

# JONES COUNTY EMPLOYEE HANDBOOK

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**Effective June 1, 2016**

# JONES COUNTY EMPLOYEE HANDBOOK

## *Preface from Elected Officials, Agency Directors, Administrators and Department Heads*

This Employee handbook was developed by Jones County management, including the independent elected officials, agency directors, appointed administrators, and department heads. These parties recognize that elected officials and the various boards and agencies that make up County government retain exclusive authority over personnel matters in their respective offices or agencies. However, they also recognize the importance and value of following uniform employment policies throughout all County departments. Therefore, they have worked together to produce this set of mutually agreed upon policies and procedures.

This handbook contains personnel policies and procedures to be followed by all covered Employees, and will serve as a working guide in the daily administration of the County's employment practices. These written policies are intended to increase understanding of and ensure uniform application of County employment policies and practices throughout the County.

Personnel policies and practices are subject to change because of continual changes in the law governing workplace administration. Any changes to the Employee handbook will be issued to holders of the handbook. County officials can assist in keeping our personnel program current by notifying the Board of Supervisors whenever they encounter problems in administering these policies, and by making suggestions for improvements to policies. County officials, agency directors and administrators, and department heads should be certain that all covered Employees are provided the policies contained in this handbook, and that the policies are interpreted and applied uniformly.

Effective this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
County Board of Supervisors, Chair

\_\_\_\_\_  
Board of Supervisors, Vice-Chair

\_\_\_\_\_  
Board of Supervisors, member

\_\_\_\_\_  
Board of Supervisors, member

\_\_\_\_\_  
Board of Supervisors, member

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
County Attorney

\_\_\_\_\_  
County Recorder

\_\_\_\_\_  
County Sheriff

\_\_\_\_\_  
County Treasurer

\_\_\_\_\_  
Community Services Director

\_\_\_\_\_  
County Engineer

\_\_\_\_\_  
JETS Director

\_\_\_\_\_  
Senior Dining Director

\_\_\_\_\_  
County Board of Health, Chair

\_\_\_\_\_  
County Conservation Board, Chair

\_\_\_\_\_  
County Assessor, or Conference Board Chair

\_\_\_\_\_  
E911 Service Board, Chair

\_\_\_\_\_  
Emergency Management Board, Chair

## Table of Contents

Table of Contents .....	4
SECTION ONE: INTRODUCTION .....	6
1.1 INTRODUCTION .....	6
SECTION TWO: EMPLOYMENT POLICIES .....	8
2.1 EQUAL EMPLOYMENT OPPORTUNITY, HARASSMENT, GINA & ADA COMPLIANCE.....	8
2.2 PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE.....	9
2.3 PROOF OF EMPLOYABILITY.....	10
2.4 MEDICAL EXAMINATIONS AND BACKGROUND CHECKS .....	10
2.5 JOB POSTING .....	10
2.6 EMPLOYMENT OF RELATIVES .....	11
2.7 PERSONNEL FILES AND REFERENCES.....	11
2.8 REIMBURSEABLE EXPENSES.....	12
2.9 LENGTH OF SERVICE .....	12
2.10 REEMPLOYMENT .....	12
2.11 REDUCTION IN FORCE .....	12
2.12 RESIGNATION AND RETIREMENT .....	13
2.13 INCLEMENT WEATHER AND WORKSITE CLOSING .....	13
SECTION THREE: EARNINGS AND HOURS OF WORK .....	14
3.1 DEFINITION OF EMPLOYEE STATUS** .....	14
3.2 EMPLOYEES LIVING IN COUNTY-PROVIDED HOUSING.....	15
3.3 EARNINGS AND HOURS OF WORK: GENERAL PROVISIONS** .....	15
3.3.1 HOURS OF WORK – PROVISIONS BY DEPARTMENT** .....	16
A. COURTHOUSE & BROADWAY PLACE ANNEX - Departments of Auditor, Treasurer, Recorder, Assessor, County Attorney, Land Use, E-911 Coordinator, Environmental Services, GIS, Information Technology, Veteran’s Affairs, Public Health and Community Services ....	16
B. SHERIFF’S DEPARTMENT .....	17
C. CONSERVATION DEPARTMENT .....	17
D. SECONDARY ROAD DEPARTMENT.....	18
E. JETS (Jones Economy Transportation System) .....	18
F. SENIOR DINING .....	19
G. EMERGENCY MANAGEMENT .....	19
SECTION FOUR: TIME OFF BENEFITS .....	20
4.1 HOLIDAYS** .....	20
4.2 PERSONAL DAYS** .....	21

4.3	VACATION** .....	21
4.4	SICK LEAVE** .....	23
4.5	WORK-RELATED INJURIES** .....	24
4.6	TEMPORARY LIGHT DUTY .....	25
4.7	FAMILY AND MEDICAL LEAVE.....	26
4.8	UNPAID LEAVES OF ABSENCE** .....	30
4.9	MILITARY LEAVE** .....	30
4.10	BEREAVEMENT LEAVE** .....	32
4.11	JURY AND WITNESS DUTY .....	32
4.12	VOTING LEAVE .....	33
SECTION FIVE: INSURANCE & RETIREMENT BENEFITS .....		34
5.1	GROUP MEDICAL INSURANCE** .....	34
5.2	CONTINUATION OF MEDICAL COVERAGE .....	35
5.3	OTHER INSURANCE ** .....	36
5.4	DEFERRED COMPENSATION PLANS** .....	36
5.5	IPERS & SOCIAL SECURITY RETIREMENT PROGRAMS .....	36
SECTION SIX: WORK RULES, DISCIPLINE AND COMPLAINT PROCEDURE .....		37
6.1	POLICY ON WORK RULES AND DISCIPLINE .....	37
6.2	DRUG AND ALCOHOL USE IN THE WORKPLACE .....	38
6.3	GENERAL EMPLOYEE OBLIGATIONS .....	39
6.4	CONFLICT OF INTEREST .....	39
6.5	USE OF COUNTY EQUIPMENT.....	39
6.6	OUTSIDE EMPLOYMENT .....	39
6.7	EMPLOYEE LICENSES AND CERTIFICATIONS .....	40
6.8	SOLICITING ON COUNTY PREMISES.....	40
6.9	INVESTIGATIONS.....	40
6.10	WORKPLACE PRIVACY AND SEARCHES.....	41
6.11	USE OF WORKPLACE TECHNOLOGY .....	41
6.12	DISPOSAL OF MEDIA AND OTHER TECHNOLOGY .....	43
6.13	COMPLAINT RESOLUTION PROCEDURE** .....	44
6.14	TOBACCO USE IN THE WORKPLACE.....	45
Appendix A: Employee Acknowledgments.....		47

## SECTION ONE: INTRODUCTION

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

### 1.1 INTRODUCTION

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Welcome to Jones County. This handbook was written to describe and outline some of the County’s policies, procedures, employment benefits, and other matters concerning your employment with the County. Some of the policies and benefits described in this handbook, such as the group health insurance plan, are covered in greater detail in official policy documents from the insurance carrier. You should refer to those documents for more information.

This handbook was developed by Jones County management personnel, including elected officials and appointed administrators. The policies described in this handbook are presented as a matter of information only. While Jones County believes wholeheartedly in the plans, policies, and procedures described here, they are not conditions of employment. The statements contained in this handbook are subject to change and may be revised from time to time, without prior notice, by County officials. Any suggestions you may have for changes in the policies explained in the handbook are welcome.

All County Employees are covered by this handbook, except:

1. elected officials;
2. department heads specifically excluded by the appropriate governing body;
3. members of boards and commissions;
4. personnel appointed to serve without compensation;
5. persons hired on a contractual basis;
6. persons employed on an intermittent basis;
7. persons covered by 28E agreements, unless otherwise provided by the terms of the agreement.

**When an Employee is also covered by a Collective Bargaining Agreement (CBA) the CBA will control when the CBA conflicts with the policies described in this handbook.** Sections and sub-sections marked with \*\* indicate the CBA may contain controlling provisions for CBA Employees.

**The policy prohibiting sexual harassment and other harassment in County workplaces applies to all Jones County Employees, even those otherwise excluded from coverage under this Handbook.**

**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.**

**Any promises, representations, or actions by a County official or Employee which are contrary to this handbook are not the official policy of the County, and are of no force or effect. Any Employee handbooks or manuals previously distributed are now specifically revoked and rescinded and the provisions therein are now null and void.**

**This Employee handbook is not intended to create any contractual rights in favor of you or the County. This handbook is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time. Employees may resign their employment at any time and for any reason, and the County reserves the same right to discontinue any individual's employment at any time and for any reason. Nothing in this handbook changes the at-will nature of your employment with the County.**

## **SECTION TWO: EMPLOYMENT POLICIES**

### **2.1 EQUAL EMPLOYMENT OPPORTUNITY, HARASSMENT, GINA & ADA COMPLIANCE**

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#### **Equal Employment Opportunity**

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

#### **Harassment**

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

If you believe that you have been harassed or subjected to discrimination of any kind, you should use the complaint procedure for sexual harassment allegations.

#### **GINA**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits Employers and other entities by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual or an individual's family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

#### **ADA Compliance**

It is the policy of Jones County to comply with the Americans with Disabilities Act (ADA). Jones County will not discriminate against any qualified Employee or job applicant with respect to any terms, privileges, or conditions of employment because of that person's physical or mental disability. In compliance with the ADA, the County will consider reasonable accommodations that do not pose undue hardship to the County to enable qualified applicants or Employees with disabilities to perform the essential functions of the position. The County encourages applicants or Employees to make suggestions regarding reasonable accommodations to their supervisors, department heads, or the County ADA Coordinator.



## **2.2 PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE**

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**Purpose:** It is the policy of the County that all Employees are responsible for maintaining a workplace free from sexual harassment. Submission to sexual harassment shall not be a condition of employment or advancement with the County. The County prohibits offensive or inappropriate sexual behavior in the workplace, and all Employees must avoid any conduct which could be viewed as sexual harassment. This policy has been prepared in accordance with the Equal Employment Opportunity Commission's directives and reaffirms that sexual harassment in the workplace is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.

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

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

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

1. Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats;
2. Non-verbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings, e-mails, or gestures;
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
4. Threats or demands to submit to sexual requests in order to keep your job or receive some job-related benefit; or
5. Retaliation for reporting or threatening to report harassment.

### **Complaint Procedures:**

1. Any Employee who has a complaint of sexual harassment at work, by anyone, including supervisors, department heads, co-workers, or visitors to the workplace, should immediately bring the problem to the attention of their supervisor, manager, or department head, or any other member of management, including any member of the board of supervisors. Employees will not be retaliated against as a result of reporting a complaint about sexual harassment.
2. The person receiving a complaint of sexual harassment shall immediately notify the County Attorney, Auditor, or Board Chair who shall promptly name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible.

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

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

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

### **2.3 PROOF OF EMPLOYABILITY**

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To comply with the Immigration Reform and Control Act of 1986, the County requires all Employees to present documented proof of identity and eligibility to work in the United States. You are required to complete Section 1 of the Form I-9 on the first day of employment and to submit proof of employability and identity within three days of hire.

### **2.4 MEDICAL EXAMINATIONS AND BACKGROUND CHECKS**

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The County may require you to submit to a job-related medical examination after you have been offered a position, and before you begin work if such examination is required of all entering Employees in the classification. The results of the examination will be kept confidential in a file separate from the Employee's personnel record.

You may also be required to submit to a job-related medical examination when necessary to determine if you are still able to perform the essential functions of your position, or to fitness for duty examinations required by federal, state or local law or policy. Also, voluntary medical examinations may be conducted as part of the County's Employee health programs.

Some positions within the County require background checks, including, but not limited to background checks regarding driving records, credit records and criminal history.

### **2.5 JOB POSTING**

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Whenever a position becomes available, a notice of such opening will be posted on the official notices bulletin board on the main floor of the Courthouse for at least ten calendar days before the deadline for filling the position. The notice will contain the position title, a brief job description, and minimum hiring specifications.

Application forms are available from and shall be submitted to the party or agency identified in the notice. Applicants, including current Employees, shall be considered on the basis of ability, performance, experience, training, aptitude, disciplinary record, length of service and other job-related qualifications. Military service may also be a factor in hiring decisions, as provided by Iowa's Veteran's Preference law.

## **2.6 EMPLOYMENT OF RELATIVES**

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It is the County's policy to hire the best qualified person available for each position. Relatives of current Employees are eligible for employment with the County, subject to limitations of state law governing the employment of relatives of public officials and Employees and the terms of this policy. This policy applies to all County departments and all categories of employment in those departments, including full-time, part-time, and temporary classifications. Only Employees engaged in a supervisory/subordinate relationship with a relative as defined in this policy on or before the effective date of this handbook are exempt from this policy. Elected officials shall also comply with the restrictions on hiring close relatives set forth in Iowa Code Chapter 71.

To avoid the appearance of favoritism and difficulties in administering discipline, the County will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the supervision of, or by, a family member. For purposes of this policy, "family member" includes the individual's mother, father, brother, sister, grandparent, spouse, son, daughter, grandchild, great-grandchild, niece, nephew, aunt, uncle, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, and step children.

If a supervisory relationship between family members is created by the marriage of two Employees, the two Employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the decision cannot be made by the two Employees in a timely manner, length of service in the department will be the deciding factor and the least senior Employee will be transferred if possible. Otherwise, the employment of the least senior Employee will be terminated.

## **2.7 PERSONNEL FILES AND REFERENCES**

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Department heads maintain personnel files on each Employee in accordance with recordkeeping requirements established by state and federal law. These files contain job-related information including performance appraisals and disciplinary records. The County will release confidential personnel information only upon your written request and release. The County will release non-confidential personnel information in accordance with applicable state law. The County will release any information relating to the results of federally required drug tests in accordance with the applicable law.

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

To assure that our records are current, please notify your department head whenever there are any changes in your home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents. Department heads will notify the County Auditor of any changes.

## **2.8 REIMBURSEABLE EXPENSES**

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### **Official Business Within the County:**

If an Employee is required to use his or her own vehicle to fulfill job requirements, the County will reimburse the Employee at the current mileage allowance. All mileage reimbursements must be approved by the department head.

### **Official Business Outside the County:**

The following expenses for County-approved meetings, training, and conventions will be considered for reimbursement:

- a. registration fees (may be paid directly by the County);
- b. lodging expenses at a reasonable cost;
- c. meal expenses according to County guidelines. Employees must submit itemized receipts for reimbursement;
- d. auto mileage at the established County rate per mile. If available, a County vehicle may be used for this purpose upon approval of the department head.

Travel expense reports and itemized receipts are to be submitted after the Employee returns from the event. Employees must submit an expense form and original itemized receipts to his/her department head.

The County will follow the provisions of the Fair Labor Standards Act regarding pay for attending and traveling to required, approved in-service meetings, schools, or other designated meetings. Employees shall be paid their regular hourly rate for hours spent at required meetings or training sessions. Time spent traveling to a required meeting or training session will be counted as hours worked with one exception: If an overnight stay is required and the Employee travels to the meeting or training session as a passenger, then hours spent traveling outside the passenger Employee's normal work hours are not compensable hours of work.

Compensable time does not include meal periods, social activities, or other personal time.

## **2.9 LENGTH OF SERVICE**

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"Length of continuous service" means an Employee's length of continuous service with the County since the Employee's most recent date of hire.

## **2.10 REEMPLOYMENT**

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All former Employees of Jones County who return to work for the County are considered new hires and have no accumulated benefits from previous employment unless otherwise required by law. Transfer of an Employee from one department to another County department shall not be considered reemployment and the Employee shall retain all accumulated benefits.

## **2.11 REDUCTION IN FORCE**

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If and when in the County's judgment it becomes necessary to reduce the number of Employees, layoffs will be made on the basis of status, qualifications, performance evaluations and length of service.

Employees on layoff are not eligible for holidays, vacation, sick leave or County group insurance program. County-paid insurance coverage terminates on the last day of the

month in which the Employees ceases to be actively at work. Please review the County's policy regarding continuation of health insurance benefits in Section 5.4

## **2.12 RESIGNATION AND RETIREMENT**

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The County expects you to provide written notice to your department head at least two weeks before the effective date of your resignation or retirement. Department heads will notify the Auditor immediately so that necessary forms may be completed. Retiring or resigning Employees, in good standing, may at the discretion of the Department Head use any accrued paid time off to extend his or her employment to remain eligible for benefits. However, if the Employee is employed by another employer, or eligible for Medicare, vacation will be paid out and benefits will cease.

## **2.13 INCLEMENT WEATHER AND WORKSITE CLOSING**

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County office buildings will remain open during normal Monday through Friday office hours, except in extreme circumstances. In such situations, the Board of Supervisors or a designated committee may determine that the courthouse or other County offices and facilities will be closed to the public. Regardless of whether a County building or facility is open or closed to the public, the following policy will apply to situations in which an Employee is absent from work due to severe weather conditions.

In case of a severe snowstorm (defined as blizzard conditions as determined by the National Weather Service), or other severe weather conditions, such as a tornado or flooding conditions, the following policy will be in effect:

1. If an Employee is unable to get to work, he/she will be allowed to charge such an absence to vacation, personal leave or compensatory time provided he/she has the time accumulated. If no paid time is available, non-exempt Employees may choose to take the time off without pay with department head approval.
2. In the event a severe snow storm or other severe weather conditions should occur the day before or on the day after one of the observed holidays, holiday pay would be paid to all eligible Employees, whether or not they worked the day before or the day after the holiday.
3. An Employee may request to leave work early because of a severe snowstorm, or other severe weather conditions. If the request is approved, the Employee may use accumulated vacation, personal leave, or compensatory time. If no paid time is available, nonexempt Employees may choose to take the time off without pay with department head approval.
4. Benefit accumulation and eligibility will not be affected if an Employee chooses to take the time off without pay.
5. Employees in departments that serve the public during severe weather (including departments that provide snow removal and law enforcement services) are expected to report to work during severe weather conditions.

## SECTION THREE: EARNINGS AND HOURS OF WORK

### 3.1 DEFINITION OF EMPLOYEE STATUS\*\*

*\*\*See also the collective bargaining agreement.*

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**Full-time Employee** means an Employee hired to work the County's normal full-time schedule of thirty-five (35) to forty (40) hours on a regular basis. Such Employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as described below.

**Part-time Employee** means an Employee hired to work fewer than the normal full-time schedule on a regular basis. Such Employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as defined below. For purposes of certain benefits, part-time Employees are classified according to how many hours they are hired to work on a regular basis, either sixteen (16) to twenty-four (24), or twenty-five (25) to thirty-four (34). Employees who are regularly scheduled to work less than sixteen (16) hours per week are not eligible for benefits described in this handbook, unless otherwise indicated or as required by law. The County reserves the right to review the hours worked to determine benefit eligibility on January 1 and/or July 1.

**Temporary Employee** means an Employee engaged to work full-time or part-time on the County payroll with the understanding that his or her employment is for a one time specific assignment that will not exceed eleven (11) months in duration. Temporary Employees are not eligible for any benefits described in this handbook, unless otherwise indicated or as required by law. The County reserves the right to review the hours worked to determine benefit eligibility on January 1 and/or July 1.

**Seasonal Employee** means an Employee engaged to work full-time or part-time on the County payroll for a limited period of time, based on seasonal needs. Seasonal Employees are not eligible for any benefits described in this handbook, unless otherwise indicated or as required by law.

**Exempt Employee** means an Employee who is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA.) Exempt Employees will not receive additional compensation for work performed beyond 40 hours in a work week. The following positions are exempt; however, the County may designate other positions/classifications as exempt:

- Assessor
- Chief Deputy Sheriff
- Community Services Director
- Conservation Director
- Engineer
- JETS Director
- Road Superintendent
- Senior Dining Director.

**Nonexempt Employee** means an Employee who is required to be paid at a rate of time and one-half (1½) their regular rate for all hours worked beyond forty (40) hours in a work week in accordance with the FLSA.

**On-call Employee** is an Employee who does not work a regular schedule but works on a sporadic, fill-in or emergency basis. On-call Employees shall be paid at a rate of time and one-half (1½) their regular rate for the time the on-call Employee responds to a call

during a County holiday. On-call Employees are not eligible for any other benefits described in this handbook unless otherwise required by law.

Nothing in this or any other section of this handbook shall be construed as a guarantee of the number of hours an Employee will be scheduled to work.

### **3.2 EMPLOYEES LIVING IN COUNTY-PROVIDED HOUSING**

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#### **Reporting Hours**

All Employees required to live in County-provided housing must submit a bi-weekly report of hours actually worked *even if that Employee is exempt from the provisions of the FLSA*.

### **3.3 EARNINGS AND HOURS OF WORK: GENERAL PROVISIONS\*\***

*\*\*See also the collective bargaining agreement.*

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#### **Work Schedules**

Generally, your work schedule will not change from week to week, except for Employees in departments operating for twenty-four hours. However, daily and weekly work schedules may be changed at the discretion of each County official to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible. You are expected to adjust your weekly time schedule so that the total hours for the week do not exceed forty (40) hours. In addition, your department head may adjust your scheduled hours within the seven day work period so that your total hours for the work week do not exceed forty (40) hours.

Weekly schedules for part-time Employees will be determined by the appropriate department head.

#### **Recording Work Hours**

All Employees must accurately record their hours worked for each pay period on a form provided by their department head. Time sheets must be submitted to your department head by 8:00 a.m. on the Monday following the completion of the pay period. A delay in submitting a time sheet may delay your paycheck until the next pay period. All Employees must provide a written record of the hours worked for each work period.

#### **Work Week**

The work week for payroll purposes shall commence at 12:01 a.m. Monday and end at 12:00 Midnight the following Sunday.

#### **Payday**

Paychecks are normally dated and distributed on the second Friday following the end of the pay period. Paychecks will normally be distributed on Friday mornings. If an Employee will not be at work at any time during the Friday payday, the Employee may get their paycheck from the Auditor's Office after 3:00 p.m. on Thursday. This will be verified with the Employee's supervisor if deemed necessary by the Auditor.

If the Friday when paychecks would normally be dated is a day the County offices are observing a holiday, and the local banks will be open on that Friday, paychecks will be dated for Friday, but will be distributed after 3:00 p.m. on Thursday (or after 3:00 p.m. Wednesday if both Thursday and Friday are being observed as the holiday by the County).

If the Friday when paychecks would normally be dated is a day the County offices are observing a holiday, and the local banks will be closed, then paychecks will be dated for

Thursday, and will be distributed on Thursday (or after 3:00 p.m. Wednesday if both Thursday and Friday are being observed as the holiday by the County).

All required deductions, including those for state and federal taxes, and all authorized voluntary deductions, including health insurance contributions, will be automatically withheld from your paycheck.

No one, other than the Employee, may pick up an Employee's paycheck without written authorization from the Employee. The written authorization must be filed with the Auditor's Office.

Information about the County's direct deposit payroll program is available from the Auditor.

### **Overtime**

Holiday pay, sick leave, personal days and vacation time shall be counted as work time for purposes of determining overtime. Other paid, but not worked hours shall not be counted as working time for the purpose of determining overtime.

### **3.3.1 HOURS OF WORK – PROVISIONS BY DEPARTMENT\*\***

*\*\*See also the collective bargaining agreement.*

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#### **A. COURTHOUSE & BROADWAY PLACE ANNEX - Departments of Auditor, Treasurer, Recorder, Assessor, County Attorney, Land Use, E-911 Coordinator, Environmental Services, GIS, Information Technology, Veteran's Affairs, Public Health and Community Services**

##### **Hours of Work and Work Period**

It is the policy of the County officials in the departments named above to schedule full-time Employees for thirty-five (35) to forty (40) hours per week.

Employees will normally receive either a one-half hour or one hour unpaid lunch period during the middle of the work day. The department head may allow two interruptible fifteen (15) minute rest breaks.

##### **Overtime and Compensatory Time**

Each department head shall determine whether it is necessary for Employees to work overtime hours. All overtime hours must be approved in advance by the department head. All hourly and salaried nonexempt Employees who work in excess of forty (40) hours in any work week shall be granted compensatory time off at the rate of one and one-half (1½) hours for each hour of overtime worked. You are expected to adjust your weekly time schedule so that the total hours for the week do not exceed forty (40) hours. In addition, your department head may adjust your scheduled hours within the seven day work period so that your total hours for the work week do not exceed forty (40) hours.

An Employee may accrue up to one hundred twenty (120) hours of compensatory time. Employees must request to use compensatory time in advance. Approval of requests to use compensatory time is at the discretion of the department head. All compensatory time must be used during the fiscal year in which it was earned. Your department head may require you to use your accumulated comp time if you do not schedule the use of your comp time during the year. Carryover of comp time may be allowed in emergency situations and requires prior approval in advance by the department head.



## **B. SHERIFF'S DEPARTMENT**

### **Hours of Work and Work Period**

Work schedules for the Chief Deputy Sheriff, Jail Administrator, and other non-bargaining unit personnel shall be established by the Sheriff.

Employees will normally receive either a one-half hour or one hour unpaid lunch period during the middle of the work day. This provision does not apply to jailers, radio operators, or deputy sheriffs.

### **Overtime and Compensatory Time**

All overtime hours must be approved in advance by the Sheriff or designee. All hourly and salaried nonexempt Employees who work in excess of forty (40) hours in any work week shall be granted compensatory time off at the rate of one and one-half (1½) hours for each hour of overtime worked. All non-exempt hourly on-call Employees who work in excess of forty (40) hours in any work week shall be paid at the rate of one and one-half (1½) times their normal hourly rate for each hour of overtime worked. You are expected to adjust your weekly time schedule so that the total hours for the week do not exceed forty (40) hours. In addition, the Sheriff may adjust your scheduled hours within the seven day work period so that your total hours for the work week do not exceed forty (40) hours.

An Employee may accrue up to one hundred twenty (120) hours of compensatory time. Employees must request to use compensatory time in advance. Approval of requests to use compensatory time is at the discretion of the Sheriff. All compensatory time must be used during the fiscal year in which it was earned. The Sheriff may require you to use your accumulated comp time if you do not schedule the use of your comp time during the year. Carryover of comp time may be allowed in emergency situations and requires prior approval in advance by the Sheriff.

Exempt Employees of the Sheriff's Office are not normally eligible for overtime pay. However, the Chief Deputy is eligible for overtime pay if he/she works a scheduled shift for a patrol deputy.

## **C. CONSERVATION DEPARTMENT**

### **Hours of Work and Work Period**

Regularly scheduled work season: It is the policy of the Conservation Board to follow a schedule of five eight hour days with a one-half hour unpaid lunch period. The Director may allow an interruptible fifteen (15) minute rest break during each four hour work period. However, recognizing that varying demands of the public and work load occur, the number of hours per day and per week may be changed from time to time by the Conservation Director or Conservation Board.

Seasonal and Part-time Employees: Work schedules for these Employees will be established by the Conservation Director or his/her designee.

### **Overtime and Compensatory Time**

The Director shall determine whether it is necessary for Employees to work overtime hours. All nonexempt salaried or hourly Employees who work in excess of forty (40) hours in any work week shall be granted compensatory time at the rate of one and one-half (1½) hours for each hour of overtime worked. All overtime hours must be approved in advance by the Director.

An Employee may accrue up to one hundred twenty (120) hours of compensatory time. An Employee's request to use compensatory time shall be granted if such use would not unduly disrupt the department's operations. All compensatory time accumulated by the Conservation Resource Manager must be used between October 15 and March 15 of each year. All compensatory time accumulated by all other permanent Employees must be used within the fiscal year it is earned. All other Employees may utilize compensatory time throughout the year. Your department head may require you to use your accumulated comp time if you do not schedule the use of your compensatory time during the year. Carryover of compensatory time may be allowed in emergency situations and requires prior approval in advance by the department head.

#### **D. SECONDARY ROAD DEPARTMENT**

##### **Hours of Work and Work Period**

The normal work week for full-time Employees shall consist of forty (40) hours per week. The normal work week for the Office Manager is thirty-five (35) hours per week. A thirty (30) minute unpaid lunch period will normally be taken at or near the middle of the eight hour shift. The Engineer may allow two (2) interruptible fifteen (15) minute rest breaks during each eight (8) hour shift.

##### **Overtime and Compensatory Time**

Except for emergencies, any work in excess of the normal work period must be approved in advance by the Engineer. All nonexempt Employees who work in excess of forty (40) hours in any work week shall be granted compensatory time at the rate of one and one-half (1½) hours for each hour of overtime worked. You are expected to adjust your weekly time schedule so that the total hours of work for the week do not exceed forty (40) hours. In addition, your department head may adjust your scheduled hours within the seven day work period so that your total hours for the work week do not exceed forty (40) hours.

An Employee may accrue up to one hundred twenty (120) hours of compensatory time. All compensatory time must be used in the fiscal year in which it was earned. Your department head may require you to use your accumulated compensatory time if you do not schedule the use of your compensatory time during the year. Carryover of comp time may be allowed in emergency situations and requires prior approval in advance by the department head.

#### **E. JETS (Jones Economy Transportation System)**

##### **Hours of Work and Work Period**

The normal work period for all Employees shall be scheduled by the Transit Director. The times and arrangements for meal and rest periods may vary depending on the nature of the work performed. The number of hours per day and per week may be changed by the Transit Director because of changing workload demands, absenteeism and rider needs. The Transit Director will establish and post schedules for all Employees on a monthly basis.

##### **Overtime**

The Transit Director shall determine whether it is necessary for Employees to work overtime hours. All non-exempt hourly Employees who work in excess of forty (40) hours in any work week shall be paid at the rate of one and one-half (1½) times their normal hourly rate for each hour of overtime worked. Exempt Employees are not eligible for overtime pay. All overtime hours must be approved in advance by the Transit Director.

## **F. SENIOR DINING**

### **Hours of Work and Work Period**

The normal work period for all Employees shall be scheduled by the Senior Dining Coordinator. The times and arrangements for meal and rest periods may vary depending on the nature of the work performed. The number of hours per day and per week may be changed by the Coordinator because of changing workload demands, absenteeism and client needs.

### **Overtime**

The Director shall determine whether it is necessary for Employees to work overtime hours. All non-exempt hourly Employees who work in excess of forty (40) hours in any work week shall be paid at the rate of one and one-half (1½) times their normal hourly rate for each hour of overtime worked. Exempt Employees are not eligible for overtime pay. All overtime hours must be approved in advance by the Director.

## **G. EMERGENCY MANAGEMENT**

### **Hours of Work and Work Period**

The normal work period for all Employees shall be scheduled by the Emergency Management Director. The times and arrangements for meal and rest periods may vary depending on the nature of the work performed. The number of hours per day and per week may be changed by the Director because of changing workload demands, absenteeism and emergency situations. The Director will establish and post schedules for all Employees.

### **Overtime and Compensatory Time**

The Director or governing board shall determine whether it is necessary for Employees to work overtime hours. All nonexempt salaried or hourly Employees who work in excess of forty (40) hours in any work week shall be granted compensatory time at the rate of one and one-half (1½) hours for each hour of overtime worked. All overtime hours must be approved in advance by the Director.

An Employee may accrue up to one hundred twenty (120) hours of compensatory time. An Employee's request to use compensatory time shall be granted if such use would not unduly disrupt the department's operations. All compensatory time must be used by March 15 of each year. Your department head or governing board may require you to use your accumulated comp time if you do not schedule the use of your comp time during the year. Carryover of comp time may be allowed in emergency situations and requires prior approval in advance by the department head.

## SECTION FOUR: TIME OFF BENEFITS

### 4.1 HOLIDAYS\*\*

*\*\*See also the collective bargaining agreement.*

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Jones County recognizes certain days of importance as holidays and pays Employees for time off on those days in accordance with eligibility rules explained in this section. The County recognizes the following holidays:

New Year's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Friday following Thanksgiving  
Day before Christmas  
Christmas Day.

#### **Pay for Holidays**

- Full-time Employees shall receive their regular compensation for the holidays listed above computed at one time their hourly wage rate times their normal daily work hours.
- A part-time Employee normally scheduled for sixteen (16) to twenty-four (24) hours per week will receive four (4) hours of holiday pay for each observed holiday listed above.
- A part-time Employee normally scheduled for twenty-five (25) to thirty-four (34) hours per week will receive six (6) hours of holiday pay for each observed holiday listed above.
- The amount of holiday pay a part-time Employee receives depends upon his or her part-time classification, and shall not change if an Employee works more hours than regularly scheduled.
- An Employee will not be eligible for additional holiday pay hours unless the department head first approves a change in the Employee's classification.

#### **Pay for Holidays Worked**

- Full-time and part-time nonexempt Employees required to work on one of the observed holidays shall receive their regular pay (holiday pay-see above) and time off with pay scheduled with department head approval; said time off being equal to the actual number of hours worked on the observed holiday.
- On-call Employees shall receive pay at a rate of time and one-half for the time the on-call Employee responds to a call during a County holiday.

#### **When a Holiday Falls on a Saturday or Sunday**

For Employees working Monday through Friday, holidays falling on a Saturday are normally observed on the preceding Friday and holidays falling on a Sunday are normally observed on the following Monday. Departments working seven-day schedules will observe the actual holiday.

### **Eligibility for Holiday Pay**

To be eligible for holiday pay, you must work your regularly scheduled hours the workday preceding and the workday following the holiday, unless the hours not worked before or after the holiday are for approved paid leave, such as vacation, etc.

### **Excused Absence Before or After Holiday**

If you are absent due to illness or jury service on the day before or after a holiday, you must present proof of illness or jury service satisfactory to the department head in order to be eligible for holiday pay.

### **Holidays During Paid Leave**

If a holiday falls during your vacation or any period of approved paid sick leave, it will be counted as a holiday and will not be deducted from your accumulated vacation or sick leave.

### **Holidays During Unpaid Leave**

Employees on an unpaid leave of absence at the time a holiday occurs will not be paid for the holiday.

## **4.2 PERSONAL DAYS\*\***

*\*\*See also the collective bargaining agreement.*

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Full-time and part-time Employees are eligible for two (2) paid personal days each fiscal year (July 1 through June 30) subject to the following limitations. Employees hired in the middle of a fiscal year will receive personal days for the first year according to the following schedule:

Hired between July 1 and September 1:	Two (2) days
Hired between September 2 and March 1:	One (1) day
Hired between March 2 and June 30:	0 days

Requests to use personal days are subject to department head approval. Personal days must be used in full day increments, unless otherwise approved in advance, by the Department Head. Employees may not carry over unused personal days from one fiscal year to the next. Upon retirement or termination, Employees are not paid for any unused personal days.

## **4.3 VACATION\*\***

*\*\*See also the collective bargaining agreement.*

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Jones County grants vacation with pay to recognize eligible Employees' length of service and performance and to show our appreciation by providing time off with pay. Vacation is earned during the first year of service, but cannot be taken during the first year. Full-time Employees earn vacation based on continuous years of service based on their date of hire according to the following schedule:

<b><u>Years of Continuous Service</u></b>	<b><u>Days of Vacation Earned</u></b>
During the first (1) year	Five (5) days
During the second (2) through ninth (9) year	Ten (10) days
During the tenth (10) through fifteenth (15) year	Fifteen (15) days
During the sixteenth (16) year and any year after	Twenty (20) days

A part-time Employee will receive vacation on the same basis as full-time Employees, but on a pro-rated basis based on the number of hours the Employee is normally scheduled to work. For example, an Employee with three (3) years of service who works

sixteen (16) hours (two eight (8) hour shifts) per week would receive two (2) weeks of vacation and be paid sixteen (16) hours per week for the two (2) weeks of vacation. An Employee with three (3) years of service who normally works five (5) five (5) hour days per week would be paid twenty-five (25) hours per week for the two weeks of vacation.

Vacation is accrued monthly at the rate of 1/12<sup>th</sup> of the Employee's annual vacation amount based on the anniversary of the date of hire.

### **Computing Vacation Pay**

Vacation pay will be computed by multiplying the Employee's straight time hourly rate by the appropriate number of hours.

### **Vacation Scheduling and Carryover**

Requests to use vacation must be submitted to your department head. All vacations are subject to department head approval. Department heads may require the scheduling of vacation time when necessary for the efficient operation of the department, and may limit the number of Employees using vacation during a particular time. In addition, department heads may require an Employee to use vacation in full week increments.

Employees may use vacation on an hourly basis with their department head's approval.

Employees are encouraged to take vacation each year. Employees may accumulate up to two (2) times their vacation entitlement. For example, if you are eligible for ten (10) days of vacation, no more than twenty (20) days of vacation may be in your vacation account at any time. However, this limitation does not apply if your department head or immediate supervisor changes your scheduled vacation or if you are called back to work during your vacation. In such cases, the vacation must be taken at the first opportunity.

### **Vacation Pay Upon Termination**

Upon retirement, resignation or termination from County service, Employees who have completed at least one (1) year of continuous service shall be paid for all earned but unused vacation.

### **Accrual of Vacation During Leaves of Absence**

Vacation will accrue during paid leaves of absence and during the first thirty (30) days of an unpaid leave of absence. Vacation will not accrue during lay-off, suspension, or after thirty (30) days of an unpaid leave of absence.

#### **4.4 SICK LEAVE\*\***

*\*\*See also the collective bargaining agreement.*

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Sick leave will be granted to full-time Employees on the following basis:

**Eligibility and Accrual** Full-time Employees accumulate paid sick leave at the rate of one and one-half (1½) days for each month worked and can accumulate up to a maximum of one hundred twenty-five (125) days. Sick leave may not be used before it is earned. Full-time Employees start to earn paid sick leave from their most recent date of hire, but are not eligible to use paid sick leave until completing six (6) months of employment.

**Accrual of Benefits** County benefits that operate on accrual basis such as vacation and sick leave will continue to accrue while an Employee is receiving paid sick leave. Sick leave will accrue during the first thirty (30) days of an unpaid leave of absence.

#### **Use of Sick Leave and Medical Certification**

Sick leave is to be used for your personal non work-related illness, injury, or temporary disability, including pregnancy that prevents you from performing your job duties. Sick leave will be granted for an illness or injury that prevents you from performing your job duties; for acute medical or dental care; or for medical or dental care which cannot be obtained after hours. Medical certification may be required by the respective elected official, the department head, or the Board of Supervisors to determine that an Employee claiming sick leave is unable to work.

Medical certification satisfactory to the County may be required to verify a fitness for duty following the Employee's use of sick leave.

#### **Use of Sick Leave for Family Members**

Three (3) days of accumulated sick leave may be used to care for an ill child, stepchild, foster child, spouse, or parent during a fiscal year. This leave shall not be cumulative from year to year; shall not be used for routine medical appointments; and does not add additional earned days to the current sick leave policy.

#### **Notification of Illness**

In the event you must use sick leave, you must notify your supervisor on duty at least one (1) hour before your scheduled reporting time, and indicate the nature of the illness and the expected duration of your absence.

#### **Conversion of Sick Leave**

An Employee who has accumulated the maximum number of sick leave days (125) prior to the start of the month who does not use any sick leave for that month is eligible to convert the twelve (12) hours of sick leave he or she would have accumulated had the Employee not been at the maximum accumulation into three (3) hours of vacation. Employees normally working between thirty-five (35) and forty (40) hours per week are eligible to convert sick leave into vacation at the same ratio of conversion. Sick leave converted to vacation leave shall be used pursuant to the provisions of this handbook on vacation. Sick leave days converted to vacation days will count toward the maximum vacation accumulation allowed.

#### **Termination of Employment**

No payment for accumulated sick leave will be made upon termination of employment.

## **4.5 WORK-RELATED INJURIES\*\***

*\*\*See also the collective bargaining agreement.*

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### **Coverage**

To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by workers' compensation insurance. The workers' compensation laws of the State of Iowa determine how Employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness.

### **Employee's Reporting Requirement**

An Employee must report a work-related injury or illness to his or her immediate supervisor immediately following the injury, or as soon as the Employee has knowledge of the injury or illness. Your failure to report a job-related injury or illness may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

### **Income Replacement:**

Generally, an Employee who is eligible for workers' compensation may use accumulated sick leave for scheduled work days lost during the first three (3) days following the injury or illness. If the Employee continues to be eligible for workers' compensation, the Employee will be paid at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability. If the Employee is off work for more than fourteen (14) calendar days, the insurance carrier will then pay for the first three days following the illness or injury. The County will then deduct the pay for those first three days from the Employee's next regular payroll check. An Employee may supplement workers' compensation benefits with accumulated sick leave, vacation, personal, or compensatory time if the Employee requests the supplement in writing. The County will then compensate the Employee for the difference between his or her workers' compensation payment and the available sick leave, vacation, personal, or compensatory time payment. The Employee's accumulated sick leave, vacation, personal, or compensatory time will be reduced accordingly in quarter-hour (15 minute) increments.

### **Workers' Compensation and FMLA**

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). Workers' compensation leaves will run concurrently with applicable Family and Medical Leave Act leaves in cases where a temporary light duty assignment is not available, or where the Employee has refused a temporary light duty assignment.

### **Continuation of County-paid Health Insurance**

The County will continue to pay its share of the health insurance premium payments during leave for a work-related injury or illness up to a maximum of twenty-four (24) months if you are receiving workers compensation payments. The 24-month period begins on the first day of the month following the start of leave. You are still responsible for paying your share of the premium by the 25<sup>th</sup> of the month for the following month's coverage. Failure to pay your share of the premium on a timely basis may result in termination of your coverage. If you are off of work for more than twenty-four (24) months for a work-related illness or injury, your health insurance coverage will terminate. However, you may be eligible to continue to participate in the County's group health insurance program by paying the full cost of the premium (See Section 5.4).



## **Return to Work**

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

### **4.6 TEMPORARY LIGHT DUTY**

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#### **Eligibility**

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

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

#### **Duration of Light Duty Assignments**

Assignment of light duty tasks within an Employee's medical restrictions is intended to be for a temporary duration determined by the County. Light duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary light duty assignments are not intended to become regular assignments.

#### **Medical Certification**

Before assigning temporary light duty, the County will require medical certification from the Employee's physician or other health care provider that the Employee is unable to perform his or her normal job duties within medical restrictions, and that the Employee is able to perform the proposed light duty assignment within medical restrictions. At the conclusion of the light duty assignment, the County will require fitness-for-duty medical certification to determine whether the Employee is able to return to his or her normal job duties.

#### **Return to Work After Light Duty**

If, at the end of the temporary light duty assignment, the Employee is able to perform his or her normal job duties without posing significant risk of harm to his or her health or the safety or health of others, the Employee may return to his or her normal position. If, at the end of the temporary light duty assignment, the Employee is not able to perform his or her normal job duties without posing significant risk of harm to his or her health or the health or safety of others, the County will review the Employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the Employee's work restrictions can be reasonably accommodated to allow the Employee to return to work. Possible reasonable accommodations include job restructuring or unpaid leaves of absence. If no reasonable accommodation is available to return the Employee to his or her previous position, the County will then consider transferring the Employee to a vacant position for which the Employee is qualified.

## 4.7 FAMILY AND MEDICAL LEAVE

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### Leaves Available

It is the policy of the County to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) of 1993. An eligible Employee will be granted up to twelve (12) work weeks of unpaid, job-protected leave each twelve-month period for any of the following qualifying reasons:

1. The birth of and/or need to care for your newborn child;
2. The placement of a child with you for adoption or foster care;
3. The need to care for your spouse, child, or parent with a serious health condition;  
or
4. A serious health condition that makes you unable to perform the functions of your job.
5. Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the Employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. Qualifying exigencies may include attending certain military events, arrangement for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post deployment reintegration briefings.

### Service Member Leave

An eligible Employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a single twelve (12) month period to care for the service member with a serious injury or illness. The twenty-six (26) workweeks is a combined total with other reasons for FMLA leave. For example, if an Employee had used six (6) weeks of FMLA leave for his/her own serious health condition, twenty (20) weeks would be available during that twelve (12) month period for service member leave.

### Eligibility Requirements

To be eligible for family and medical leave, you must have worked for the County for at least twelve (12) months, and for at least one-thousand two-hundred fifty (1,250) hours during the twelve (12) months immediately preceding the start of the leave. Employees applying for and granted a family or medical leave of absence are required to meet notification and documentation requirements as outlined in this policy. Failure to meet these requirements may result in the delay or denial of family or medical leave.

### General Provisions

For purposes of this policy:

**“Child”** means son or daughter under eighteen (18) years of age, or a child eighteen (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 daily responsibility for care and includes a biological, adopted, foster or step-children.

**“Parent”** does not include parents-in-law.

**“Serious health condition”** means an illness, injury, impairment, or physical or mental condition that involves

- Inpatient care - inpatient care in a hospital, hospice, or residential medical care facility; or
- Incapacity and Treatment - a period of incapacity that requires absence from work for more than three (3) consecutive, full calendar days AND involves either two or more treatments by a health care provider within thirty (30) days of the first day of incapacity, or at least one treatment by a health care provider within seven (7) days of the first day of incapacity, plus a regimen of continuing treatment; or
- Pregnancy or Prenatal Care; or
- Chronic Serious Health Condition which requires periodic treatment (at least twice a year) by a health care provider; or
- Permanent/Long-Term Condition - long-term or permanent conditions for which treatment may not be effective; or
- Condition Requiring Multiple Treatments – any period of absence to receive multiple treatments (at least twice per year) by a health care provider.

“**Spouse**” means a husband or wife under Iowa law and does not include an unmarried domestic partner.

The “**twelve month period**” during which the leave entitlement occurs is designated as the twelve (12) month period measured forward from the first date an Employee uses FMLA leave.

**Married Employees:** If you and your spouse are both employed by the County, and are both eligible for family and medical leave, you and your spouse will be limited to a combined total of twelve (12) weeks of family and medical leave per twelve (12) month period taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with you for adoption or foster care, or to care for the child after placement; to care for your parent with a serious health condition; or for exigency leaves. This limitation does not apply in cases of leave to care for the serious health condition of your spouse or child, or because of your own serious health condition. Married Employees will be limited to a combined twenty-six (26) week of service member leave.

#### **How and When Leave Is Taken**

Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days you work per week, or hours per day.

If the reason for the leave of absence may qualify as a serious health condition under the FMLA regulations, a Notice of Eligibility & Rights & Responsibilities form will be completed by the Employer and a copy provided to the Employee in all cases when the Employer becomes aware of a leave which may qualify as FMLA leave. The Employer retains the right to designate qualifying leave as FMLA leave.

**Intermittent or reduced schedule** leave may be taken when medically necessary to care for your spouse, child, or parent with a serious health condition, or because of your own serious health condition. You must provide the County with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule your intermittent or reduced schedule leave so as not to disrupt County operations. You may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits, which better accommodates the intermittent leave or reduced schedule.

Leave for childbirth, adoption or foster care may be taken intermittently or on a reduced leave schedule only if the Employee's department head agrees to the proposed intermittent or reduced leave schedule.

Leave for the birth of a child or placement of a child for adoption or foster care must be taken within twelve (12) months of the birth, adoption or placement.

### **Notice Requirements - Employee**

If you know in advance that you will be taking leave because of birth, adoption or placement of a foster child in your home, or because of planned medical treatment for you or a covered family member, you must notify your supervisor in writing at least thirty (30) days in advance.

If circumstances require that the leave begin in less than thirty (30) days, you must notify your supervisor as soon as is practicable.

When the need for leave is foreseeable based on planned medical treatment for you or your covered family member, the County expects you to consult with your supervisor and department head and to make a reasonable effort to schedule the treatment so as not to unduly disrupt County operations.

### **Notice Requirements – Employer**

According to the FMLA regulations, the Employer is responsible for designating absences from work that are FMLA qualifying as FMLA leave, whether the leave is paid, unpaid and even if the Employee does not specifically request FMLA leave. For example, even if an Employee has sick leave available and he or she does not request FMLA leave, the County must still designate any FMLA qualifying absences as FMLA leave. A copy of the completed Employer's Designation Notice will be provided to the affected Employee and their Department Head.

### **Medical Certification**

When leave is requested to care for a child, spouse, or parent with a serious health condition, or because of your own serious health condition, you must provide the County with written medical certification from the appropriate health care provider using a physician certification form available from the County Auditor's Office. This certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If you are seeking leave for your own health condition, the certification must also state that you are unable to perform the functions of your position. For leave to care for a family member, the certification must state that you are needed to care for the family member, and an estimate of the amount of time you will be needed. Other certification requirements apply in the case of intermittent or reduced schedule leave. Any costs associated with medical certifications are the responsibility of the Employee.

Generally, Employees should provide the certification before the leave begins if the need for leave is foreseeable. Otherwise, Employees have fifteen days from the date of the County's request to furnish medical certification.

The County reserves the right to require a second or third opinion at the County's expense. The County also may require periodic medical recertification, and/or periodic reports from the Employee during FMLA leave.

Medical certification may also be required when an Employee is returning to work after leave for the Employee's own serious health condition.

### **Use of Paid Leave**

The County will require you to use paid leave as part of your family and medical leave as follows:

1. You must use any sick leave for any portion of the twelve (12) week leave to care for your own serious health condition. If sick leave is exhausted, you must use accumulated vacation or personal leave for the balance of the FMLA leave.
2. You must use any accrued vacation and personal leave for any portion of the twelve (12) week leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition, or for exigency or service member FMLA leave.

You may use accrued compensatory time for any FMLA qualifying event. When you have used all required and/or elected paid leave for any portion of a FMLA leave, the balance of the leave will be without pay.

### **Rights and Benefits During Leave**

Seniority, sick leave and vacation will accrue only during periods of paid leave. All benefits which you had accrued before taking leave will be retained after returning from an approved FMLA leave, if not depleted during the leave.

While you are on family or medical leave, paid or unpaid, the County will continue your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to pay the same cost of coverage as if you were actively at work. You will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is more than thirty (30) days late. If you miss a premium payment and the County pays your contribution, you will be required to reimburse the County for the delinquent payment upon return from leave.

Under certain circumstances, if you fail to return to work after an approved FMLA leave, the County may require you to reimburse it for the amount the County paid for your health insurance coverage during the leave.

### **Returning to Work**

At the conclusion of your FMLA leave, you will be restored to your former position, if that position is vacant, or one with equivalent pay, benefits, and conditions of employment, provided you have complied with the requirements of this policy. Upon returning to work from leave due to your own serious health condition, you may be required to provide certification from your health care provider that you are able to resume work and are fit for duty.

#### **4.8 UNPAID LEAVES OF ABSENCE\*\***

*\*\*See also the collective bargaining agreement.*

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Unpaid leaves of absence may be granted in certain circumstances. If you have exhausted all applicable sick leave, vacation, personal, compensatory time, and FMLA leave, you may request an unpaid leave of absence. Unpaid leave will only be offered in certain circumstances and only when paid leave is unavailable. Applications for unpaid leave must be made in writing and shall state the reasons for the leave and inclusive dates. Approval of unpaid leave is at the discretion of the County.

Employees who are not eligible for leave under the County's Sick Leave or Family and Medical Leave Act policies may apply for an unpaid leave under this section for purposes of pregnancy or a related condition as provided in Iowa Code section 216.6(2)(e). The County may require medical certification stating that the Employee is not able to perform the duties of employment.

During an unpaid leave granted under this section, you do not receive compensation, do not accrue length of service and are not eligible for paid holidays. Vacation and sick leave will continue to accrue during the first thirty (30) days of an unpaid leave. The County does not make contributions to retirement programs for the duration of the leave. You may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the 25th of the month for the following month's coverage. Failure to pay the premium on time may result in termination of coverage.

If you plan to return to work following an unpaid leave taken under this section, you must notify your department head before the end of your leave. The County will attempt to restore you to the position you held at the start of the leave, or in a comparable position, if possible. If no such position is available, your employment will be terminated.

When an Employee has been on unpaid leave for thirty (30) calendar days, the department head shall review the circumstances and either extend the unpaid leave or terminate the Employee.

#### **4.9 MILITARY LEAVE\*\***

*\*\*See also the collective bargaining agreement.*

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##### **Leaves Available**

The County will grant leaves of absence for military service to full-time and part-time Employees in accordance with applicable state and federal law. A full-time or part-time Employee who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of service. The first thirty (30) calendar days of military leave each calendar year shall be without loss of pay. Any amount of military leave taken during any part of an Employee's scheduled workday, regardless of the number of hours taken, shall count as one day toward the thirty (30) calendar days without loss of pay. If the leave is for a period of less than thirty (30) days, only those days the Employee normally works will count toward the thirty (30) days of leave. Absences required for military service that exceed thirty (30) calendar days shall be granted in accordance with the County's policies on vacation, personal, compensatory time, or unpaid leave, and with applicable state and federal law.

### **Reemployment Rights - Eligibility**

Your eligibility for reemployment with the County after you complete military service will be determined in accordance with applicable state and federal law. Conditions for reemployment are briefly explained as follows:

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable;
2. The cumulative length of the absence and all previous absences from your employment with the County for reason of military service must not exceed five (5) years;
3. Your discharge from military service must be for reasons other than dishonorable; and
4. When you return from military service, you must report to work or submit a timely application for reemployment according to the following schedule:

For service of less than thirty (30) days you must report to work by the beginning of your first regularly scheduled work day that would fall eight hours after you return home.

For service of thirty-one (31) to one hundred eighty (180) days you must apply for reemployment within fourteen (14) days after completing service.

For service of one hundred eighty-one (181) days or more you must apply for reemployment no later than ninety (90) days after completing service.

### **Continuation of Benefits During Military Service**

Employees on leave for military service and any of their dependents entitled to coverage under the County's health insurance plan are entitled to coverage as follows:

1. An Employee that leaves employment for less than thirty-one (31) days is entitled to continued health insurance coverage, and will not be required to pay more than what an active Employee would pay for coverage.
2. An Employee that leaves employment for more than thirty (30) days is allowed to elect to receive continued coverage under the County's health insurance plan for up to eighteen (18) months following separation from employment or until the Employee's reemployment rights expire, whichever event occurs first. The County may require the Employee to pay up to one hundred two percent (102%) of the premium.

#### **4.10 BEREAVEMENT LEAVE\*\***

*\*\*See also the collective bargaining agreement.*

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A full-time Employee is eligible for paid bereavement leave as follows:

Up to five (5) days in the event of the death of the Employee's spouse, child (including foster children or step-children) or parent. Up to two (2) additional paid days leave may be granted at the discretion of the department head if necessary travel or other circumstances warrant the extra days.

Up to three (3) days in the event of the death of the Employee's sister, brother, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepmother-in-law, stepfather-in-law, step-sister, step-brother, grandparents, grandchild, or any relative who was a member of the Employee's household at the time of death. Up to two (2) additional paid days leave may be granted at the discretion of the department head if necessary travel or other circumstances warrant the extra days.

Up to one (1) day in the event of the death of the Employee's grandparent-in-law, uncle, aunt, niece, nephew or first cousin. The department head may grant one (1) additional day of leave for necessary travel or other reasons.

A full-time Employee may be granted a one (1) day leave with pay to serve as a pall bearer at a funeral.

A full-time Employee may be granted a one-half (½) day leave with pay to attend the funeral of a friend or other relative. This may be extended to one (1) day if travel is necessary.

Payment will be made only for those days which you would have worked. If a death in your family occurs, please notify your department head as to the expected length of your absence.

#### **4.11 JURY AND WITNESS DUTY**

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Any full-time or part-time Employee who is required to report for jury duty or who is called as a witness shall receive a paid leave of absence for the time spent on duty subject to the following limitations.

All Employees summoned to jury duty or witness duty must submit a copy of the summons to their supervisor within two (2) working days after receiving the summons. All Employees on jury or witness duty who are released from service are expected to report for work.

Hours spent by any Employee appearing as a witness in any job-related legal proceeding at the direction of the County shall be considered to be work time.

When leave for jury or witness duty is paid leave, the County will continue your regular salary, but you must submit certification of the number of hours spent in such service and assign any compensation you receive in connection with the duty, less any reimbursement for travel or meal expenses, to the County.

Employees subpoenaed to appear as a witness in a civil or criminal proceeding in which that Employee is not directly involved as a plaintiff or defendant shall be granted a leave with pay up to a maximum of two (2) days per calendar year. Additional days shall be without pay. Employees who must appear as a witness in a civil or criminal proceeding



in which they are directly involved as a plaintiff or defendant may apply for an unpaid leave of absence under Section 4.8 of this handbook.

#### **4.12 VOTING LEAVE**

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The County encourages all Employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you do not have three (3) consecutive nonworking hours between the opening and closing of polls in which to vote, you may submit a written request to your supervisor as soon as possible prior to the date of the election for paid time off of up to three (3) hours to vote. Your department head will notify you of the time you will be allowed to vote.

## SECTION FIVE: INSURANCE & RETIREMENT BENEFITS

### 5.1 GROUP MEDICAL INSURANCE\*\*

*\*\*See also the collective bargaining agreement.*

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In order to protect you and your dependent family members against the consequences of medical expenses caused by sickness and accidents, Jones County offers eligible full-time Employees, or any other Employee as required by law, the opportunity to participate in a group health insurance program. The insurance program, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County. Details of the plan are explained in the County's group health insurance plan booklet.

#### **Eligibility**

All eligible full-time Employees and other Employees required by law may participate in our group health insurance program. Eligible Employees will be notified by the County Auditor with the date of eligibility for insurance coverage and the amount of County contribution to the Employee's premium cost. For single coverage, Jones County pays a percentage of the premium for each eligible full-time Employee. If the Employee wishes to cover his or her eligible dependents, Jones County will pay a percentage of the dependent premium cost. The County's contribution toward the health insurance premium is determined by the Board of Supervisors and is subject to change on an annual basis.

#### **Enrollment**

Upon employment, eligible Employees will receive an enrollment form to complete and sign. This form tells us whether or not you wish to enroll yourself and your eligible dependents in the program. The decision to accept or reject your application for coverage is made by the insurance company. If you do not elect plan coverage for yourself or your dependents when first eligible, but wish to enroll at a later date, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County.

Individuals wishing to accept the County's offer of health insurance will be asked to disclose information about other medical insurance you or your dependents may be enrolled in, or eligible for. If this outside coverage terminates, you must notify the County within thirty days of the effective date of a change regarding health insurance coverage for any of your covered dependents. Whether or not a special enrollment period would allow you to enroll in the County's health insurance at that time is at the discretion of the insurance company.

#### **When Coverage Begins**

Eligible Employees employed by the County on or before the 15th of a month shall be eligible for County paid health insurance coverage on the first of the month following the date of hire. Otherwise, coverage will begin on the first of the following month.

#### **When Coverage Ends**

Insurance coverage terminates on the last day of the month in which employment is terminated, or the Employee otherwise ceases to be eligible. Please review the policy set forth in this handbook regarding continuing health insurance benefits after termination of employment. (See Section 5.2)

## **Continuation of County-paid Health Insurance During Leaves of Absence**

The County will continue to pay its share of the health insurance premium during any paid leave; during leave for work-related injury or illness as provided in Section 4.5; and during paid or unpaid FMLA leave as provided in Section 4.7.

### **5.2 CONTINUATION OF MEDICAL COVERAGE**

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The County will continue the health insurance coverage of eligible Employees after qualifying events according to the requirements of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and Iowa Code Chapter 509A.

#### **COBRA**

If you resign or your employment is otherwise terminated, or if your work hours are reduced, and consequently you or your dependents are no longer eligible to participate in the group health insurance plans offered by the County, you and your eligible dependents may have the right to continue to participate for up to eighteen (18) months at your (or your dependents') expense. The eighteen (18) month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to thirty-six (36) months for your spouse and dependent children, if, within that eighteen (18) month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the eighteen (18) month period, your spouse and dependent children may be entitled to extend their continuation period to thirty-six (36) months, starting on the date that you become eligible for Medicare.

If you are determined to be disabled under the Social Security Act at the time of your termination or reduction in hours, you may be entitled to continuation coverage for up to twenty-nine (29) months.

Your eligible dependents may extend coverage, at their expense, for up to thirty-six (36) months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

Continuation of coverage means the same coverage at the time of the qualifying event, unless the coverage is from family coverage to single coverage. For example, an Employee with family coverage at the time of the qualifying event can elect single coverage, but an Employee who has single coverage at the time of the qualifying event can only continue single coverage.

If you or your eligible dependents elect to continue in the group health insurance plan, you will be charged the applicable premium and may be charged an additional two percent (2%) administrative fee. Failure to make timely payments may result in termination of coverage.

If this election for continuation coverage is made, you and your dependents may have the option to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period.

The Auditor will contact you concerning these options at the time termination occurs or your work hours are reduced. The Auditor will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plan, you and/or your dependent is responsible for contacting the Auditor to discuss continuation rights. You and your

qualified beneficiaries are also responsible for notifying the Auditor within sixty days of qualifying for social security disability benefits.

### **Continuation Coverage under Iowa Code Chapter 509A**

Employees who retire from County employment before age sixty-five (65) and meet the qualifications for a bona fide IPERS retirement are eligible to continue in the County's group health insurance plan up to age sixty-five (65) at the Employee's own expense. Continuation of coverage means the same coverage at the time of retirement, unless the coverage is from family coverage to single coverage. For example, an Employee with family coverage at the time of retirement can elect single coverage, but an Employee who has single coverage at the time of retirement can only continue single coverage.

### **5.3 OTHER INSURANCE\*\***

*\*\*See also the collective bargaining agreement.*

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Jones County pays the premium for a group life insurance policy for each Full-time Employee. Full-time Employees may also be eligible for long term disability (LTD) coverage and benefits. Please see the Auditor's Office for details on the life insurance and LTD plans. The program, coverage, and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County.

The County may offer the opportunity for Employees to enroll in other voluntary insurance programs through payroll deduction, subject to restrictions determined by the Board of Supervisors. The Board reserves the right to terminate any optional voluntary insurance program at any time. The offer of other voluntary insurance programs is not an endorsement of those programs or vendors.

### **5.4 DEFERRED COMPENSATION PLANS\*\***

*\*\*See also the collective bargaining agreement.*

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Employees are eligible to voluntarily participate in a deferred compensation plan (457) offered by the County through payroll deduction to assist with your retirement savings. The County will contribute one dollar for each dollar contribution by the Employee up to a maximum County contribution of \$50 per month to a 401(a) plan. Employees may contribute additional amounts, subject to federal regulations. Details about this plan are available from the Auditor's Office.

### **5.5 IPERS & SOCIAL SECURITY RETIREMENT PROGRAMS**

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The County contributes to the Iowa Public Employees Retirement System and to Social Security as required by law to help provide for your retirement. Employees are generally required to contribute a portion of their salary to these two programs through payroll deduction. The county contribution rates and Employee contribution rates are determined by law and may change as legislation changes. Information about IPERS is provided to all Employees upon hire. Additional details about IPERS are available from the Auditor's Office, or from IPERS ([www.ipers.org](http://www.ipers.org)). Details about Social Security may be obtained from the Social Security Administration ([www.ssa.gov](http://www.ssa.gov)).

## **SECTION SIX: WORK RULES, DISCIPLINE AND COMPLAINT PROCEDURE**

### **6.1 POLICY ON WORK RULES AND DISCIPLINE**

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

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

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

#### **Work Rules**

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

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records, including records of time worked.
3. Violating the County's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism.
5. Unauthorized failure to return from a leave of absence.
6. Engaging in excessive, unnecessary, or unauthorized use of County property or supplies, particularly for personal use.
7. Reporting to work intoxicated or under the influence of non-prescribed drugs, alcohol, or other substances.
8. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
9. Bringing or using alcoholic beverages to or in County workplaces or using alcoholic beverages while engaged in County business off of County premises.
10. Fighting or using obscene, abusive, or threatening language.
11. Stealing property of coworkers, customers, clients, or the County.
12. Having unauthorized firearms on County premises or while on County business.
13. Disregarding smoking, safety or security regulations.
14. Engaging in insubordination or failing to cooperate with assigned Employees, co-workers, supervisor, or managers.
15. Failing to follow County job instructions or to perform work requested by a supervisor or manager.
16. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
17. Failing to maintain confidentiality of County, client, patient, or customer information.
18. Failing to maintain necessary licenses and/or certifications.
19. Failing to maintain motor vehicle insurability.

## **Discipline**

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

1. **Counseling:** The Employee's supervisor will normally give the Employee a verbal warning.
2. **Written warning:** If the unsatisfactory conduct continues, the Employee's department head will normally issue a written warning.
3. **Suspension:** If sufficient improvement has not been made, or if the conduct continues, the Employee may be suspended without pay. Exempt Employees will not be subject to unpaid disciplinary suspensions of less than one week.
4. **Termination:** If the conduct continues, the County may terminate the employment of the Employee.

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

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

## **6.2 DRUG AND ALCOHOL USE IN THE WORKPLACE**

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### **A. Policy on Drug and Alcohol Use in the Workplace**

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

### **B. Drug Free Workplace**

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

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

## **C. Drug Testing of Employees Required to Maintain a Commercial Driver's License**

Drug testing of Employees required to maintain/possess a commercial driver's license (CDL) shall be conducted in accordance with applicable state and federal law.

### **6.3 GENERAL EMPLOYEE OBLIGATIONS**

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Employees are expected to maintain good work habits including regular attendance and punctuality, and to conduct their job duties in an ethical fashion. Employees must avoid any activity outside of their employment with the County that would adversely affect their performance on the job or involve a possible conflict of interest. Employees must maintain the confidentiality of any protected information revealed to them during the course of their employment with the County.

### **6.4 CONFLICT OF INTEREST**

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Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value of more than \$3 from any restricted donor (ie. county vendor, etc.) during one calendar year.

No Employee, officer or agent of the County shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

1. The Employee, officer or agent;
2. Any member of his immediate family;
3. His or her partner; or
4. An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

See also Iowa Code Sections 68B.2 (Definitions), 68B.2A (Prohibited outside employment and activities-conflicts of interest), 68B.22 (Gifts accepted or received), and 68B.23 (Honoraria-banned) for further details.

### **6.5 USE OF COUNTY EQUIPMENT**

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County equipment such as telephones, copy machines, faxes, computers, postage meters, etc. are to be used for County business purposes only and are not available for personal use, except where authorized in advance by the appropriate elected official, department head, or governing body.

If the County provides you a vehicle, its use may be taxed in accordance with IRS regulations. County provided vehicles should not be used for personal business.

### **6.6 OUTSIDE EMPLOYMENT**

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County Officials, including Employees, should avoid participating financially, directly or indirectly, in any business enterprise which might influence or be thought to influence their official decisions or actions. In determining whether particular outside employment or activity creates an unacceptable conflict of interest, the official should follow these guidelines:

- The outside employment should not involve the County's time, facilities, equipment or supplies or the use of the County's badge, uniform, business card

or other evidences of office or employment. This prohibition does not extend to off duty police officers who provide authorized private duty security.

- The outside employment should not involve the receipt of compensation or other consideration by an individual for performing his/her regular duties for the County.
- The outside employment should not be subject to the official control, inspection, review, audit, or enforcement authority of the individual during the performance of his/her regular duties for the County.

See also Iowa Code Section 68B.2A (Prohibited outside employment and activities-conflicts of interest).

## **6.7 EMPLOYEE LICENSES AND CERTIFICATIONS**

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

## **6.8 SOLICITING ON COUNTY PREMISES**

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County policy forbids solicitation, buying or selling of any kind during working hours. These activities should be conducted during non-working hours. This policy applies to any form of solicitation including seeking contributions to charities, selling tickets, or memberships in service clubs or other organizations. Solicitation by one Employee of another is prohibited during the time either Employee is required to be performing job duties. Distribution of leaflets, pamphlets, or any other materials is also forbidden during working time. For purposes of this policy, working time does not include breaks or meal times. Distribution of leaflets, pamphlets, or other materials is forbidden in working areas at any time.

## **6.9 INVESTIGATIONS**

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

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



## **6.10 WORKPLACE PRIVACY AND SEARCHES**

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The County attempts to maintain equipment and supplies that permit work to be accomplished in the most efficient and effective manner possible. While Employees are encouraged to use these items, it is important to understand that they are County property and are to be used only for County business.

As part of your employment, County owned equipment and furnishings, such as, but not limited to, a desk, work space, computer and other equipment may be made available to you. Because it is County property and not personal property, all County property and equipment can be inspected by the County at any time, with or without notice to you.

The County assumes no responsibility or liability for any items of personal property which are placed in the desk or work space that is assigned to you.

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

## **6.11 USE OF WORKPLACE TECHNOLOGY**

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The County has adopted an Electronic Media and Technology Policy that is available to all Employees. All Employees are expected to comply with the terms and conditions of the Policy.

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

All electronic devices issued to an Employee are County property. If an electronic device is lost or stolen, the Employee shall immediately contact his/her Elected Official or Department Head and inform him/her that it has been lost or stolen. The Elected Official or Department Head shall contact the IT Coordinator to report the missing electronic device.

County issued cell phones are subject to data use limits or limits on the number of text messages. Personal use is prohibited. Employees will be responsible for the cost of surpassing data or texting limits.

The County may provide electronic mail systems, computers, telephone systems, including cell phones and other communication devices, voice mail, fax machines and other technology to Employees at County expense for their use in performing their duties for the County. The purpose of this policy is to prevent misuse of the County's workplace technology and to ensure appropriate, efficient and effective use of such technology. County computer systems include all related equipment networks and network devices (specifically including Internet access). County computer systems are provided only for authorized County use. County computer systems may be monitored for all lawful purposes including ensuring that their use is authorized for management of the system to facilitate protection against unauthorized access and to verify security procedures survivability and operational security.

Monitoring includes active attacks by authorized County entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information placed on or sent over this system, may be monitored. Use of this County computer

system authorized or unauthorized constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or disciplinary action. Use of this system constitutes consent to monitoring for these purposes.

This policy applies to all County equipment, systems, data stored electronically or on paper. This policy applies to Employees who remotely access County databases, as well as Employees using County devices.

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

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

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

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

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

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

Department heads may require Employees to provide passwords to the department head for all voice mail, e-mail and computers used by the Employee. Employees shall not use unauthorized codes, passwords, or other means to gain access to others' files. Failure to maintain security with respect to County electronic databases will result in discipline.

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

Employees are prohibited from deactivating software designed to detect and destroy computer viruses.

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

The County reserves the right to block e-mails and websites.

## **6.12 DISPOSAL OF MEDIA AND OTHER TECHNOLOGY**

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The purpose of this policy is to outline the proper disposal of media (physical or electronic) for the County. These rules are in place to protect sensitive and classified information, Employees and the County. Inappropriate disposal of media may put Employees and the County at risk. This policy applies to all County Employees, contractors, temporary staff, and other workers at the County, with access to sensitive and classified data. This policy applies to all equipment that processes, stores, and/or transmits classified and sensitive data that is owned or leased by the County.

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit classified and sensitive data shall be properly disposed of in accordance with measures established by the County.

Physical media (print-outs containing sensitive or protected information and other physical media) shall be disposed of by one of the following methods:

- 1) Shredding using County issued shredders.
- 2) Placed in locked shredding bins or a locked storage area for a certified document destruction vendor to come on-site and shred, witnessed by County personnel throughout the entire process, or to securely deliver to a secured destruction facility. If media is taken off-site by a vendor to a destruction facility, said vendor shall provide the County with a written certificate of destruction, typically within one week.
- 3) Incineration using County incinerators or witnesses by County personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the following methods:

- 1) **Overwriting (at least 3 times)** – an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** – a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that

common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.

- 3) **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store or transmit sensitive and classified information shall not be released from the County's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

Any Employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

### **6.13 COMPLAINT RESOLUTION PROCEDURE\*\***

\*\*See also the collective bargaining agreement.

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

#### **STEP ONE: IMMEDIATE SUPERVISOR**

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

#### **STEP TWO: ELECTED OFFICIAL, BOARD OF SUPERVISORS, OR GOVERNING BODY**

You may prepare a written summary of your concerns and request that the matter be reviewed by the appropriate Elected Official, Board of Supervisors, or the appropriate governing body.

Employees of the Auditor, Treasurer, Recorder, Sheriff or County Attorney may direct their complaint to the appropriate elected official. Employees of Community Services, Senior Dining, JETS, Land Use, GIS, IT, Veteran Affairs and Secondary Road Departments may direct their complaint to the Board of Supervisors. Employees of the Assessor, Board of Health, Conservation, Emergency Management and E-911 may direct their complaints to the appropriate governing body.

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

## **6.14 TOBACCO USE IN THE WORKPLACE**

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The purpose of this policy concerning tobacco use in County facilities is to create a more healthful environment for Employees and the public. The United States Surgeon General has determined that tobacco use is harmful to smokeless tobacco users, smokers and non-smokers. The County is covered by Iowa's Smokefree Air Act (Iowa Code Chapter 142D).

### **Definitions**

**"Tobacco Use"** means the use of any burning tobacco or smokeless tobacco product, or the use of vapor products including e-cigarettes, while conducting official County business. This includes all forms of cigarettes and other materials that are smoked. This policy does not prohibit Employees from storing tobacco products in Employee-issued storage areas such as lockers.

**"Public"** means visitors, vendors and others not considered County Employees.

### **Policy**

Tobacco use will not be permitted by Employees or visitors on all county property (buildings, grounds, and parking lots) as well as in county-owned, or leased, vehicles. County property includes, but may not be limited to: Courthouse, Secondary Road facilities, Conservation facilities\*, Broadway Place Annex, Grant Wood Memorial Park, Wyoming Memorial Hall, County Landfill & Transfer Station, and Edinburgh Historical Site. Smoking is also prohibited in facilities used for Senior Dining purposes during the time clients or Employees are present, unless otherwise regulated by the respective property owner. Smoking may be permitted inside personal vehicles that are parked in a county-owned, or leased parking lot.

\*Smoking regulations for individual camp-sites and trails shall be determined by the County Conservation Board.

Department directors may be authorized, in consideration of the operating needs of their business units, to enact additional policy provisions further restricting Employee tobacco usage. Such policy provisions require approval by the Board of Supervisors before they are implemented.

### **Enforcement**

The success of this policy is dependent upon the consideration and cooperation of tobacco users and non-tobacco users. All Employees share in the responsibility for adhering to and enforcing the policy. Violation of Iowa's Smokefree Air Act may subject an Employee, and/or the Employer to monetary fines. Employees who violate this policy will be subject to disciplinary action up to and including termination.

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## Appendix A: Employee Acknowledgments

### **Employee Acknowledgment of Receipt of Handbook**

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

### **Drug Free Workplace Policy Acknowledgment (Section 6.2)**

I have read the County's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on this Employer's premises or while conducting the Employer's business. A violation of this policy can subject me to discipline up to and including termination. I realize I must abide by the terms of this policy and that if I am directly engaged in work performed pursuant to a federal grant or contract, as a condition of employment, I must notify the Employer of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. I further realize that federal law mandates that the Employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

### **Acknowledgment of Receipt of Workplace Technology Policy (Sections 6.11 and 6.12, and Electronic Media & Technology Policy Supplement)**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department/Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*This page must be signed and returned to the Jones County Auditor's Office within five working days of commencement of employment. Failure to do so may result in disciplinary action, up to, and including termination of your employment.*