

CEDAR COUNTY

Employment Policies
For

Bargaining Unit

Employees

Cedar County
July 2006
Revised July 2007
Revised 4/30/2007

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These policies were written to explain some of the County's policies, procedures, employment benefits, and other matters concerning your employment with the County. These policies are presented as a matter of information only. The statements contained in these policies are subject to change and may be revised from time to time without prior notice by County officials.

DISCLAIMER

This handbook is provided for informational purposes only. The policies, procedures, benefits, and plans described in the handbook may be revised by the County at any time without prior notice. The County retains the exclusive right to change, add to, eliminate, or modify any of the policies in the handbook at any time at its discretion, with or without notice. These policies do not constitute a contract, express or implied.

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 or other non-merit factors.

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 which must be performed at Mercy Services Clinic in Tipton, 563-886-2195. 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 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 physical 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 Board of Supervisors when necessary.

All Public Health employees shall be required to have a physical examination at least every two (2) years. Cedar County will pay the remaining cost of the examination not covered by medical insurance. 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.

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 in the Human Resources office.

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Access to medical information will be limited to supervisors and managers who need to know about medical restrictions or accommodations for the employee others as required by law.

FAMILY AND MEDICAL LEAVE ACT POLICY

It is the policy of Cedar County to grant job protected family and medical leave to eligible employees according to the Federal Family and Medical Leave Act Policy of 1993 for up to twelve (12) weeks per twelve (12) month period for any one or more of the following reasons.

- A. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care;
- B. In order to care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition; or
- C. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

Scope

This policy is applicable to all County employees who have been employed at least twelve (12) months (even if not consecutive) and worked at least 1,250 hours during the twelve (12) months immediately preceding the request for leave.

The employee may not engage in any gainful employment while on leave, except as part of an approved rehabilitation program.

Purpose

The purpose of this policy is to comply with the Federal Family and Medical Leave Act and state the County requirements under the Act.

Specific Policy Provisions

Definitions:

- “12-Month Period” – means the twelve (12) month period measured forward from the date any employee's first FML leave begins.
- “Spouse” – husband or wife as defined by Iowa law. If both spouses work for Cedar County their total leave in any twelve (12) month period may be limited to an aggregate of twelve (12) weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent.
- “Child” – means a child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's “child” is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or stepchild.

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- “Parent” – means a biological or an individual who stands or stood in loco parentis to an employee when the employee was a child. This term does not include parents “in-law”
- “Serious Health Condition” – means an illness, injury, impairment, or physical or mental condition that involves:
 1. Inpatient care; or
 2. Any period of incapacity requiring absence from work for more than three (3) calendar days AND that involves continuing treatment by a health care provider; or
 3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three (3) calendar days; or
 4. Prenatal care by a health care provider.
- “Continuing Treatment” – means:
 1. Two (2) or more visits to a health care provider; or
 2. Two (2) or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or
 3. A single visit to a health care provider that results in a regimen of continuing treatment; or
 4. In the case of a serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision of, but not necessarily being actively treated by, a health care provider.

Intermittent or Reduced Leave

- A. An employee may take leave intermittently (a few days or a few hours at a time) or a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when “medically necessary.”
 1. “Medically necessary” means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
 2. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring period of leave when the leave is planned based on scheduled medical treatment.
- B. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the Department Head’s consent.
- C. For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the twelve (12) weeks prior to the beginning of the leave should be used for calculating the employee’s normal workweek.
- D. Only the amount of leave actually taken may be counted toward the twelve (12) weeks of leave to which an employee is entitled.

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Substitution of Paid Sick Leave, Vacation Time and Personal Days

- A. An employee may substitute sick leave accumulation for the birth and care of such child or placement of a child for adoption or foster care. Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement. An employee will be required to substitute sick leave for the employee's own serious health condition. When the employee has used all accrued sick leave, the employee is then required to substitute vacation or personal time until such leave is exhausted in its entirety with the exception of vacation leave. An employee may retain up to one (1) week of accumulated vacation leave. When an employee has used all accumulated paid leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals twelve (12) weeks.
- B. An employee will be required to substitute vacation or personal time in order to care for an immediate family member if such immediate family member has a serious health condition. Such leave will be exhausted in its entirety with the exception of vacation leave. An employee may retain up to one (1) week of accumulated vacation leave. When an employee has used all accrued paid leave for the care of an immediate family member with a serious health condition, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals twelve (12) weeks.

Notice Requirement

- A. An employee is required to give thirty (30) days notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form (available in the Auditor's office) should be completed by the employee and returned to the Auditor's office. In emergency or unexpected situations, an employee should provide as much notice as is practicable, usually verbal notice within one (1) or two (2) business days of when the need for leave becomes known, followed by a completed "Request for Family/Medical Leave" form.

This applies to all uses of paid and unpaid leave under the FMLA including intermittent or reduced leave.

- B. If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until thirty (30) days after the employee provides notice.

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Medical Certification

- A. For leaves taken because of the employee's or a covered family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form (available from Human Resources) and return the certification to the same. The employee must provide medical certification within fifteen (15) days after requested, or as soon as is reasonably possible.
- B. Cedar County may require a second or third opinion (at the County's expense), periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.
- C. All documentation related to the employee's or family member's medical condition will be held in the employee's medical file under strict confidence per H.I.P.A.A..

Effect of Benefits

- A. An employee granted a leave under this policy would continue to be covered under Cedar County's group health insurance plan under the same conditions, as coverage would have been provided if they had been continuously employed during the leave period.
- B. Employee contributions will be required either through payroll deduction or by direct payment to Human Resources payable to the Cedar County Auditor by the 25th of the month prior to the month continued coverage is required. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave.
- C. If an employee's contribution is more than thirty (30) days late. Cedar County may terminate the employee's insurance coverage.
- D. If the employee fails to return from unpaid family/medical leave for reasons other than:
 - (1) the continuation of a serious health condition of the employee or a covered family member or;
 - (2) circumstances beyond the employee's control (certification required within thirty (30) days of failure to return for either reason).Cedar County may seek reimbursement from the employee for the portion of the premiums paid by Cedar County on behalf of that employee (also known as the Employer contribution) during the period of unpaid leave. Cedar County may not recover its share of health insurance premiums for any period of FML covered by paid leave.

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- E. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

Job Protection

- A. If the employee returns to work within twelve (12) weeks of the commencement of a family/medical leave, he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status, and authority.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.
- C. If the employee fails to return within twelve (12) weeks of the commencement of a family/medical leave, the employee will be reinstated to his/her same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

Family/Medical Leave Forms to be Submitted by the Employee

- Request for Family/Medical Leave
- Physician or Practitioner Certification
- Fitness for Duty to Return from Leave

Anti-Harassment Policy

PURPOSE:

It is the County's policy that all employees are responsible for assuring that the workplace is free from harassment. Because of the County's strong disapproval of offensive or inappropriate behavior at work, all employees must avoid any action or conduct, which could be viewed as harassment.

POLICY:

This policy refers to, but is not limited to, harassment in the following areas:

1. Age
2. Race
3. Color
4. National Origin
5. Religion
6. Sex
7. Creed
8. Disability

Harassment includes, but is not limited to, display or circulation of written materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

Harassment also refers to behavior that is personally offensive, demeaning, insulting, or intimidating, impairs morale, and interferes with the work effectiveness of employees.

Harassment of employees by non-employees in the workplace is not acceptable and should be reported to your Department Head, a member of the Board of Supervisors, or Human Resources.

Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual acts or favors, or other physical and verbal conduct of a harassing nature by Supervisors or others in the workplace.

1. Sexual harassment exists when:
 - A. Supervisors or Managers make submissions to such conduct either an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention);
 - B. Submission to or rejection of such conduct is used by Supervisors or Managers as a basis for employment decisions.

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2. Sexual harassment may also exist when conduct by Supervisors, any other employee, or people who are not employees, unreasonably interferes with an employee's work performance or creates an intimidating work environment. Such conduct may take various forms, as for example:

1. **Verbal** -- sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.

2. **Nonverbal** -- sexually suggestive objects or pictures either written or electronically transmitted messages, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.

3. **Physical** -- unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

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, or Human Resources. If a complaint is received by any other person, that person shall immediately notify Human Resources.

All Department Heads and members of the Board of Supervisors 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.

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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.

CEDAR COUNTY WORKING RULES
-DISCIPLINARY ACTION-
DEMOTION, SUSPENSION, DISCHARGE

In order to maintain a safe, efficient and harmonious organization, disciplinary action for violating the attached Rules and Regulations has been established for County employees. Each of the Rules and Regulations has a sound background of common sense based on experience. These Rules are not necessarily the only areas in which disciplinary action may be taken if conduct or instances require. These Rules may be modified as changing conditions warrant. Each case shall be considered on its own merits with due consideration as to the nature of the offense, the cause, the background, likelihood of repetition, and the attitude of the offender.

Verbal reprimands may be issued but have not been listed below as a disciplinary action. They do become a part of the employee's file and may be used as support for further disciplinary action.

If all employees observe reasonable rules of safety and courtesy, it will result in a more harmonious and enjoyable work atmosphere.

Oral Warning

Correction of an employee's action in the form of an oral reprimand. This is usually used for a first or minor offense. Oral warnings may become part of the employee's personnel record.

Written Warning

A written statement identifying what the employee did, when it happened, what is expected in the future, and subsequent consequences if violations continue. Written warnings become part of the employee's personnel record.

Suspension

A disciplinary layoff resulting in loss of pay for a period of time determined by the Department Head or his/her designee.

Discharge

A complete separation from employment from Cedar County.

DISCIPLINARY PROCEDURES

In the event of such unsatisfactory conduct by an employee, the supervisor will normally first try to correct the situation through discussion with the employee. The employee or the supervisor may call upon the Department Head for help in resolving the problem, or if this fails, in deciding upon what remedial action is warranted. In all cases the supervisor reserves the right to adjust his/her action to suit the circumstances.

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The following steps will normally only be taken in an attempt to resolve problems of unsatisfactory conduct which are not of a serious nature:

1. The Supervisor or Department Head will normally give the employee a verbal warning and may place a written notation of this in the employee's personnel file.
2. If unsatisfactory conduct continues, a written warning will normally be issued by the Supervisor or Department Head. The copy will be placed in the employee's personnel file.
3. If such conduct persists, the employee may be suspended without pay, at the discretion of the Department Head.
4. If such conduct is repeated, the County will terminate employment of the employee. A written report of this action and the reasons for it will be placed in the employee's file.

In cases of serious misconduct, the Employer shall have the right to suspend or discharge immediately.

CLASS I CEDAR COUNTY WORKING RULES

Class I work rules are examples of work rules that, if violated for the first time, will usually not result in discharge.

1. Horseplay, loafing, or lackadaisical performance of job assignments or disturbing others at work.
2. Failure to begin work at starting time.
3. Frequent tardiness, absenteeism, or leaving work early without authorization or just cause.
4. Working unauthorized hours or violation of work hours, rest periods, or lunch periods.
5. Unauthorized extension of breaks and/or lunch periods.
6. Leaving employee's work place during work hours without authorization.
7. Unnecessary visiting or extended visiting during working hours.
8. Loitering or wasting time during working hours.
9. Unauthorized or unnecessary time spent away from the assigned workstation.
10. Attending to personal affairs on County time.

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11. Unprofessional gossip or criticism which contributes toward reducing morale of residents, visitors, employees, or the public we serve.
12. Obscene or abusive language.
13. Conduct or appearance not accompanying the professional image and/or position.
14. Poor grooming or hygiene.
15. Failure to wear prescribed uniform or apparel, including County name badge.
16. Creating or contributing to unsanitary conditions.
17. Minor violations of County policies and/or procedures.
18. Failure to have adequate knowledge of the policies and procedures of the County.
19. Causing minor damage to County property due to carelessness.
20. Failure to observe parking and traffic regulations on the premises.
21. Posting, altering, or removing any material on bulletin boards of County property unless specifically authorized to do so.
22. Poor driving record (both on and off the job) for employees required to use a motor vehicle while on County business.
23. Smoking in NO SMOKING area.
24. Inefficiency.
25. Violation of safety and health rules.

CLASS II CEDAR COUNTY WORKING RULES

CLASS II work rules are examples of work rules more serious in nature than CLASS I rules, and, if violated will result in more serious disciplinary measures up to and including discharge.

1. Dishonesty
2. Work performance not up to standard.
3. Failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions.
4. Failure to follow the proper procedures or policies of the County.
5. Work performance not up to established standards (e.g. inefficiency, misuse of County time.)
6. Refusal to work, without a good reason, when needed due to emergency callings, disaster, patient emergency, etc.
7. Abuse of sick leave.
8. Sleeping during working hours or giving the impression of sleeping.
9. Fighting; disorderly, subversive, insubordinate, immoral, or indecent conduct.
10. Physical assault of fellow employees.
11. Willful violation of safety and health rules which may endanger the employee, other employees, or the public.
12. Excessive absenteeism.
13. Failure to notify your supervisor that you will be absent from work.
14. Any employee making untruthful or capricious statements about a fellow employee.
15. Threatening, intimidating, or coercing residents, fellow employees, or others.
16. An act of sexual harassment, either verbal or physical.
17. Smoking in restricted areas.
18. Obtaining employment or promotions under false pretenses.
19. Deliberate failure to complete County records.
20. Incompetence.
21. Operating equipment or motor vehicles recklessly.
22. Transporting unauthorized passengers in County equipment or motor vehicles.
23. Failure to perform routine maintenance on equipment assigned to employees.
24. Negligence in the operation or care of any equipment or vehicles, which results in damage to the equipment, or vehicles.
25. Failure to keep necessary licenses and/or certification.
26. Failure to maintain insurability. Loss of insurability may be the result of moving violations and/or accidents both on the job and on an employee's own personal time.
27. Habitual offender of various County rules.
28. Three (3) written warnings for any combination of Class I or Class II offenses during a twelve (12) month period.

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CLASS III CEDAR COUNTY WORKING RULES

The following actions are serious violations and may result in immediate discharge.

1. Theft, willful destruction and/or unauthorized use or altering of property or equipment belonging to the County or any employee. Including unauthorized use of the internet or e-mail with County computers.
2. Consuming, having unauthorized possession of or being under the influence of intoxicants, narcotics, controlled substances, or other non-medically prescribed drugs, or while having an alcohol concentration of .08 or more, or while having any amount of a controlled substance present in the employee as measured in the employees blood or urine, while on the work premises or on work related activities. This does not apply to persons taking prescription medication in accordance with a valid prescription.
3. Being absent for two (2) consecutive scheduled workdays without notifying the Supervisor.
4. Absolute disobedience, insubordination, or refusal to comply with reasonable instructions or authorized supervision.
5. Deliberately falsifying, altering, or supplying false information on County records, including payroll records and time cards.
6. Falsifying sick leave claims.
7. Unauthorized copying of County records, including resident medical charts, without proper release and permission.
8. Unauthorized disclosure of confidential or County or resident information.
9. Negligence, including leaving duty station without authorization.
10. Violation of safety standards that could result in harm to residents, employees, or major damage to equipment.
11. Failure to report an accident/incident involving a resident, yourself, or visitor.
12. Working on personal jobs or carrying on secondary employment on County time.
13. Unauthorized possession of weapons, firearms, knives, or explosives on the premises.
14. Employee who has pled guilty to, been convicted of or granted a deferred judgment of a criminal offense.

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DRUG POLICY

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.

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 (5) working days after the conviction. Failure to do so will result in immediate dismissal from your position.

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RESOLUTION

WHEREAS, The Cedar County Board of Supervisors desires to formalize a policy concerning the use of County-owned motor vehicles after the consumption of alcoholic beverages:

BE IT RESOLVED AS FOLLOWS:

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:
 - a) 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.
 - b) Perform safety-sensitive functions within four (4) hours after using alcohol. (as per County policy)
 - c) Use alcohol for eight (8) hours following an accident or until undergoing a post-accident test.
 - d) 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.

Signed October 2, 2000.

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Continued Coverage Provision

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the County will offer covered employees, spouses, and dependent children the opportunity to continue their group medical coverage under the County's current plan if coverage terminates for one of the following events:

- a. death of the covered employee
- b. voluntary or involuntary termination of employment for reasons other than gross misconduct
- c. reduction of hours worked
- d. divorce or legal separation
- e. entitlement to Medicare by the employee
- f. Loss of "dependent child" status under the plan rules
- g. Military Leave

QUALIFYING EVENTS	BENEFICIARY	COVERAGE
-Termination -Reduce Hours	- Employee - Spouse - Dependent Child	18 months
-Military Leave	-Employee -Spouse -Dependent Child	24 months
-Employee entitled to Medicare -Divorce or legal separation -Death of covered employee	- Spouse - Dependent Child	36 months
-Loss of "dependent child" status	- Dependent Child	36 months

Disability can extend the 18 month period of continuation coverage for a qualifying event that is a termination of employment or reduction of hours. To qualify for additional months of COBRA continuation coverage, the qualified beneficiary must: Have a ruling from the Social Security Administration that he or she became disabled within the first 60 days of COBRA continuation coverage. Send the plan a copy of the Social Security ruling letter within 60 days of receipt, but prior to expiration of the 18-month period of coverage

The beneficiary must notify the Plan Administrator of the desire to continue coverage within sixty (60) days of the qualifying event. After the initial election, the beneficiary must remit the applicable premium to the Human Resources Benefits Coordinator payable to Cedar County in the form of a certified check or money order by the 25th of the month for the following month's coverage. Delinquent payments of the premium may be grounds for terminating the continuation coverage.

Premiums reflect the total cost of group health coverage plus 2% for administration costs. For disabled beneficiaries receiving an additional 11 months of coverage after the initial 18 months, the premium for those additional months will be increased to 150% of the plan's total cost.

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Employee Responsibility

Each employee or qualified beneficiary must notify Human Resources 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).

- a. Divorce or legal separation of an employee.
- b. The end of a dependent child's status as a dependent under your group medical insurance program.
- c. Birth or adoption of a child.
- d. Marriage of an employee or dependent child.
- e. 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:

1. Motel/hotel expenses and guarantee of reservations.
2. County car expenses.
3. Meals.
4. Airline reservations.
5. Registration fees.
6. 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. (See Class II Working Rules #4)

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 human resources 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

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

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 must be worn every day and be visible when serving the public at the counter.

If the badge is lost, stolen or broken, contact the Human Resources 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.

Failure to follow these guidelines is a violation of Class I working rules. (See pg. IV-6)

CEDAR COUNTY COMPUTER & INTERNET POLICY

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

- A. 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.
- B. 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.
- C. 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

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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.

- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. Employees are warned that mere deletion of a message or file may not fully eliminate the message from the system.
- I. 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

- A. 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.
- B. Information which is protected from inspection by the public is subject to inspection by the Department Head or Information Officer.
- C. It is the responsibility of employees having custody of records classified as confidential by law, to appropriately protect that confidentiality.
- D. 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.
- E. This policy shall be interpreted and implemented in a manner that complies with HIPAA (Health Insurance Portability and Accountability Act).

V. GENERAL GUIDELINES

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- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. Any violation of the Computer and Internet Policy will subject the employee to discipline up to and including termination.
- F. 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 damage 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

- A. Any use that violates federal, state, or local law or regulation is expressly prohibited. Specifically but not exclusively the following activities are prohibited:
 - 1. 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.
 - 2. Knowing or reckless interference with the normal operation of computers, peripherals, or networks is prohibited.
 - 3. Connecting unauthorized equipment to the network for any purpose is prohibited.
 - 4. Running or installing games, files, or other software on Cedar County computers is prohibited, if they are not related to work for Cedar County.
 - 5. Using the County network to gain unauthorized access to any computer system is prohibited.
 - 6. Solicitation is prohibited, whether for charitable, business or personal purposes. Commercial or partisan use is a violation of Iowa law.

VI. NETIQUETTE AND PROTOCOLS

- A. Use of the County's computer systems to access, transmit, store, display or request obscene,

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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.

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

C. 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.

D. 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.

E. 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. 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 7th 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.

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RESOLUTION
COUNTY VEHICLES & PUBLIC SAFETY

WHEREAS, the governmental business of Cedar County, Iowa is conducted through its officers, whether elected or appointed, and its employees and agents each under the respective statutes and other Cedar County rules and policies defining the job duties and requirements for any officer, employee or agent; and

WHEREAS, various Cedar County officers, employees and agents have job functions and duties which require the possession and use of vehicles and other personal property owned by Cedar County at times and places away from any such officer's, employee's or agent's assigned county office or other place of work and often require, in the ordinary course of such officers', employees' or agents' duties, that such automobiles and other personal property be readily and immediately available for use at all times for emergency, on-call or other situations involving Cedar County governmental functions, duties and business; and

WHEREAS, the Cedar County Board of Supervisors has been made aware that on some occasions some of those Cedar County officers, employees and agents who have been entrusted with the personal possession of Cedar County vehicles and other personal property for their use involving emergency, on-call or other situations of Cedar County business have used, and permitted others who are not Cedar County officers, employees and agents to use such vehicles and other personal property for personal and family convenience, business, and other functions and purposes which have no relation to the governmental business of Cedar County or to the job functions and duties of that officer, employee and agent; and

WHEREAS, it is a Serious Misdemeanor for any such Cedar County officer, employee or agent to knowingly use or permit any other person to use the vehicles or other personal property entrusted to the personal possession of any officer, employee or agent for any private purpose or for any personal gain and to the detriment of Cedar County, Iowa under the provisions of Iowa Code Section 721.2(5) (2003); and

WHEREAS, Cedar County, Iowa and such Cedar County officers, employees or agents who knowingly use or permit any other person to use such vehicles and other personal property for private use, or personal gain can be made liable for damages to third persons under the provisions of common law or Iowa Code Chapter 670 for death, personal injury or property loss; and

WHEREAS, Cedar County, Iowa seeks to prohibit the wrongful use of its vehicles and other personal property and to avoid the potential for civil liability for such wrongful use by setting forth in this Resolution and defining the permissible circumstances of such usage in prescribing the time, place and purpose for which such vehicles and personal property may be used, as permitted by Briner v. Hyslop, 337 N.W.2d 858, 869-870 (Iowa 1983), provide other related county policies and provide the establishment of penalties for such wrongful use;

NOW, THEREFORE, BE IT HEREBY RESOLVED

I

COUNTY OWNED PROPERTY

A. No Cedar County, Iowa officer, employee or agent who is entrusted the possession of any motor vehicle owned by Cedar County, Iowa shall use such motor vehicle for any other purpose than the governmental business of Cedar County, Iowa or the specific statutory or other duties defined for that officer, employee or agent's job functions and duties.

B. No Cedar County, Iowa officer, employee or agent who is entrusted the possession of any motor vehicle owned by Cedar County, Iowa for use in that officer, employee or agent's job functions and duties shall permit any other person to operate, use or be a passenger in such motor vehicle, except as incident to the legitimate governmental business that officer, employee or agent in the ordinary course of such job functions or duties.

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C. No Cedar County, Iowa officer, employee or agent who is entrusted the possession of any personal property or equipment owned by Cedar County, Iowa and made available to such officer, employee or agent for use in the job functions and duties of that officer, employee or agent shall permit any person to possess, operate or use any such personal property or equipment, except as incident to the legitimate governmental business of that officer, employee or agent in the ordinary course of such job functions or duties.

II

USE OF PRIVATELY OWNED VEHICLES ON CEDAR COUNTY BUSINESS

Certain Cedar County, Iowa officers, employees and agents, as part of their unique or specific job functions and duties, are required to use or may sometimes legitimately use a motor vehicle which is privately owned by that person in the ordinary course of performing his or her job duties. Because Cedar County, Iowa may be liable under the provisions of Iowa Code Chapter 670 for the death, personal injury or property loss of others in such circumstances and Cedar County seeks to avoid an uninsured or partially uninsured loss which might otherwise leave Cedar County liable in such circumstances;

BE IT FURTHER HEREBY RESOLVED

A. This Resolution will be effective 7-1-2005. The Department Heads shall identify each Cedar County, Iowa officer, employee or agent whose job functions and duties require or permit the use of any privately owned motor vehicle in the ordinary course of business whether or not such use is on an ongoing permanent or a temporary or sporadic basis.

B. Each officer, employee or agent so identified by the Department Heads shall be required to have and maintain personal liability and property damage insurance on each such motor vehicle used in discharge of that person's job functions and duties in an amount of not less than:

1. \$100,000 for any single personal injury claim;
2. \$300,000 for any multiple personal injury claim; and
3. \$ 50,000 for any property damage claim.

C. Each officer, employee or agent so identified by the Department Heads shall be required to periodically show a certificate of insurance coverage for each such motor vehicle establishing the coverage required by subparagraph B of this Section not less often than every six (6) months for any period in which such person remains an officer, employee or agent of Cedar County, Iowa.

D. This provision does not apply to members of appointed Boards and Commissions.

III

PENALTIES

A. For any violation of the provisions of Section I:

1. The officer, employee or agent shall be referred to the proper prosecuting authority for possible criminal prosecution under Iowa Code Section 721.2(5) (2003); and

2. The employee or agent shall be removed and, if necessary, terminated as an employee or agent from any position permitting or requiring the possession or use of any motor vehicle, equipment or other personal property owned by Cedar County; and

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3. The officer, whether elected or appointed, shall be referred to the Iowa Attorney General, pursuant to Iowa Code Section 66.3(1), for a possible action, under Iowa Code Chapter 66, for removal from office; and

4. Where it appears that a death, personal injury or property loss is claimed or may have occurred in violation of the provisions of Section I, Cedar County shall commence against such officer, employee or agent that action contemplated by Iowa Code Section 670.8 seeking a determination that such violation constituted a willful and wanton act or omission as to which Cedar County has no duty to defend or indemnify such officer, employee or agent for that death, personal injury or loss or, alternatively, that Cedar County is owed restitution by such person.

B. For any violation of the provisions of Section II, any officer, employee or agent failing to produce, upon the periodic request of the Department Heads and/or Board of Supervisors, proof of the insurance coverage required by Section II shall be prohibited from driving that privately owned vehicle on and in the course of that person's job functions and duties.

Approved and adopted this 6th day of January, 2005.

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 Human Resources 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 Human Resources.

The Department Head shall notify Human Resources 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 Human Resources 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.

Nepotism

It shall hereafter be unlawful for any person elected or appointed to any public office or position under the laws of the state or by virtue of the ordinance of any city in the state, to appoint as deputy, clerk, or helper in said office or position to be paid from the public funds, any person related by consanguinity or affinity, within the third degree, to the person elected, appointed, or making said appointment unless such appointment shall first be approved by the officer, board,

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council, or commission whose duty it is to approve the bond of the principal; provided this provision shall not apply in cases where such person appointed receives compensation at the rate of six hundred dollars (\$600) per year or less, nor shall it apply to the employment of clerks of members of the general assembly.

No person so unlawfully appointed or employed shall be paid or receive any compensation from the public money and such appointment shall be null and void and any person(s) so paying the same or any part thereof, together with their bondsmen, shall be liable for any and all moneys so paid.

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 section 68B.22.

Personnel Files

The following information, when previously furnished or subsequently collected in sum or in part, is to be included in the employee's "official" personnel file and kept in Human Resources. Such documents shall be subject to his/her access and subsequent disclosure consistent with County policy.

- 2) Records used in deciding such employment actions as hiring, promotions, salary increases, disciplinary actions and terminations;
- 3) records relating to an employee's past and present compensation;
- 4) records consisting of information provided by, or signed by, the employee; and
- 5) any non-sensitive information and records kept in the files.

Included would be the following;

- 1) Completed job application form
- 2) Employment eligibility for I-9 (hired after 11-1-86)
- 3) Resumes and transcripts of course work, when required
- 4) Licenses and registrations, when required
- 5) DD-214, if veteran
- 6) Performance evaluations
- 7) Salary history
- 8) Attendance records
- 9) Leave records
- 10) Disciplinary action (reprimands, suspensions, loss of privileges, etc.)
- 11) Commendations
- 12) Training and staff development completed course work
- 13) Insurance and benefit records
- 14) Employee signed documents in general
- 15) Test scores if used in hiring or promotion

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- 16) Exit interviews upon separation, termination
- 17) Drug-Free Workplace notice
- 18) Criminal History records

Employee Records

Employee personnel records are confidential pursuant to Iowa Code, 22.7 (11). The Employer shall maintain personnel records. It is the policy of Cedar County that each employee should be free to examine their own personnel files subject to rules set by the Auditor and the Iowa Code 91B.1.

Status Change - Regular Employee To An Elective Office

A regular full or part-time employee who is elected or appointed to an elective office, (Auditor, Co. 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.

EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of Cedar County to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide program and employment facilities which are accessible to the handicapped; and to administer its programs in a manner which does not discriminate against any person because of race, creed, color, religion, sex, national origin, disability, age, political affiliation, or citizenship.

The Chairperson has ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the Chairperson's responsibility. The Chairperson will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

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.

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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:

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

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II. Organization and Responsibility:

The following are some guidelines to ensure that the Safety Program is run properly:

1. The Board of Supervisors will:
 - a. provide the means to accomplish this policy.
 - b. enforce this policy and recommend, through the appropriate chain of command, discipline for any supervisor or Department Head that is willfully disregarding or in violation of it.
 - c. establish a policy for reporting and treatment of injuries.
 - d. establish safety programs.
 - e. require employees to attend safety meetings.
 - f. advise all prime contractors and subcontractors of this policy and encourages them to abide by it.
 - g. appoint safety coordinators.
 - h. appoint a safety committee.

2. The County Safety Committee will:
 - a. develop and enforces the county's safety regulations and procedures including recommending and publishing an employee safety policy.
 - b. be responsible for on the job safety.
 - c. identify and cause corrective action on safety hazards.
 - d. be familiar with laws pertaining to safety and health on the job.
 - e. conduct safety inspections and maintains reports.
 - f. have available copies of all federal, state, and local safety requirements.
 - g. instruct immediate supervisory personnel that safety practices and procedures are to be followed and safe conditions maintained throughout the job.
 - h. review all accidents, file full reports, and see that appropriate corrective action is taken.
 - i. arrange adequate safety training for all employees.
 - j. recommend major corrective actions to the Board of Supervisors.
 - k. members will be responsible to attend meetings or send alternates in their place.

3. The Safety Coordinators will:
 - a. encourage that county's safety/loss control policy is carried out.
 - b. encourage that safety committee's regulations and procedures are carried out.
 - c. help Department Heads and immediate supervisory personnel identify and correct risks and hazards.
 - d. conduct safety inspections.
 - e. investigate claims in cooperation with Human Resources.
 - f. assist in keeping records of accidents, injuries, claims, and losses and provides accident information to the safety committee.
 - g. serve as an ex-officio member of the safety committee.

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4. Department Heads will:

- a. be familiar with laws and regulations pertaining to safety and health on the job.
- b. enforces federal, state, and county safety regulations.
- c. advises all prime contractors and subcontractors of this policy and encourages them to abide by it.
- d. reports all safety hazards to the county safety committee along with corrective actions taken. If no action was taken, explain why.
- e. investigate and document any and all accidents and submit that information to Human Resources.
- f. provide safety training, safety equipment, job safety materials, necessary first aid equipment, and emergency telephone numbers to employees.
- g. periodically inspect any and all safety equipment for availability and serviceability.
- h. instruct all employees in safe working habits and procedures, follow-up to ensure compliance, especially with new employees.
- i. prepare agendas, conduct safety meetings, and maintain attendance records.
- j. implement and monitor the county's injury reporting and treatment program.
- k. prohibit employees from taking unnecessary or unsafe chances.
- l. discipline any employee who willfully disregards or violates county safety policy and/or procedures.
- m. recommend changes in safety policy and/or corrective actions to the safety committee.

III. Medical Treatment Procedures:

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

- a. 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.
- b. If the injury is life threatening, then the employee should be taken to the hospital emergency room. If the employee is having heart problems, trouble breathing, severe bleeding, or if other life threatening situations should occur, then consider contacting an ambulance by calling 9-911.

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 Human Resources within twenty-four (24) hours of the injury. Forms are available from supervisory personnel or Human Resources. Also, the immediate supervisory personnel are responsible for contacting the Safety Coordinators

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and insurance clerk the same day of the accident and notifying the office of the injury. 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.

V. Supporting Policies, Programs, and Supplemental Information

The safety policy is supported by additional safety/loss control policies. See the Safety Coordinators for more information.

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:

1. Cedar County Courthouse
2. Cedar County Law Enforcement Center
3. Cedar County Conservation Board Shop
4. 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.

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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:

- a. is clearly labeled as to the contents.
- b. notes the appropriate hazard warnings.
- c. 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.

- a. Copies of MSDS for all hazardous chemicals to which each department's employees will be exposed will be kept at the following location(s):
 1. Cedar County Courthouse, Auditor's Office
 2. Cedar County Law Enforcement Center
 3. Cedar County Conservation Main Shop
 4. Cedar County Transfer Station
 5. Cedar County Shop and Out sheds
 6. Cedar County Sheriff's Office
 7. Security Office
 8. Janitor's Office
- b. 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.
- c. MSDS and quantity information are available to the general public upon written request.

III. Employee Training and Information.

- a. Cedar County will provide each new employee before starting work, the following information:
 1. the requirements of 530 – chapters 110 and 120.
 2. all operations in their work area where hazardous chemicals are present.

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3. the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and the MSDS.
- b. Cedar County will provide each new employee before starting work, the following training:
1. methods and observations that may be used to detect the presence or release of hazardous chemicals in the work place.
 2. the physical and health hazard of the chemicals in the work area.
 3. the measures employees can take to protect themselves from these hazards.
 4. what to do if the employees are exposed to the hazardous chemicals.
 5. what each department and the county as a whole have done to lessen or prevent exposure to hazardous chemicals.
 6. a copy of the hazard communication program developed by the County.

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.

c. 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.

d. 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:

- a. hazardous chemicals they may be exposed to while on the job site.
- b. measures the employees may take to lessen the possibility of exposure.
- c. 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.

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:

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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.

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.

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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

a. 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.

b. 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!

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c. 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.**

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

Offices will meet after evacuation as follows:

2nd 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.

1st 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.

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 Resource's and 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 Offices, 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.

e. Do NOT re-enter the building until given the "all clear" by the Security Officer.

f. 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.

g. Pre-Emergency Training:

Each Cedar County employee shall be trained in the following:

1. The Emergency Evacuation Plan for the Cedar County Building at which they work.
2. Location and operation of the fire alarm system in the Assessors Office.
3. Location and use of fire extinguishers.
4. Techniques of isolating fires, and conducting evacuations.
5. Evacuation techniques for Cedar County.

Each office should have a first aid kit readily available!

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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.

A. 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.

B. 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.

C. Designated Tornado Shelter Areas

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

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

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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.

Established and adopted on September 14, 1995.

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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:

1. 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.
2. 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

Return to:
Cedar County Human Resources
400 Cedar St.
Tipton, IA 52772

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Receipt of Policies

ACKNOWLEDGMENT

I have received my copy of the Cedar County Employment Policies for Bargaining Unit Employees. I understand that these policies have been provided to me for informational purposes only, and that the County has the right to change or withdraw any of these policies at any time. I acknowledge that this handbook is not a contract of employment, express or implied.

Signature

Date

Return to:

Cedar County Human Resources
400 Cedar St.
Tipton, IA 52772

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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.

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