

GUTHRIE COUNTY

HANDBOOK

Effective: April 1, 2023

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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.

Welcome to Guthrie County. This handbook was written to explain 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 Guthrie County management personnel, including elected officials and appointed administrators. The policies described in this handbook are presented as a matter of information only. While Guthrie County believes wholeheartedly in the plans, policies, and procedures described herein, 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 are covered by only the provisions where they are expressly included;
2. members of boards and commissions;
3. personnel appointed to serve without compensation;
4. persons hired on a contractual basis; and
5. employees covered by a collective bargaining agreement, to the extent that the collective bargaining agreement conflicts with these policies

The policy prohibiting sexual harassment in county workplaces applies to all Guthrie County employees and elected officials, even those otherwise excluded from coverage.

Throughout this handbook the term “department head or elected official” or similar language means the division head or elected official who heads your office.

*Nothing in this handbook, policies or procedures shall limit or supersede the authority granted elected officials by the Code of Iowa.

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 without prior notice. The County retains the exclusive right to revise the handbook at any time. When changes are made, you will receive a supplement or a new handbook.

Any promises, representations, or actions by a County official or employee which are contrary to this handbook are not the official policy of the County and are of no force or effect. This handbook supersedes and cancels the effect of any previous versions of a County employee handbook.

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. Employment can be terminated at any time at the will of either you or the County. Nothing in this handbook changes the at-will nature of your employment with the County.

SECTION TWO: EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY, GINA, ADA COMPLIANCE, HARASSMENT

2.1

Equal Employment Opportunity

Guthrie 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.

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 requests 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

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals on the basis of disability. It is the policy of Guthrie County to comply with the ADA and its amendments. Guthrie 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 through the Guthrie County Human Resources Director, will engage in discussions with the qualified applicant or employee to consider reasonable accommodations that do not pose undue hardship to the County to enable the qualified applicants or employees 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, elected officials, or the Human Resources Director.

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. Such conduct is a prohibited form of discrimination under state and federal employment laws and is also considered misconduct subject to disciplinary action.

If you believe that you are being harassed or subjected to discrimination of any kind, you should immediately report this to the Human Resources Director or a member of management. You may also use the complaint procedure for sexual harassment allegations.

PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

2.2

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.

Definitions: Sexual harassment prohibited by this policy includes any 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 can occur between employees of the opposite sex or the same sex. Sexual harassment can occur between supervisors and subordinates, employees, and non-employees and between co-workers. 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 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.

Procedures:

1. Employees are encouraged to express their objection to behaviors that could constitute sexual harassment to the person engaged in the behavior.
2. Any employee who has a complaint of sexual harassment at work, by anyone, including supervisors, Department Heads, elected officials, co-workers or visitors to the workplace, should immediately bring the problem to the attention of the Human Resources Director or any one of the following: their supervisor, manager, Department Head, elected official, or any other member of management, including any member of the board of supervisors, or the County Attorney. Employees are assured that they will not be retaliated against for reporting an incident of sexual harassment.
3. The person receiving a complaint of sexual harassment shall immediately notify the Human Resources Director. The Human Resources Director shall conduct an investigation in to the complaint and work with the Department Head or elected official to investigate the complaint and resolve. The Board of Supervisors will be informed of the complaint and resolution. Should the complaint be against the Human Resources Director an investigator may be appointed by the Board of Supervisors in consultation with the County Attorney to investigate the complaint. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the greatest extent possible.
4. 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.

5. 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 discipline the offender and to prevent further harassment.

6. In the event a non-employee subjects an employee to sexual harassment in the workplace, the Human Resources Director and the employee's supervisor or manager or department head or elected official will inform the non-employee of the County's policy against sexual harassment. Other action will be taken as appropriate.

PROOF OF EMPLOYABILITY**2.3**

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 on the first day of employment or within three days of hire depending on the circumstances.

PHYSICAL EXAMINATIONS**2.4**

The County may require you to submit to a job-related medical examination by a physician designated by the County after you have been offered a position, and before you begin work. The job offer may be conditioned on the results of a post-offer medical examination. A job offer may be revoked if the medical examination reveals that you cannot perform the essential functions of the job with or without reasonable accommodations. The results of the examination will be kept in a confidential separate file.

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

BACKGROUND CHECKS**2.5**

To ensure that individuals who join the County are well qualified and to ensure that the County maintains a safe and productive work environment, it is the County's policy to conduct pre-employment background checks on all applicants who are offered employment. Background checks may include verification of any information on the applicant's resume or application form, a criminal history background check, a check of any relevant abuse registries, a check of the applicant's driving record, and any other check deemed to be relevant to the employee's position by the hiring authority.

Offers of employment may be conditioned on results of a background check that are acceptable to the hiring authority. All background checks shall be conducted in conformity with all State and Federal laws. Results are kept confidential and are only viewed by individuals involved in the hiring process.

If the hiring authority's background check includes a criminal record check and the check indicates that the applicant has a criminal history, the applicant will be given an opportunity to provide information regarding his/her criminal history. A criminal conviction does not automatically bar an applicant from employment. The hiring authority will conduct an individualized assessment to determine whether the nature, severity and circumstances of the crime requires that the offer of employment be withdrawn.

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

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

PROBATIONARY PERIOD**2.6**

The six (6) month probationary period allows an employee to adjust and adapt to the job demands and the work situation, while at the same time, allows the supervisor to observe firsthand whether he/she will be able to meet the demands of the job and become a contributing member of the department and a successful part of the county as a whole.

Employment during this period shall be considered at-will, meaning that during this period an employee may be terminated without notice. Employment is voluntary and employees are free to resign without notice during this time without penalty.

EMPLOYMENT OF RELATIVES**2.7**

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 (Code of Iowa, Chapter 71, Nepotism) 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, including full-time, part-time and temporary classifications.

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 direct supervision of, or by a family member. For purposes of this policy, "family member" includes a parent, child, spouse, sibling, grandparent, or any of these relationships by marriage.

If a supervisory relationship between family members is created by the marriage of two employees, the two employees will have the option to decide who will transfer, if possible, or who will terminate employment. If a timely decision is not made, length of service in the department will be the deciding factor and the least senior employee will be transferred, if possible, or terminated.

The Board of Supervisors elected official or governing body may waive this policy on a case by case basis, if it determines that it is in the County's best interest.

EMPLOYEE ACCESS TO PERSONNEL FILES**2.8**

The County maintains personnel files on each employee in accordance with recordkeeping requirements established by state and federal law. These files may contain job-related information including performance appraisals, disciplinary records, and some beneficiary designations. Any information contained in the files will be released only if required by law, or if you make a written request for the County to release the information for reference purposes. 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 or elected official. 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 or elected official whenever there are any changes in your home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents. Department Heads or elected officials will notify the Human Resources Director of any changes.

Pursuant to Iowa Code section 22.15, if an employee is demoted, discharged or resigns in lieu of discharge, that fact is a public record, as well as any documentation supporting the rationale for the demotion, discharge or resignation in lieu of discharge.

EMPLOYEE LICENSES AND CERTIFICATIONS **2.9**

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 or elected official to be copied for the employee's personnel file. Failure to keep licenses and certificates current may result in termination.

JOB POSTING **2.10**

Whenever a position becomes available, a notice of such opening will be posted in the Courthouse main hallway 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 and shall be submitted to each respective office. Applicants, including current employees, shall be considered on the basis of ability, performance, experience, training, aptitude, disciplinary record and other job-related qualifications. Military service may also be a factor in hiring decisions, as provided by Iowa's Veteran's Preference law.

REDUCTION IN FORCE **2.11**

All reductions in force or layoffs will be within specified job classifications or categories. The County may consider productivity, merit, qualifications, skills, efficiency of operation and other relevant factors in determining the employee(s) to be laid off. Reductions in force shall not be solely based on seniority.

As an alternative to layoffs, the County may choose to implement furloughs or unpaid leaves to meet financial needs.

REEMPLOYMENT **2.12**

All former employees of Guthrie County who return to work for the County are considered new hires and have no accumulated benefits from previous employment unless otherwise provided 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. Transferred employees will not retain their current wage rate unless required by law or approved by the governing body. The transferred employee will be paid the wage rate established for the position.

TERMINATION OF EMPLOYMENT **2.13**

Your employment with the County may be terminated at any time by either you or the County. The County expects you to provide written notice to your Department Head or elected official at least two (2) weeks before the effective date of your resignation. Department Heads or elected officials will notify the Human Resources Director immediately so that necessary forms may be completed. Employment records will reflect

the last day worked as the date of termination. You will be paid through the last day worked, plus accrued hours such as vacation, personal leave, and compensatory time, after necessary forms have been completed and submitted. If the County terminates employment, the employee will be paid all accrued vacation, personal leave and compensatory time. Accrued vacation and personal leave will only be paid after the probationary period if employees give at least two (2) weeks' notice. Your final paycheck will be issued on the next regular pay day.

DIRECT DEPOSIT**2.14**

Any employee hired after July 1, 2017 must arrange with payroll for paychecks to be electronically direct deposited in a designated account.

WAGE PAYMENT COMPLAINT POLICY**2.15**

It is the policy of the County to comply with all applicable laws with respect to payment of wages and benefits to employees including laws such as the Federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The County will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the County has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor, department head, elected official or Human Resources Director. Alternatively, any employee may file a formal written complaint with the County Auditor, department head, elected official or Human Resources Director. Within fifteen (15) business days of receiving the complaint, the County Auditor will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

This complaint procedure is available in addition to any other complaint process which also may be available to employees.

INCLEMENT WEATHER AND WORKSITE CLOSING**2.16**

Because the County serves the citizens of the county, the courthouse will attempt to always remain open. In extreme circumstances, however, the Board of Supervisors may determine that it is necessary to close the courthouse or other county offices and facilities.

In case of a severe snowstorm (defined as blizzard conditions as determined by the National Weather Service or when the IDOT makes the determination to pull its equipment off the roads), 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. 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. If the Courthouse is closed by County officials, employees will not be required to use accumulated leave time.
3. Benefit accumulation and eligibility will not be affected if an employee chooses to take the time off without pay.

4. 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

DEFINITION OF EMPLOYEE STATUS

3.1

“Full-time regular employee” means an employee who works thirty (30) hours or more per week on a regular basis. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as described below.

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

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

“Part-time regular employee” means an employee who works less than thirty (30) hours per week. Such employees may be exempt or nonexempt. **See Sections 4.1 thru 4.4 for leave eligibility. Health Services employees reference Appendix B.**

“Temporary or seasonal employee” means an employee engaged to work full-time or part-time on the County payroll with the understanding that his or her employment will be terminated no later than upon completion of a specific assignment. Such employees are nonexempt. Temporary or seasonal employees are not eligible for any benefits described in this handbook, unless otherwise indicated, but are subject to the same work rules governing regular employees.

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.

GENERAL PROVISIONS

3.2

Work Schedules

Generally, your work schedule will not change from week to week. However, daily and weekly work schedules may be changed at the discretion of each Department Head or elected official to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible.

Weekly schedules for part-time employees will be determined by the appropriate Department Head or elected official.

Recording Work Hours

All non-exempt employees must accurately record their hours worked for each pay period on a form provided by their Department Head or elected official.

Overtime and Compensatory Time

Periodically, overtime work may be necessary to maintain County operations. All non-exempt employees will be compensated for overtime hours in the form of monetary compensation or compensatory time as

determined by your Department Head or elected official. Employees who are classified as exempt employees under the Fair Labor Standards Act are not paid for overtime. If you are paid in the form of compensatory time, it may not accrue to more than 160 hours. All additional overtime hours shall be paid at time and a half of the employee's regular hourly rate. Compensatory time will be granted at a rate of one and one-half (1 ½) hours for each hour of authorized overtime worked. **Health Services employees reference Appendix B. Secondary Roads Department employees reference Appendix C. Maintenance and Custodial Department employees reference Appendix E**

All paid leaves of absence, except sick leave and compensatory time used will be counted as work time for purposes of calculating overtime. Department Heads or elected officials may require employees to take compensatory time rather than continue to accrue it. All employee requests for overtime must have prior written approval from their Department Head or elected official. If a non-exempt employee is called in to work outside of their regular shift, the employee will receive a minimum of two (2) hours of overtime pay. **Health Services employees reference Appendix B. Maintenance and Custodial Department employees reference Appendix E.**

Work Period

Guthrie County has three (3) pay periods depending on the department. All departments have a fourteen (14) day work period consisting of eighty (80) hours.

- Roads pay period commences at 12:01 a.m. on Sunday and ends at 12:00 p.m. the following Saturday.
- Sheriff Deputy pay period commences at 12:01 a.m. Monday and ends at 12:00 p.m. the following Sunday.
- Courthouse, Public Health and additional Sheriff office pay period commences at 12:01 a.m. on Saturday and ends at 12:00 p.m. the following Friday.

Pay Day

Employees are paid every other Friday. 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.

Flex-time

Generally, employees should work normal business hours as assigned by the Department Head or elected official. However, an employee may request flexible hours and schedules by making a written request to the Department Head or elected official. Flexible hours and schedules may include:

- Variable starting and ending time.
- Compressed work week such as:
 - 4-ten (10) hour days, or
 - 4-nine (9) hour days and 1-four (4) hour day.
- Combination of meal and rest periods into a one (1) hour lunch period of which one-half (½) hour is paid and one-half (½) hour is unpaid.
- Other mutually agreeable flexible hour concepts, such as working during a lunch period to leave early for an appointment.

Requests for flex-time shall be made in writing. The Department Head or elected official has sole discretion in deciding whether to grant or deny a flex-time request. Flex-time arrangements are not permanent and may be changed at any time by the Department Head or elected official.

LACTATION BREAKS

3.3

The County will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk. The County will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

The County will provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary, and the employee must communicate with her supervisor regarding the timing of the breaks.

A bathroom, even if private, is not a permissible location. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother's use, it must be available when needed by the employee. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient, provided that the space is shielded from view, and free from any intrusion from co-workers and the public.

Employees who use break time to express milk will be compensated in the same way that other employees are compensated for break time. In addition, the FLSA's general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies.

BREAKS

3.4

All non-exempt employees are entitled to fifteen (15) minute paid breaks for every four (4) hours of work and a thirty (30) minute uninterrupted unpaid lunch.

SECTION FOUR: TIME-OFF BENEFITS

HOLIDAYS

4.1

Regular full-time employees shall be eligible for the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- One day before or after Christmas Day, as determined by the Board of Supervisors

Pay for Holidays Not Worked

Full-time non-exempt employees who do not work on a holiday listed above will receive "holiday pay" computed at their hourly wage rate multiplied by the number of hours they are regularly scheduled to work. "Holiday pay" is not an amount in addition to regular pay. Part-time employees are not eligible for "holiday pay."

Pay for Holidays Worked

A full-time non-exempt employee scheduled to work on any recognized paid holiday shall receive holiday pay plus time and one-half the employee's regular hourly rate worked on the holiday.

When a Holiday Falls on a Saturday or Sunday

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. However, employees whose normal schedule includes weekends will observe the actual holiday.

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 may be required to present proof of illness or jury service satisfactory to the County 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.

Employees who are Veterans shall be provided with holiday time off for Veteran’s Day, November 11, if the employee would otherwise be required to work on that day. Employees who qualify shall provide the Human Resources Director and their Department Head or elected official with at least one (1) month prior written notice of the employee’s intent to take time off for Veterans Day and shall also provide a federal certificate of release or discharge from active duty, or such similar federal document, for purposes of determining the employee's eligibility for the benefit provided. The Human Resources Director and/or Department Head or elected official shall, at least ten (10) days prior to Veterans Day, notify the employee if the employee shall be provided unpaid time off on Veterans Day. Employees may use their own paid time off if available. If the Department Head or elected official determines that time off is unable to be provided for Veterans Day for all employees who request time off, the Department Head or elected official shall deny time off to the minimum number of employees needed by the department to protect public health and safety or to maintain minimum operational capacity, as applicable.

PERSONAL DAYS

4.2

Full-time regular employees are eligible for three (3) paid personal days (24 hours) each calendar year and must be used in at least one (1) hour increments. Full-time employees accrue personal days on January 1st. An employee commencing fulltime employment after January will accrue two (2) hours per month of personal time to December of that year.

Part-time regular employees who work thirty (30) hours or less will accrue twenty (20) hours of PTO on their second pay date to be used as needed (vacation, personal, sick). Thereafter, they shall receive another twenty (20) hours of PTO on their anniversary date. Employee may carry over up to ten (10) hours of unused PTO time from anniversary year to anniversary year, but an employee’s PTO bank shall never exceed thirty (30) hours. **Health Services employees reference Appendix B.** Accrued PTO will be paid out on termination of employment.

Requests to use personal days are subject to Department Head or elected official approval. Personal days are not cumulative and may not be carried forward into the next calendar year.

VACATION

4.3

Guthrie 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. For purposes of this policy, "length of service" means an employee's length of continuous service with the County since the employee's most recent date of hire. Employees are awarded their full allotment of vacation on their anniversary date. Employees may use vacation as it is earned and may not use it in advance. Full-time regular employees are eligible to accrue paid vacation according to the following schedule:

Years of Full-Time Continuous Service **Days of Vacation**

During the first year	Five (5) days
After completing one (1) year	Ten (10) days
After completing five (5) years	Fifteen (15) days
After completing ten (10) years	Eighteen (18) days
After completing fifteen (15) years	Twenty (20) days
After completing twenty (20) years	Twenty-five (25) days

A new fulltime employee will accrue five (5) days' vacation on the second pay period. A regular fulltime employee will accrue vacation on the anniversary of the hire date.

Part-time regular employees will not accrue vacation time.

Vacation Scheduling and Carryover

All vacations are subject to Department Head or elected official approval. Department Heads or an elected official 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. Employees may carryover 1/2 of earned vacation. The maximum amount of vacation that an employee can have is 1 ½ times the rate at which vacation is earned. A Department Head or elected official may allow an employee to carry over more vacation time if the employee was unable to take vacation due to operational needs. If a Department Head or elected official allows an employee to carry over vacation time, the Board of Supervisors will be notified of this decision.

Vacation Pay

The rate of vacation pay shall be your regular straight time rate of pay for the day or the week for which you would have been regularly scheduled to work.

Vacation Pay Upon Termination

Upon retirement, resignation or termination from County service, employees who have completed at least one year of consecutive service shall be paid for all earned but unused vacation if at least two (2) weeks' notice is provided.

If an employee fails to give the required two (2) week notice of their resignation, they are not entitled to receive payout of any accrued vacation.

Accrual of Vacation During Unpaid Leaves

Vacation will not accrue during unpaid leaves of absence of two weeks or longer.

SICK LEAVE

Eligibility and Accrual

Full-time regular employees shall accrue paid sick leave at the rate of one (1) day for each month worked. Sick leave will be earned for the month if the full-time employee works fifteen days within the month. The maximum allowed accumulation of sick leave is 960 hours.

Part-time regular employees will not accrue sick time.

Sick leave may not be used before it is earned. Sick leave does not accrue during any unpaid leave of absence.

Use of Sick Leave and Medical Certification

Sick leave is to be used for any non-work related illness, injury or temporary disability, including pregnancy that prevents you from performing your job duties. Medical certification may be required by a Department Head or elected official to verify a fitness for duty following the employee's use of three (3) consecutive days of sick leave. If required by the Department Head or elected official, the medical certification must be submitted to Human Resources before the employee returns to work.

If a Family Member is Ill

An eligible employee may use up to three (3) days of accrued sick leave per calendar year when a member of the employee's immediate family is seriously ill unless approved for Family Medical Leave. Immediate family includes the employee's spouse, children, parent, spouse's parent, grandparents or sibling. The employee should discuss this with their Department Head or elected official or Human Resources Director since job protected unpaid time off may be covered for a family member's serious illness or military deployment under the Family Medical Leave Act. If a Department Head or elected official learns of an employee's need to use leave for care of a family member, it must be reported to the Human Resources Director so it can be determined whether the leave qualifies as Family Medical leave.

Wellness Day

A full-time employee who does not use sick leave for six (6) consecutive months shall be eligible for one (1) Wellness Day of eight hours with pay. The additional day must be taken within six (6) calendar months after qualifying. Requests for time off must be approved by the employee's Department Head or elected official. **Sheriff's Office employees reference Appendix D.**

LEAVE DONATION

4.5

Each employee may donate up to forty (40) hours of accrued vacation time in one (1) hour increments to an eligible employee who has been approved for a leave of absence under the County's Family & Medical Leave Act Policy or for another emergency and has exhausted all applicable paid leave.

Eligible employees requesting donated leave must make the request in writing to the Human Resources Director and Department Head or elected official for approval. The Department Head or elected official and Human Resources Director must give approval in writing.

The recipient shall receive no more compensation than would have been earned while actively working and will not accrue vacation leave on donated hours. Donated leave will be paid at the appropriate wage rate of the recipient regardless of the pay rate of the donating employee.

The Human Resources Director will notify the recipient and the Department Head or elected official of approved donated hours and appropriate vacation adjustments to the donor and recipient vacation bank will be made by the Human Resources Director and payroll.

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

WORK-RELATED INJURIES

4.6

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:

In case of emergency, employees should be taken to the nearest emergency room for treatment.

When an employee sustains a non-emergency workplace injury, the supervisor or injured employee should call Company Nurse telephonic triage number directly (1-888-770-0928). The attending nurse will provide you with the first aid advice and direct the injured employee to an appropriate treatment site. Following submission of the claim, the Department Head, elected official, Supervisor or injured employee must notify the Human Resources Director. 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. Following submission of a claim that an illness or injury is work-related, the employee must maintain regular contact with the Human Resources Director and Department Head or elected official for purposes of reporting changes in condition and time off work.

Employees that fail to report injuries/incidents to Company Nurse and Human Resources Director within 24 hours may be subject to discipline.

Income Replacement:

Generally, an employee who is eligible for workers' compensation will receive his or her regular pay for scheduled work days lost during the first three days following the injury or illness by using sick leave, vacation or personal leave. 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 time off. An employee may supplement workers' compensation benefits with accumulated sick leave, vacation or personal leave if the employee has time available. The employees leave will be used to compensate the employee for the difference between the workers' compensation payments and his or her regular income. The employee's accumulated leave will be reduced accordingly.

An employee on a workers' compensation leave of absence will accrue vacation and sick leave so long as he or she is on a paid leave of absence. The County will continue to pay its share of the health insurance premiums while the employee is on leave covered by workers' compensation or FMLA but the employee will need to arrange for payment of their portion should there not be pay from which to automatically deduct.

Workers' Compensation and FMLA:

Please note there are many requirements, qualifications and exceptions under these laws and each employee's situation is different. Contact the Human Resources Director to discuss leave options. 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.

TEMPORARY LIGHT DUTY; RETURN TO WORK

4.7

Eligibility:

Temporary light duty assignments may be made by the Human Resources Director and Department Head or Elected Official 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. The Human Resources Director and Department Head or Elected Official will determine whether a light duty assignment is available and what job functions the employee will perform on light duty. The Human Resource Director will communicate an offer of temporary light duty work to the employee in writing and advise that if the employee refuses the assignment, he or she must submit the refusal in writing and include reasons for the refusal. A light duty assignment may be in the employee's department or office or may be in a different County office or department than the employee normally works.

An employee with a job-related injury or illness who refuses a light duty assignment may lose workers' compensation payments and may 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 employee must substitute accrued paid leave from the date the workers' compensation benefits cease.

Duration of Light Duty Assignments:

Assignment of light duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by the Human Resources Director and Department Head or elected official. Light duty assignments will be documented within the employee's restrictions. Temporary light duty assignments are not intended to become regular assignments and will be reviewed at least every four (4) weeks.

Medical Certification:

Before assigning temporary light duty, the Human Resources Director will require medical certification from the employee's physician and/or other health care provider designated by the County that the employee is unable to perform his or her normal job duties within medical restrictions. Any job restrictions should be provided to the Department Head or elected official. 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 Human Resources Director, along with the Department Head

or elected official, will review the employee's job restrictions and determine whether the individual is a qualified individual with a disability and whether the employee's job restrictions can be reasonably accommodated to allow the employee to return to work. Possible reasonable accommodations include job restructuring or unpaid leaves of absence. If no reasonable accommodation is available to return the employee to his or her previous position, the County will then consider transferring the employee to a vacant position for which the employee is qualified.

FAMILY AND MEDICAL LEAVE

4.8

Guthrie County complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family related reasons. Please note there are many requirements, qualifications and exceptions under these laws and each employee's situation is different. Contact the Human Resources Director to discuss leave options.

An eligible employee will be granted up to twelve (12) work weeks of unpaid, job-protected leave each 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is twenty-six (26) weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

The FMLA requires employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees 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, son, daughter or parent with a serious health condition; or
4. A serious health condition that makes the employee unable to perform the functions of the job.

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 1,250 hours during the previous twelve (12) months.

General Provisions

For purposes of administering the Family and Medical Leave policy:

“Child” means son or daughter under 18 years of age, or a child 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-child.

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

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

- An overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work or daily activities; or

- a period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by health care provider, or at least one treatment by a health care provider plus a regimen of continuing treatment; or
- pregnancy or prenatal care; or
- chronic serious health condition; or
- long-term conditions for which treatment may not be effective; or
- multiple treatments and recovery there from.

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

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 a year taken for anyone 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; or to care for your parent with a serious health condition. 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.

How and When Leave May Be 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.

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 County 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

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 the Human Resources Director and your Department Head or elected official at least thirty (30) days in advance.

If circumstances require that the leave begin in less than thirty (30) days, you must notify the Human Resources Director and your Department Head or elected official 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 or elected official and to make a reasonable effort to schedule the treatment so as not to unduly disrupt County operations.

Even if you do not request FMLA leave, the County may designate leave as FMLA leave if all eligibility requirements are met. All requests and notifications regarding FMLA leave should be directed to the Human

Resources Director, or the employee's Department Head or elected official and all FMLA leave must be administered by the Human Resources Director.

Medical Certification

Medical certification is part of the FMLA process. The Human Resources Director will provide the appropriate certification to your medical provider and that provider will have approximately fifteen (15) calendar days to return the information. The failure to provide timely medical certification may result in the FMLA request being denied.

Use of Paid Leave

The County will require you to use paid leave as part of your FMLA leave as follows:

1. You must use any accrued vacation, personal, compensatory and available family illness sick 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.
2. You must use any accrued vacation, personal, compensatory or sick leave for any portion of the twelve (12) week leave to care for your own serious health condition.

Paid leave will run concurrent with FMLA leave. When you have used all required paid leave for any portion of a family/medical leave, the balance of the FMLA leave will be unpaid.

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.

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 continue to pay your contribution to the premium either through payroll deduction or by direct payment to the County by the 25th of the month. Failure to pay your contribution on time may result in loss of coverage under the group plan.

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.

FMLA for Military Families

Please note there are many requirements, qualifications and exceptions under these laws and each employee's situation is different. Contact the Human Resources Director to discuss leave options.

The FMLA was amended to include coverage for eligible employees to care for qualifying service members. Eligible employees may take twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (Military Caregiver Leave). The second type of leave available to certain military families is known as Exigency Leave and entitles eligible employees to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that a qualifying family

member is on active duty in a foreign country or has been notified of an impending call to active duty status in a foreign country. Paid leave must be used first before unpaid military family FMLA leave is taken.

Injured Service Member (Military Caregiver) Leave:

An eligible employee who is the spouse, son, daughter parent, or next of kin of a covered service member who is recovering from a serious illness or injury which was sustained or aggravated in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single 12-month period to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness which was incurred or aggravated in the line of duty on active duty; or a veteran who has a serious injury or illness which was incurred or aggravated in the line of duty on active duty and who was a member of the Armed Forces, including the National Guard or Reserves, at any time within five (5) years of receiving treatment that triggers the need for military caregiver leave. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks for all types of FMLA qualifying reasons. The other types of FMLA leave remain subject to the 12-week limit per rolling year.

For Military Caregiver Leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including other types of FMLA leave listed above.

If a medical certification to support the FMLA Military Caregiver Leave is obtained from a healthcare provider affiliated with the military, such certification will not be subject to second and third opinions.

Active Duty Family Leave (Exigency Leave):

Eligible employees are entitled to up to twelve (12) weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of any branch of the Armed Forces, including the National Guard or Reserves, and is on active duty in a foreign country or has been notified of an impending call to active duty status in a foreign country. This leave is subject to the same aggregate 12 weeks of FMLA leave per rolling year as the traditional forms of FMLA leave.

MATERNITY LEAVE

4.9

Pursuant to Iowa Code section 216.6(2), Employees who do not qualify for FMLA leave may still be eligible for up to eight (8) weeks of job protected, unpaid, maternity leave. Consult with the Human Resources Director regarding leave options.

UNPAID LEAVES OF ABSENCE

4.10

Unpaid leaves of absence may be granted in certain circumstances. If you have exhausted all applicable sick leave, vacation, personal, compensatory time, and FMLA leave, you may request an unpaid leave of absence. Applications for unpaid leave must be made in writing and shall state the reasons for the leave and inclusive dates. Approval of unpaid leave is at the discretion of the Human Resources Director and Department Head or elected official.

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

During an unpaid leave granted under this section, you do not receive compensation, do not accrue length of service, vacation or sick leave, and are not eligible for paid holidays. The County does not make contributions to retirement programs for the duration of the leave. You may continue in the group health and life insurance programs during an unpaid leave under this section by paying the full cost of the premiums by the 1st of the month. Failure to pay the premium on time will result in termination of coverage.

If you plan to return to work following an unpaid leave taken under this section, you must notify the Human Resources Director and your Department Head or elected official 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.

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

MILITARY LEAVE

4.11

Leaves Available

The County will grant leaves of absence for military service to full-time and part-time regular employees in accordance with applicable state and federal law. A full-time or part-time regular 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. This leave shall be without loss of pay for the first thirty (30) calendar days of the leave. You are entitled to one period of paid leave for military service per calendar year. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one day toward the thirty calendar days without loss of pay. Absences required for military service that exceed thirty (30) calendar days shall be granted in accordance with the County's policies on vacation, 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 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 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 31 to 180 days you must apply for reemployment within 14 days after completing service.

For service of 181 days or more you must apply for reemployment no later than 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 who leaves employment for 31 days or less 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 who leaves employment for more than 31 days can elect to receive continued coverage under the County's health insurance plan for up to 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 102% of the premium.

BEREAVEMENT LEAVE

4.12

All regular full-time employees will be allowed time off with pay for attendance at the funeral and other related functions in accordance with the following schedule:

Five (5) Days for

- Employee's spouse, child, parent, spouse's parent, brother, sister, spouse's brother or sister, grandparents, spouse's grandparents, and grandchildren

One (1) Day for

- Aunt, uncle, niece or nephew, spouse's aunt, uncle, niece or nephew, and if employee is serving as a pallbearer

One Half (1/2) Day

- To perform the duties related to the military color guard

Additional unpaid leave may be granted at the discretion of the Department Head or elected official.

JURY AND WITNESS DUTY

4.13

Any full-time regular employee required to report for jury duty shall receive a paid leave of absence for the time spent on duty. Also, any part time employee required to report for jury duty shall receive a paid leave of absence for the scheduled work days spent on duty.

All employees summoned to jury duty or witness must submit a copy of the summons to their supervisor within two working days after receiving the summons. All employees on jury or witness duty who are released from service by 12:00 Noon are expected to report for work the same afternoon.

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.

While on jury duty, 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.

If you are summoned to appear in court as a witness in a case in which you are not directly involved, you may take an unpaid leave or use accrued vacation hours or accumulated compensatory time.

Based upon the schedule of hours of work for County employees, all employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will be allowed reasonable time to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

Application for such absence shall be made in writing individually by the employee to the Department Head or elected official prior to the date of the election, and the Department Head or elected official shall designate the period of time to be taken.

SECTION FIVE: INSURANCE BENEFITS

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

Eligibility

Guthrie County pays a percentage of the monthly premium for the cost of a group medical insurance program of the County's choice for each eligible regular full-time employee and their family. The percentage is designated each year by the Board of Supervisors. Employees who regularly work thirty (30) hours or more each week are eligible for health insurance benefits. Other employees who may be eligible will be contacted by the Human Resources Director with enrollment information.

When Coverage Begins

Coverage begins the first day of the month in the first full month following employment.

When Coverage Ends

Coverage ends the last day of the month that employment ended.

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 (18) eighteen months at your (or your dependents') expense. The eighteen-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to (36) thirty-six months for your spouse and dependent children, if, within that eighteen-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-month period, your spouse and dependent children may be entitled to extend their continuation period to thirty-six 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 (29) twenty-nine months.

Your eligible dependents may extend coverage, at their expense, for up to (36) thirty-six 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.

If you or your eligible dependents elect to continue in the group health insurance plan, you will be charged the applicable premium. The County has the option of charging an additional 2 percent. Failure to make timely payments may result in termination of coverage.

If this election for continuation of coverage is made, you and your dependents may have the right to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period. Please see the Plan booklet for details on your continuation options or speak with the Human Resources Director.

Continuation Coverage under Iowa Code Chapter 509A

Eligible employees who retire from County employment before age 65 are eligible to continue in the County’s group health insurance plan up to age 65. Coverage must be continuous, in that the employee must elect the same coverage at retirement, and the retired employee must pay the full cost of the premium. For purposes of this section, the word “retired” is defined as an employee who fits the definition of “retired” under Iowa Code, Section 97B.45 or 97B.50, if applicable.

LIFE INSURANCE **5.3**

The County provides all regular full-time employees a group term life insurance policy with the option to purchase additional coverage at the employee’s expense.

EMPLOYMENT ASSISTANCE PROGRAM “EMPLOYEE CONNECT” **5.4**

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees dealing with issues that affect their lives and the quality of their job performance. Guthrie County wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life’s challenges. This free comprehensive counseling service offers up to 4 sessions with a counselor per year and unlimited toll-free calls regarding legal, financial and work-life service.

Guthrie County encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to Guthrie County. For questions and additional information on the program, employees may contact the Human Resources Director or their Department Head or elected official.

SECTION SIX: WORK RULES AND DISCIPLINE

POLICY ON WORK RULES AND DISCIPLINE **6.1**

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.
3. Violating the County's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism.
5. Engaging in excessive, unnecessary or unauthorized use of County property or supplies, particularly for personal use.
6. Reporting to work intoxicated or under the influence of alcohol, marijuana or no prescribed drugs.
7. Illegally manufacturing, possessing, using, selling, distributing or transporting drugs.
8. Bringing or using alcoholic beverages on County property or using alcoholic beverages while engaged in County business off of County premises.
9. Fighting or using obscene, abusive or threatening language.
10. Stealing property of coworkers, customers, clients or the County.
11. Having unauthorized firearms on County premises or while on County business.
12. Disregarding smoking, safety or security regulations.
13. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisor or managers.
14. Failing to follow County job instructions or to perform work requested by a supervisor or manager.
15. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy or unsanitary conditions.
16. Failing to maintain confidentiality of County, client, patient or customer information.
17. Failing to maintain necessary licenses and/or certifications.
18. Failing to maintain insurability.
19. Abuse of any type of leave policy.
20. Failure to report an arrest or conviction in accordance with the handbook policy.
21. Violation of the County's Social Media Policy.
22. Failure to report an arrest or conviction in accordance with County policies.

Discipline

If your performance, work habits, attitude or demeanor becomes unsatisfactory in the judgment of your immediate supervisor, 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. Options for corrective discipline may include the following:

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

The County reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including termination.

DRUG AND ALCOHOL USE IN THE WORKPLACE

6.2

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 or being under the influence of 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.

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.

In the discretion of the governing body, an employee who is charged and found guilty of Operating While Intoxicated first offense when off duty, may modify the employee's work duties to maintain employment. If an employee receives a second Operating While Intoxicated charge while employed by the County, the employee will be immediately terminated.

Drug Testing of Employees Required to Maintain a Commercial Driver's License

Federal law requires drug testing of certain employees required to have a commercial driver's license (CDL). Employees covered by those federal regulations will receive a supplement to this substance abuse policy. In general, employees working in positions that require a CDL may be subject to random testing, suspicion testing, post-accident testing, return-to-duty testing, and follow-up testing.

The County recognizes that the use or abuse of alcohol or controlled substance by drivers of commercial vehicles presents a serious threat to safety and health of the drivers, other County employees, and the general public. It is the policy of the County that all drivers are free of drugs and alcohol while on duty and as otherwise required by the Omnibus Transportation Employee Testing Act (OTETA) of 1991.

In order to comply with this law, the County has established a drug and alcohol testing program designed to discourage drug and alcohol abuse and prevent traffic accidents and injuries to County employees and the public.

This policy pertains to employees holding a CDL and whose duties include the performance of safety-sensitive functions in connection with the operation of a commercial vehicle. Safety-sensitive functions include the following:

- Waiting to be dispatched or remaining in readiness to operate a vehicle. For employees who are required to have a CDL, this generally means all hours of work
- Operating a commercial vehicle
- Performing maintenance, or loading or unloading a commercial vehicle

Covered employees will **not** engage in the following conduct:

- Be on standby, report for duty, or remain on duty, requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater
- Be on duty or operate a commercial motor vehicle while possessing alcohol
- Use alcohol while performing safety-sensitive functions
- Perform safety-sensitive functions within four hours after using alcohol
- Use alcohol for eight hours following an accident or until undergoing a post-accident test.
- Refuse to submit an alcohol or drug test
- Be on standby or duty, report for duty, remain on duty, or perform safety sensitive functions if tested positive for drugs.

All covered employees may use prescription drugs only if the doctor has advised the employee that the drug will not adversely affect the driver's ability to safely operate a vehicle. Employees using prescription drugs must carry such drugs in their original containers, which must be labeled with the name of the doctor and the drug prescribed.

Drug and Alcohol Testing for All Employees

The County reserves the right to conduct alcohol and/or drug testing under any of the following circumstances:

- Where there is evidence that an employee may be impaired on the job due to the use of illegal drugs, controlled substances or alcohol.
- Where there is evidence that an employee has violated some provisions of this policy, or
- Where the employee has suffered a work-related injury, which was due to intoxication, as provided by Iowa Code Section 85.16,
- Where the employee has caused an accident at work which resulted in an injury to a person for which a report could be required under Iowa Code Chapter 88 if the person were an employee, or
- Where the employee has caused an accident at work which resulted in damage to property, including equipment, in an amount reasonably estimated at the time of accident to exceed one thousand dollars

NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION

6.3

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

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

Employees who have any contact with minor children or dependent adult must notify the Human Resources Director and their Department Head or elected official of any child abuse or dependent adult abuse complaints filed against them. Employees must notify the Human Resources Director and their Department Head or elected official regarding the findings in any complaint against them alleging child abuse or dependent adult abuse. The Human Resources Director and Department Head or elected official must be notified of any complaints and findings within five (5) business days of notification to employee.

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

USE OF TOBACCO

6.4

As provided by Iowa Code Chapter 142D (Smoke-free Air Act), smoking is only permitted in employees' personal vehicles. Employees must be alert to observe and obey "No Smoking" rules where they are posted. Smoking is prohibited on all county owned property (except for employee vehicles on county-owned parking lots). Smoking is also prohibited in county-owned vehicles.

INVESTIGATIONS

6.5

All employees are required to fully cooperate with the Human Resources Director or any member of management who is conducting a work-related investigation. Employees may be disciplined for failing to cooperate in any form.

WORKPLACE PRIVACY AND SEARCHES

6.6

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 to conduct County business.

As part of your employment, a work space, including any desk, locker, computer, vehicles or electronic device made available to you, these spaces are County property. Because the desk and work space are County property, not your personal property, the work space is subject to being 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 at the 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.

WORKPLACE TECHNOLOGY

6.7

The County may provide information technology structures such as internet services, voice and video communications and storage systems, electronic mail and chat and texting services, radio systems, computers, mobile devices, and related software and other technology assets to employees. The purpose of this policy is to form the appropriate general use of such county owned assets. Further refinement with regards to operation, security, and related best practices and procedures should be referenced from the Guthrie County Information Technology Acceptable Usage Policy.

Employees shall maintain the highest professional ethics and conduct while on the County's communication systems.

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 property of the County. Employees should have no expectation or right of privacy when using the County-owned systems. All communication activity should be composed with the expectation that they will be made public. All communication activity should be composed with the knowledge that retention policies are in place and simply deleting a communication such as an email, file, or internet usage history, does not delete the communication from retrieval processes.

The Department Head or elected official responsible for the office may retrieve an employee's activity 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. An employee's use of the electronic mail, internet, voice mail or other infrastructure asset constitutes consent to the review of the employee's electronically stored e-mail, files, recorded messages, texts, internet usage history or other data collections pertinent to the investigation.

Installing any unapproved software or app on company assets is prohibited till authorization is obtained from the appropriate Department Head or elected officials working in unison with IT risk analysis procedures.

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

Employees will be disciplined, up to and including termination, for violating the County's technology use policies. 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.

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 property of the County. Any Department Head or elected official responsible for the office, 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. The Internet is an open, unsecured network. Also, some electronic communications such as electronic mail and computer files may exist on back-up tapes after the user deletes them. Simply deleting a message or file may

not fully eliminate the message from the system. The use of personal passwords or access codes does not restrict the ability of the Department Head or elected official responsible for the office to access electronic communications or files.

USE OF MOTOR VEHICLES

6.8

Driver's License Required; Driving Records Checks

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

All new applicants seeking employment with Guthrie County for positions which require the operation of a motor vehicle will be required to submit to a Department of Motor Vehicles Driving Records check prior to employment. A report indicating a suspension or revocation may result in denial of employment.

Any employee who does not possess a valid driver's license will not be allowed to operate a County owned motor vehicle until such time as he or she obtains a valid driver's license. An employee who does not possess a valid driver's license or temporary restrictive license may not operate an employee owned vehicle on County business until such time as he or she obtains a valid driver's license. Mileage reimbursement will be determined by the Department Head on a case by case basis.

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

Employees are encouraged to not to use cell phones while driving County vehicles.

Insurance Required for use of County or Personal Vehicles for County Business

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

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

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

Guthrie County employees who use their personal vehicles to perform County business as part of their job duties must provide a copy of their personal vehicle insurance coverage upon request by the County.

The use of a County vehicle by an elected official, employee or volunteer, while under the influence of alcohol or drugs is strictly forbidden. A violation use will result in the revocation of the driving privileges of county vehicles or the reimbursement for use of personal vehicles.

Seat belts and shoulder restraints shall be worn as required by the State of Iowa. Employees are encouraged to not to use cell phones while driving their personal vehicle for county business.

Operations of specialized maintenance equipment such as road graders, dozers, back hoes, emergency response vehicles, should be operated only by qualified personnel.

When vehicles are parked the following should be done:

Wheels positioned to limit travel if the vehicle moves.

Keys are not to be left in the vehicle.

When possible, vehicles should be locked.

Hitchhikers, family members, and friends are not permitted in any county vehicles, except that County drivers may render assistance to disabled motorists in emergency situations or may have passengers that have been approved by the Department Head, elected official or governing body. The towing or pulling of other vehicles from off the roadway is not allowed.

REIMBURSEMENT FOR MEALS AND TRAVEL

6.9

Travel must be preapproved in writing by the Department Head or elected official. An itemized receipt is required for a meal to be reimbursed. No alcoholic beverages will be paid for by the county and gratuity is limited to 15%. The per diem is \$30.00, or whatever amount is set by the employee's elected official or governing body.

If you have attended a day meeting where no overnight stay is required, the reimbursement will be processed through payroll and it will be included on your W2.

If an overnight stay is required, the reimbursement for these meals is processed through accounts payable.

The Board of Supervisors annually sets the rate for which mileage will be reimbursed.

DRESS CODE POLICY

6.10

Professional appearance is essential to creating a pleasant and respectable business environment both to our peers, clients, and visitors. A neat, tasteful appearance contributes to the positive impression you make on behalf of the County.

Guthrie County wants to reflect the above image and knows its employees would also. If the Department Head or elected official feels that you are improperly dressed, you may be asked to go home and change. You will not be paid for the time you are off.

CELL PHONE USAGE

6.11

Cell phone usage for personal use during work hours is discouraged and their use should be limited. It is up to each Department Head or elected official to police cell phone usage in their departments. An employee's personal use of a cell phone that interferes with the workplace will be disciplined as appropriate up to and including termination.

CONFLICT OF INTEREST

6.12

It is the policy of the County that elected officials, commission members, board members, committee members, employees, and professional consultants (“County Officials”) shall not use their official position or the knowledge gained therein in such a manner that a conflict would develop between the County’s interest and their personal affairs. These individuals shall avoid any conflicts between their personal and outside interests and the interests of the County and shall avoid any conduct which might adversely affect or appear to affect the exercise of their official judgment.

For the purpose of this policy statement, the following definitions apply:

- “*Gift*” means a rendering of anything of value in return for which legal consideration of equal or greater value is not given and received.
- “*Restricted donor*” means a person who is in any of the following categories:
 - Is or is seeking to be a party to any one or any combination of sales, purchases, leases or contracts to, from or with the County in which the donee holds office or is employed.
 - Will personally be or is the agent of a person who will be directly and substantially affected financially by the performance or non-performance of the donee’s official duty in a way that is greater than the effect on the public generally or in a substantial class of persons to which the person belongs as a member of a profession, occupation, industry, or region.
 - Is personally, or is the agent of a person who is, the subject of or party to a matter which is pending before the County and over which the donee has discretionary authority as part of the donee’s official duties or employment with the County.
 - Is a lobbyist or the client of a lobbyist with respect to matters within the donee’s jurisdiction?

County Officials 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.

Gratuities

All County Officials, and the members of their immediate families, should avoid accepting any payments, gifts, favors, special discounts, or other benefits of value from any party doing business with the County, seeking to do business with the County, acting as a lobbyist or involved in a regulatory or policy matter in front of an official body of the County, unless otherwise allowed by the Board.

Outside–

County Official shall not hold a position with any other business enterprise or governmental body which would conflict with or reasonably might conflict with the proper performance of his or her civic duties or responsibilities or which might tend to influence his or her impartial judgment with respect to dealings between the County and such other business enterprise or governmental body.

Employee Practices

- A County Official shall not use any property which belongs to the County for any private purpose, nor shall any County Official perform any non-employment related duties while on County time.
- A County Official shall not have interest, direct or indirect, in any contract or job of work or material or the profits thereof of services to be furnished or performed for the County unless he or

she meets one of the exceptions as delineated in Code Section 362.5 of the Iowa Code. A contract entered into in violation of this section is void.

- No County Official will allow the authority of the County to be used nor be involved in using the authority of the County in making purchases for any employees or individuals for their personal use.
- County Official shall not endorse commercial products by agreeing to use his/her photograph, endorsement or quotation in paid or other commercial advertisements, whether or not for compensation.
- Any County Official making an unreasonable purchase or one otherwise outside of the normal purchasing procedures may, at the direction of the Department Head, elected official or Board of Supervisors, be held personally liable for payment of the expenditure.
- Any County Official found guilty of violating any of the above provisions will be subject to disciplinary action, up to and including termination, if the Official is an employee, and will be subject to other appropriate sanction, if the Official is not an employee.

Disclosure

If at any time a commission member, a board member or any employee of the County or member of their immediate family finds that he or she has or is considering the assumption of a financial interest or outside relationship which reasonably might involve a conflict of interest with the County, it shall be his or her duty to make timely disclosure of the facts to the appointing authority. Under such circumstances, except as otherwise instructed by the County at the full disclosure of the facts, the individual should refrain from exercising responsibility in any matters concerning the County which reasonably might be considered to be affected by self-interests.

SOCIAL MEDIA POLICY

6.13

Social Computing Guidelines

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

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

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

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

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

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

Departments should regularly monitor and update accounts at least twice a week. Any users accounts, where departmental staff or moderator has left employment or where access is no longer required, should be

removed immediately. Strong account passwords should be used and when available, multifactor authentication (MFA) should be enabled for any account which has editing rights.

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

Any employee who discovers a violation of this policy shall immediately notify their Department Head or elected official, who shall in turn inform the Human Resources Director. The Guthrie County Board of Supervisors reserves the ability to request a revision of any social media site inconsistent with the intent of this policy. An employee who violates this policy or uses social media for improper purposes shall be subject to disciplinary action up to, and including, termination of employment.

Definitions

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

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

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

Posting Guidelines

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

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

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

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

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

Prohibited Content

The following content shall be prohibited on official County social media sites.

Profane language or content

Content that promotes, fosters, or perpetuates illegal discrimination of any kind.

Sexually explicit content or links to such content.

Solicitation of others for commercial ventures, or religious, social, charitable or political causes.

Making or publishing of false, defamatory, or malicious statements concerning any employee, supervisor, the County, or its operations.

Personal information about employees.

Posting of HIPAA protected information is not permitted.

Personal use of chat sessions in social media will not be permitted.

The Department Head, elected official, Chief Information Officer, or designated representative, reserves the right to delete submissions that are deemed inappropriate, according to prescribed unacceptable content standards. If any record is deleted for unacceptable content, it is the responsibility of the affected department to retain a public record of that content and keep a record of why the information was removed.

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

Social Media Account Security

Department social media accounts should be tied to a County email address.

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

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

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

Personal Use of Social Media

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

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

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

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

Posting of HIPPA protected information is not permitted.

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

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

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

SECTION SEVEN: COMPLAINT RESOLUTION PROCEDURE

Misunderstandings, conflicts, problems or other questions about your job can arise in any workplace. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If your concern relates to sexual harassment or another type of workplace harassment, follow the procedure in the sexual harassment policy contained in this handbook. An employee may submit a complaint to the Human Resources Director or their Department Head or elected official at any time. 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:

First see your immediate supervisor. He or she is in the best position to resolve your problems or concerns. If, however, you do not believe a discussion with your supervisor is appropriate, or if you are not satisfied with the answer given by your immediate supervisor, you should request a meeting with your Department Head or elected official or the Human Resources Director within five days of the response given by your immediate supervisor. In an effort to resolve the problem, your Department Head or elected official will consider the facts and conduct an investigation, if necessary. You will normally receive a response regarding your problem within ten days of meeting with your Department Head or elected official. If your Department Head is an elected official, his/her decision shall be final.

If your Department Head is not an elected official, and you are not satisfied with your Department Head's decision, you may prepare a written summary of your concerns and request that the matter be reviewed by 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 governing body or their designee will normally advise you of its decision within fifteen (15) days. The decision of the governing body shall be final.

Appendix A: Employee Acknowledgments

Employee Acknowledgment of Receipt of Handbook

I have received my copy of the Guthrie 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

I have received a copy of the County's policy regarding the maintenance of a drug-free workplace (Section 6.2 of the Employee Handbook). I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on County property or while conducting County 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 County 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 County 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

I have received a written copy of the County's Workplace Technology policy (Section 6.7 of the Employee Handbook). I fully understand the terms of this policy and agree to abide by them. I understand that the County's computer and electronic communications systems are to be used for business purposes only, with limited exceptions and only as approved by my Department Head, and that all information stored in, transmitted, or received through the County's systems is the property of the County. I acknowledge that I have no expectation of privacy in connection with the use of this equipment. I acknowledge and consent to the County monitoring my use of this equipment at any time at its discretion. Such monitoring may include, but is not limited to, printing and reading E-mail entering, leaving, or stored in these systems; listening to my voice mail messages; recording the Internet address of any site that I visit; and recording any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive may be recorded and stored in an archive file for management use. I know that any violation of this policy could lead to discipline, up to and including termination.

Employee's signature

Date

APPENDIX B
HEALTH SERVICES
Supplemental Agreements to the Guthrie County Handbook

I. Health Services Part-Time Employee Leave Benefits

Regular part-time employee who works twenty (20) hours or more hours per week on average will accrue sixty (60) hours of PTO on their second pay date to be used as needed (vacation, personal, sick). Thereafter, they shall receive another sixty (60) hours of PTO on their anniversary date. On employee anniversary date, employee may carry over up to eighty (80) hours of unused PTO from anniversary year to anniversary year, but an employee's PTO bank shall never exceed one hundred and twenty (120) hours. Accrued PTO will be paid out at the time of termination of employment.

II. Overtime and Compensatory Time

Only time actually spent working counts as hours worked. Vacation time, compensatory time, sick days, or any other paid time during which an employee did not actually work will NOT count as hours worked.

III. Compensatory Time Balance

Compensatory time will be allowed to accrue to a maximum of forty (40) hours. Any unused compensatory time will be paid to the employee at the end of the fiscal year.

APPENDIX C
Secondary Roads
Supplemental Agreements to the Guthrie County Handbook

I. Compensatory Time Balance

Compensatory time will be allowed to accrue to a maximum of eighty (80) hours.

APPENDIX D
Sheriff's Office
Supplemental Agreements to the Guthrie County Handbook

I. Wellness Day

Employees in the Sheriff's Office will follow a "cash out" only option when a Wellness Day is earned. The Wellness Day will be cashed out on the same day that it is earned.

APPENDIX E
Facilities and Custodial Department
Supplemental Agreements to the Guthrie County Handbook

I. Compensatory Time Balance

Compensatory time will be allowed to accrue to a maximum of forty (40) hours. Any unused compensatory time will be paid to the employee at the end of the fiscal year.

II. Overtime and Compensatory Time

Only time actually spent working counts as hours worked. Vacation time, compensatory time, sick days, or any other paid time during which an employee did not actually work will NOT count as hours worked.