or operating specially modified vehicles, will turn in a statement at the end of each quarter summarizing the number of trips that they make between work at home for that period. The total number of trips for the quarter will be multiplied by \$1.50 to determine the value of the vehicle use for tax purposes.

## **EDUCATION**

It is the employee’s responsibility to keep their licenses and/or certifications current. All licenses, such as nursing license and certificates shall be brought to the Department Head to be copied and given to the Auditor’s Office for their personnel file. Failure to keep licenses and certificates current may result in the employee being terminated.

## RECORDS

Any changes in name, marital status, withholding tax exemptions, address, or telephone number should be reported within 31 days to the Department Head and the Auditor's Office.

The Department Head shall notify the Auditor's Office of newly hired employees immediately. This procedure will ensure prompt payment to the new employee at the end of the first pay period. The Department Head shall notify the Auditor's Office of employees who have been terminated or resigned within forty-eight (48) hours or less verbally regarding the termination/resignation. Notification shall be provided in writing at least six (6) calendar days prior to the end of the pay period during which the action occurred.

## RESIGNATION OR TERMINATION

Employees shall give notice to their Department Head with a copy going to the Auditor's Office of intent to resign not less than fourteen (14) calendar days before leaving the position. Upon receipt of a timely notice, a lump sum pay out of the accrued vacation, personal and compensatory time will occur.

Employees should perform an exit interview with the Auditor's Office.. Employee must return employee ID, name badge, and all keys to County property to the Department Head prior to last day of employment.

In the event that an employee wishes to rescind a voluntary notice of separation that has been received and accepted, the decision to accept or reject such request shall be at the discretion of the elected Official or Department Head. Such request must be made prior to last date actually worked, not including time when an employee requests to take paid time off as their final days of employment. If the request for rescission is accepted, the employee shall maintain their position, seniority, current wage and accrual rates as if the separation had not occurred.

## NEPOTISM

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- (i) Create a supervisor/subordinate relationship with a family member;
- (ii) Have the potential for creating an adverse impact on work performance; or
- (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assign, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within Cedar County to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the County will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the County will decide in its sole discretion who will remain employed.

### **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. This policy applies to all employees of the County. See Iowa Code.

### **PERSONNEL FILES**

Cedar 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 Cedar County, and access to the information they contain is restricted. Generally, only management personnel of Cedar 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 Auditor's Office. With reasonable advance written notice, employees may review their own personnel file in the Auditor's Office and in the presence of an individual appointed by Cedar County to maintain the files.

### **STATUS CHANGE— REGULAR EMPLOYEE TO AN ELECTED OFFICE**

A regular full or part-time employee who is elected or appointed to an elective office, (Auditor, County Attorney, Recorder, Sheriff, Supervisor, and Treasurer) shall be paid for accrued vacation, personal, and compensatory time balances reflected on payroll records in the Auditor's office at the time of the election or appointment. The employee shall be paid at the hourly rate of pay being received at the time the election or appointment occurred.

## **EARLY RETIREMENT**

Per Iowa Code Cedar “County shall allow its employees who retire before attaining 65 years of age to continue participation in the group plan at the employee’s own expense until the employee attains age sixty five years of age.” When the employee reaches Medicare age, if he/she has dependents that are not yet eligible for Medicare, the dependent coverage may be extended through the County under the provisions of COBRA. (See pg. V-2). (Dental insurance is excluded as a county retirement benefit, but it is offered to retired employees following the COBRA provisions.)

Retirees will receive payment for unused sick leave as defined in the Cedar County Employee Handbook in the form of a lump sum at \$5.15 per hour. He/she must meet IPERS requirements for retirement and be eligible under the terms of his/her employee contract. (If no contract exists the employee is considered a regular full-time employee and will follow guidelines set in Cedar County Employee Handbook.)

As early retirement is of benefit to both the employer and the employee, Cedar County wishes to cooperate with employees who would like to retire early and extends the following incentive program.

Employees between the ages of 55 and 61 wishing to retire with at least 16 years of service shall remain on the County health insurance policy until they are Medicare eligible with Cedar County paying 50% of a single plan, or an equal amount toward a two-person or family plan depending upon the employee’s coverage prior to retirement.

Employees between the ages of 62 and 65 wishing to retire with at least sixteen years of service shall remain on the County health insurance policy until they are Medicare eligible with Cedar County paying 85% of a single plan, or an equal amount toward a two-person or family plan depending upon the employee’s coverage prior to retirement.

For an employee with less than sixteen years of service, he/she will receive a prorated benefit based on the number of years of service divided by sixteen

Meeting the age requirement of the next category does NOT qualify the individual for benefits of the succeeding category.

## **EQUAL OPPORTUNITY POLICY STATEMENT**

It is the policy of Cedar County to ensure that all job applicants and employees are given equal consideration for hire, promotion, transfer and other employment opportunities without regard to that individual’s race, gender, color, religion, marital status, national origin, sexual orientation, handicap status, status as a disabled veteran, or status as a Vietnam Era Veteran or other non-merit factors protected by law.

The right of appeal and recourse is guaranteed by Cedar County. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by Cedar County because of race, creed, color, religion, sex, national origin, age, disability, political affiliation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by the Cedar County Board of Supervisor Chairperson, who can be contacted at the Cedar County Courthouse, 400 Cedar St. Tipton, IA 52772; 563-886-3168.

This Equal Opportunity Policy of Cedar County shall be posted in conspicuous places within the facility, distributed to all employees, contractors, and to the chairperson of all advisory and policy-making groups.

## **EMPLOYEE SAFETY POLICY**

### **I: Statement of Policy:**

It is the policy of Cedar County to provide safe working conditions for all employees and to provide safe facilities for the public doing business with the county and for contractors and others doing work on the county property. This policy is established by the Cedar County Board of Supervisors in their role as policy makers and custodians of county property.

It is furthermore the goal of Cedar County to comply with all federal, state, and local laws and regulations as they pertain to our operations. The Board of Supervisors is dedicated to managing the risks of providing services for its citizens and will do all it can to prevent losses. The county considers no loss acceptable and will make efforts to identify and treat all loss exposures.

This booklet of Occupational Safety and Health Rules is provided to help you avoid injuries to yourself and fellow workers.

### **CEDAR COUNTY EMPLOYEES WILL:**

- Support and abide by this safety policy.
- Follow all procedures as posted, instructed or discussed. Maintain safety equipment in good condition and utilize appropriate personal protective equipment to applicable standards.
- Render first aid when required.
- Report all accidents/injuries to their immediate supervisory personnel.
- Refrain from any unsafe acts that might endanger themselves and/or another worker.
- Report any unsafe situation or act to their immediate supervisory personnel or the Safety Coordinators as soon as possible.
- Assume their fair share of responsibility for thoughtless or deliberate acts that cause injury to themselves or fellow workers.
- Be a safe worker off the job, as well as on.

These are only guidelines. On the following pages, you will find more detailed safety rules. Rules and policies concerning specific and departmental operation will be explained to you by your immediate supervisory personnel.

Employees are expected to observe all safety rules and regulations in the performance of their various duties. From time to time, new rules and regulations will be established. You will be notified of any changes.

### **III. Medical Treatment Procedures:**

If an employee is injured on the job, these procedures should be followed:

- If the **employee is not seriously injured, the employee should go to Mercy Services Medical Clinic (563-886-2195)**. If a specialist is needed, the employee will be sent based on recommendations of the doctor.
- If the injury is life threatening, then the employee should call 911.

### **IV. Accident Reporting Procedure:**

All on the job injuries will be reported immediately by the employee to their immediate supervisory personnel. An injury or illness report should be filled out for all injuries and forwarded through the immediate supervisory personnel to the Auditor's Office within twenty-four hours of the injury. Forms are available from supervisory personnel or the Auditor's Office. When an injury is on the job and the employee goes to a medical facility for treatment, he or she will explain to the personnel at the medical facility that costs will be paid under the worker's compensation and not under medical insurance.

## **WRITTEN HAZARD COMMUNICATION PROGRAM**

Introduction:

The following written hazard communication program has been established for Cedar County, Iowa.

The purpose of the Hazard Communication Rule is to ensure that the hazards of all chemicals produced or imported by chemical manufactures are evaluated. The results of these evaluations are to be transmitted to affected employers, and in turn, to their employees. The law provides for hazard and quantity data to be transmitted to local Fire Departments and Rescue Squads and to the local community when a demonstrated need exists.

This written program will be available at the following locations:

Cedar County Courthouse  
Cedar County Law Enforcement Center  
Cedar County Conservation Board Shop  
Cedar County Transfer Station

The Cedar County Secondary Road Department is covered under a similar but separate program. The Secondary Road program is available at the County Engineer's Office or the Cedar County Shop. The policy is also available at each Secondary Road out shed.

Scope:

This Hazard Communication Program applies to all employees of Cedar County.

#### HAZARD DETERMINATION

Cedar County purchases products and materials from manufacturer and distributors for use in specific processes. Cedar County is not required to evaluate chemicals unless they choose not to rely on the evaluation performed by the chemical manufacturer or importer of the chemical.

Cedar County will collect and maintain Material Safety Data Sheets from distributors and manufacturers for purchased products and relies on the hazard determination provided by chemical manufactures.

CALL 9-911 ANYTIME SOMEONE HAS TO BE EVALUATED FOR ANY MEDICAL CONDITION SUCH AS INJURY, CHEST, ARM, BACK PAINS, DIZZYNESS, SHORTNESS OF BREATH OR FAINTING.

#### I. Container Labeling

An employee designated by each Department Head in charge of purchasing chemicals will verify that all containers received for use in the county:

- is clearly labeled as to the contents.
- notes the appropriate hazard warnings.
- lists the name and address of the manufacturer.

No containers will be released for use until the above data is verified.

#### II. Material Safety Data Sheets

The County will establish a library of Material Safety Data Sheets (MSDS) for hazardous chemicals that are in use.

Copies of MSDS for all hazardous chemicals to which each department's employees will be exposed will be kept at the following location(s):

- . Cedar County Courthouse, Auditor's Office
- . Cedar County Law Enforcement Center
- . Cedar County Conservation Main Shop
- . Cedar County Transfer Station
- . Cedar County Shop and Out sheds
- . Cedar County Sheriff's Office
- . Security Office
- . Janitor's Office

MSDS will be available for review to all employees by request to the county safety coordinators or departmentally designated employee. Copies of all current MSDS sheets are located in the janitorial office, security office and Auditor's office.

MSDS and quantity information are available to the general public upon written request.

### III. Employee Training and Information.

Cedar County will provide each new employee before starting work, the following information:

- the requirements of 530 – chapters 110 and 120.
- all operations in their work area where hazardous chemicals are present.
- the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and the MSDS.

Cedar County will provide each new employee before starting work, the following training:

- methods and observations that may be used to detect the presence or release of hazardous chemicals in the work place.
- the physical and health hazard of the chemicals in the work area.
- the measures employees can take to protect themselves from these hazards.
- what to do if the employees are exposed to the hazardous chemicals.
- what each department and the county as a whole have done to lessen or prevent exposure to hazardous chemicals.

- a copy of the hazard communication program developed by the County.

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After attending this training, each employee will sign an acknowledgment form from Human Resources stating that they have received the written materials outlined and the above training.

#### Continuing Education-New Hazardous Chemicals

Before any new hazardous chemical is introduced into the work place, each employee will be given information in the same manner as for new employees. This training shall be documented in writing annually.

#### Annual Training

On an annual basis, the Cedar County Safety Committee will provide a training session covering the items shown under A: 1-3 and B: 1-5. This training shall be documented in writing.

#### IV. Informing Contractors

It is the responsibility of the County Auditor to provide contractors and their employees with the following information:

- hazardous chemicals they may be exposed to while on the job site.
- measures the employees may take to lessen the possibility of exposure.
- location of the MSDS. (Copies will be in the Auditor's office, Security office, and Janitorial office.)

#### V. Providing of Information to Local Fire Departments

The County Safety Coordinator shall be responsible for submitting a list of the hazardous chemicals that are used, stored at the place of employment, or transported to or from the place of employment. Each facility will annually submit their list of hazardous chemicals to the Safety Coordinator to allow him/her to update the fire department.

Dated September 14, 1995

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

### **Purpose**

This written Bloodborne Pathogens Exposure Control Plan for Cedar County provides policy and safe practices to prevent the spread of disease resulting from exposure to blood or other potentially infectious materials (OPIM) during the course of work. Public Health has its own policy.

The purpose of this plan is to:

Eliminate or minimize occupational exposure of employees to blood or certain other body fluids.

Comply with OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030.

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## **Employee Review**

Employees may review a copy of our Bloodborne Pathogens Exposure Control Plan Program. It is located in the Secondary Road Department Policy & Procedure Manual in the courthouse and each outlying shop and the janitorial room.

## **Exposure Determination**

Cedar County has determined, according to 29 CFR 1910.1030(c)(2), which employees may incur occupational exposure to blood or OPIM.

Employees may be expected to incur occupational exposure:  
All employees when providing basic First Aid.

## **Compliance Strategies**

Universal precautions techniques developed by the Centers for Disease Control and Prevention will be observed at this location to prevent contact blood or OPIM.

## **Handwashing Facilities**

Sinks for washing hands after occupational exposure are located at the following locations where exposure to bloodborne pathogens could occur:

All courthouse restrooms, secondary road shops, law enforcement center, conservation shop and transfer station.

When handwashing facilities are not available, either an antiseptic cleanser and paper towels or antiseptic towelettes are provided. Handwashing should be performed as soon as possible as these are not a substitute. These supplies are located in the janitorial room, Public Health, secondary road shops, law enforcement center, conservation shop and transfer station.

## **Contaminated Equipment**

Equipment which may become contaminated with blood or other potentially infectious materials shall be decontaminated by a 1:10 bleach water solution, one-fourth cup chlorine bleach per gallon of water or specific disinfectants.

## **Personal Protective Equipment (PPE)**

Personal protective equipment, gloves and pocket masks, will be provided at all county shops and all enclosed motor vehicles and in the courthouse in the custodian's office and Public Health. PPE will be considered appropriate if it does not permit blood or other potentially infectious materials to reach the skin or mucous membranes.

All disposable PPE will be placed in marked biohazard bags and properly disposed of.

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## **Contaminated Clothing**

If personal clothing is contaminated, the clothing is to be removed as soon as appropriate, handled as little as possible, and washed separately from all other clothing. The wash solution shall contain a 1:10 bleach water solution, one-fourth cup chlorine bleach per gallon of water or specific disinfectants.

## **Training**

Employees covered by the bloodborne pathogens standard are trained at the time of initial assignment to tasks where occupational exposure may occur, and every year thereafter by the following method:

Employee Safety Meeting and Public Health Inservice

## **Exposure**

All exposure incidents are reported, investigated, and documented. When the employee is exposed to blood or OPIM, the incident is reported to the Human Resource Director by filing an Exposure Incident Form. When an employee is exposed, he or she will receive a confidential medical evaluation and follow-up.

The doctor will communicate the findings directly to the employee. These findings will remain confidential.

The doctor will communicate to the Cedar County department head the following:

- Whether it is recommended or not that the member receive Hepatitis B vaccination.
- That the employee has been informed of the results of their medical evaluation.
- If their medical condition resulting from the exposure will require further evaluation or treatment.

## **Records**

Training and medical records will be maintained according to 29 CFR 1910.1030(h), by the Human Resource Director.

# **EMPLOYEE EMERGENCY EVACUATION PLAN**

## **POLICY STATEMENT:**

It is the policy of Cedar County to provide for an orderly and safe evacuation of employees and the general public, from County owned or occupied buildings and premises, in the event of a life threatening emergency. The following procedures shall be followed for the Cedar County Courthouse.

## I. Fire Emergency

### Fire Alarm

The Courthouse is equipped with a fire alarm system. This system is automatically activated by the detection of smoke or flames within the building. If an employee discovers a fire in the absence of automatic detection, the alarm system should be activated by calling 9-911. Upon sounding the fire alarm, or notification by the courthouse intercom system, employees shall follow the emergency response procedures outlined below. Building evacuations will be coordinated by County Safety Coordinators.

### Emergency Response

When a fire alarm is activated, all employees shall immediately and quickly evacuate the building. Elevators shall not be used during the evacuation and will be shut down. All cash drawers and vaults should be locked (if possible) prior to exiting the office. All office doors should be shut and left unlocked. Any open windows, including counter windows, should also be shut. Employees should direct members of the public and others to the proper exit and conduct those people from the building. If you are on the phone, relay that there is a medical emergency and hang up!

### Emergency Evacuation Route

All employees shall immediately go to the nearest exit. All employees shall refer to the emergency exit routes posted within their work area. Upon exiting the building, report to the assigned location away from the building. This will allow the Security Officer to account for all employees. The Security Officer will then make contact with emergency response personnel to notify them of whether or not the building is completely evacuated so that appropriate action is taken. **DO NOT RETURN TO THE BUILDING TO RECOVER PERSONAL BELONGINGS.**

If handicapped persons are on the 2<sup>nd</sup> floor, they shall meet at northeast stairwell and be helped down the steps to safety.

### **Offices will meet after evacuation as follows:**

#### **2<sup>nd</sup> Floor:**

Recorder's Office: Use north door on east side and meet in the northeast corner of the county parking lot.

Court Offices, Probation Officers, and Clerk of Court: Use west main entrance and meet on the sidewalk at the southwest corner of the courthouse square.

#### **1<sup>st</sup> Floor:**

Engineer's, Supervisors, and Auditor's Offices: Use north door on east side of courthouse and meet at street level in the middle of the east county parking lot.

Treasurer's Office: Use handicap exit door on east side of courthouse and meet in the southeast corner of the county parking lot.

County Attorney’s Office: Use the west main entrance and meet on the west end of the main sidewalk on the courthouse square.

Assessor’s, Human Resources and the Security Office: Use the handicap exit on the east side of the courthouse for evacuation. Meet at the southwest corner of the county parking lot.

**Basement:**

Environmentalists, Community Services, Public Health, Case Management and Relief and Veterans Affairs Offices: Use main west entrance and meet at the west end of the main entrance sidewalk.

Employees should be prepared to use designated alternate exits if the primary exits listed above are blocked or otherwise unusable. Alternative exits are designated on the evacuation map. (Blue meeting room, half door in east wall) If using alternative exits, employees should still meet at designated locations as shown above.

A designated employee from each evacuation exit shall collect information from all offices evacuating from that exit. The designated employees will be from the following offices:

<u>Exit</u>	<u>Designated Office Reporting Offices</u>
East side, north door	Engineer’s, Auditor’s, Recorder’s Offices
East side, south door	Treasurer’s, Assessor’s, Human Resources, Security
West side, main entrance	County Attorney, Court/Probation, Environmental and Zoning, Case Management, Community Services, Public Health and Relief and Veterans Affairs Offices

The Security Office will be notified by that designated employee as to whether all staff members have been evacuated from the building. The Security Officer or his /her designated substitute from his /her office will be available at the stairs on the east side of the county parking lot east of the courthouse to receive the evacuation reports of each designated employee. The Security Officer will then report the evacuation status to the responding emergency personnel.

Do NOT re-enter the building until given the “all clear” by the Security Officer.

**Fire Extinguishers:**

If a fire extinguisher is available and the fire is small, an employee may attempt to put out the fire. NOTE: If an employee plans to attempt to extinguish a fire, the employee must be trained in the proper technique for using a portable extinguisher. Untrained employees should not try to extinguish a fire on their own. As the fire is being extinguished, all other employees should immediately evacuate the area.

Pre-Emergency Training:

Each Cedar County employee shall be trained in the following:

- The Emergency Evacuation Plan for the Cedar County Building at which they work.
- Location and operation of the fire alarm system in the Assessors Office.
- Location and use of fire extinguishers.
- Techniques of isolating fires, and conducting evacuations.
- Evacuation techniques for Cedar County.
- Each office should have a first aid kit readily available!

## **II. Tornado Emergency Plan**

When a tornado has been sighted and confirmed within or immediately approaching the Courthouse or the City of Tipton, a tornado warning will be issued to the employees of the Courthouse by the 911 dispatcher and the County Sheriff's Office.

### Emergency Notification

When a tornado warning is in effect for the Courthouse, the courthouse intercom system will be utilized to notify all employees and the general public in the building of the emergency.

### Emergency Response

All personnel notified of a tornado warning shall immediately seek their designated tornado shelter which is located in the basement of the county courthouse. The Security Officer shall notify the employees and general public of the warning and instruct them to take shelter. Tornado shelter information is posted on the emergency evacuation maps in each office. Cash drawers and vaults shall be locked and doors and windows left open.

When possible, employees and the general public shall utilize enclosed stairwells in seeking the tornado shelter. Elevators shall not be used during evacuation. The employees and the general public shall stay away from large open areas and window glass.

All employees and general public shall remain in the tornado shelter until the "all clear" signal is given by the Security Officer.

If the courthouse is damaged, then the Security Officer shall determine if any employees are missing and report this to emergency response personnel.

## Designated Tornado Shelter Areas

The following are designated tornado shelter areas for the Cedar County courthouse.

Building Area	Tornado Shelter Area
2 <sup>nd</sup> floor personnel	Basement large conference room
1 <sup>st</sup> floor personnel	Basement large conference room
Basement personnel	Within own offices, leave doors open.

### **III. Bomb Threat Plan**

**Initial Notification:** The recipient of a bomb threat shall immediately notify the nearest office or the Security Officer who will in turn notify the 911 dispatcher.

**Emergency Notification:**

The Security Officer shall notify all employees in the courthouse using the courthouse wide intercom. Sheriff's Department shall be in charge of the affected building until control is assumed by others, typically members of the local fire department.

The fire department will direct an employee from each office in a search of the building. All other employees will evacuate the building. County employees shall initially evacuate to their fire alarm emergency locations unless otherwise directed by fire department/bomb squad. After attendance is taken per that procedure, the County Sheriff will designate the final evacuation location for all employees and the general public.

All employees and the general public shall not be allowed back in the affected building until authorized by the fire department or the County Sheriff.

### **IV. Evacuation Training Requirements:**

Training will be provided annually. All training will be documented. Drills will be held on an as needed basis.

## **POLICY STATEMENT**

These rules, regulations, and procedures are not meant, nor shall be construed or interpreted, to alter the at-will employment status of any Cedar County employees pre-existing their passage or any future Cedar County Employees. These rules, regulations, and procedures are not meant, nor shall be construed or interpreted, to create implied conditions, promises, covenants, or contracts between Cedar County and its at-will employees or to become or create an employment contract between Cedar County and its employees. Nor shall any employee's successful completion of a probationary period or the existence of a progressive disciplinary policy be construed, interpreted, or implied to create a contract of employment, to constitute these personnel policies as a written contract of employment, or to alter in any way an employee's at-will status.

Nothing in these rules, regulations, and procedures should be construed, interpreted, or found by any court of this state, any other state, or of the United States to create any expectancy, entitlement, property or liberty right or interest, any procedural due process rights, or any other Constitutional right, claim, or interest, whether under the Iowa or United States Constitution and nothing in these rules, regulations, and procedures shall be construed, interpreted, or found to create implied causes of action or private rights of action for Cedar County employees.

It is the Employer's intent by these personnel policies to describe for its employees in one document the Employer's expectations for its employees, the benefits associated with employment, the systems the Employer uses to achieve good work and working conditions by and for its employees, and the procedures employees may follow in their conduct with the Employer. It is also the intent of the Employer, through its employees, to abide by and adhere to these policies and the procedures erected for those employees to follow, as best it is able. It is not the intent of the Employer by the creation of these Personnel Policies and the Employer's attempt to follow them in its dealing with its employees, however, to have the existence of these policies, the expectancies, or statements of policy defined in them or the procedures advanced by them taken by its employees or any agency or court as abandonment by the Employer of its at-will relationship with its employees, the construed creation of written or implied contract rights between it and its employees, the creation of rules of understanding giving rise to procedural due process protections, property rights, liberty rights, or any other state or federal constitutional right.

I have read the foregoing, have had this explained to me, and agree that I will not assert in any state or federal administrative agency or court any position to the contrary of that in this Policy Statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT OF RECEIPT  
AND UNDERSTANDING OF  
THE CEDAR COUNTY  
EMPLOYEE HANDBOOK**

I have received my copy of the Cedar County handbook. I know that I must read the handbook so that I understand my rights and responsibilities as an employee of Cedar County.

I understand that the handbook is not an employment contract, but it is an explanation or guide of County policies, procedures and benefits. The County has not solicited my assent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the County may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the County and me is terminable at will by either party and that nothing in this handbook creates additional rights or provide a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am to talk with my immediate supervisor, the Auditor's Office or the County Board of Supervisors

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Acknowledged

This page is to be submitted to Human Resources upon receipt of this booklet and will become a part of employee's personnel file.

**DRUG-FREE WORKPLACE ACT OF 1988**

**NOTICE TO EMPLOYEES**

Cedar County is subject to the Drug-Free Workplace Act of 1988, Public Law 100-690.

Cedar County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. (A “controlled substance” within the meaning of this policy means any controlled substance in Schedules I through V of 21 U.S.C. 812.) Any violation of this prohibition will result in discipline up to and including discharge.

As required by federal law, it is a condition of continued employment that:

- Any employee who is convicted of any criminal drug statute violation for conduct in the workplace is required to notify the County Attorney of this fact no later than five (5) days after such conviction. (The term “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence of both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- Each employee must abide by the terms of this policy.

Federal law requires that Cedar County notify the federal government of any convictions in violation of our policy.

Federal law further requires Cedar County to impose sanctions – which may include discharge for any violation of the provisions of this notice or policy.

**RECEIPT**

I acknowledge receipt of a copy of the foregoing “Notice to Employees” concerning the Drug-Free Workplace Act. I acknowledge that I have read, understand and will comply with the policy. I further acknowledge that neither nothing in the policy is intended, nor shall it be construed as a change in the “at will” nature of my employment.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Copy to file  
Copy to employee

## ANTI-HARASSMENT POLICY ACKNOWLEDGEMENT FORM

\_\_\_\_\_ I acknowledge that I have received, read, and understand the Anti-Harassment  
(initials) Policy of Cedar County.

\_\_\_\_\_ I understand what types of behavior at work is prohibited.  
(initials)

\_\_\_\_\_ I understand that if I'm a victim of harassment that I need to bring the matter to the  
(initials) attention of my Department Head, Human Resources or a member of the Board of Supervisors.

\_\_\_\_\_ I understand that failure to comply with the policy could result in disciplinary  
(initials) action up to and including termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

This page is to be submitted to Human Resources upon receipt of this booklet and will become a part of employee's personnel file.

