

# MADISON COUNTY, IOWA

## EMPLOYEE HANDBOOK



**Effective July 1, 2020**

This Employee Handbook supersedes all previous editions.

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## SCOPE AND PURPOSE OF THIS HANDBOOK

This employee handbook has been prepared to provide general information about the work rules, work environment, and policies under which Madison County operates. More extensive information is available from your Department Head or Human Resources should you have questions concerning interpretation of specific sections. From time to time, you may receive updated information concerning changes in policy. The policies contained in this handbook may be changed or amended at any time, with or without prior notice. Programs and eligibility for programs may vary by employee classification, agreement, and state or county law. To verify eligibility for any program, contact Human Resources at 515.462.5026.

This handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although we hope your employment relationship with the County will be long term, either you or Madison County may terminate this relationship at any time, for any reason, with or without cause or notice. This at-will relationship remains in full force and effect, notwithstanding any statements to the contrary made by any Madison County employees or representatives, or set forth in any other document.

No employee or County representative, other than the Board of Supervisors, has the authority to change the at-will employment relationship or to contract with any employee for different terms of employment. Furthermore, the Board of Supervisors may change the at-will employment relationship only in a written contract, signed by the Board of Supervisors and the employee.

All County elected officials and employees, whether at-will, appointed or volunteer, are expected to conduct themselves in a manner that supports the workplace expectations outlined within this handbook. All employees will be expected to adhere to State and Federal laws and regulations. Where there are differences between a collective bargaining agreement and this employee handbook, the collective bargaining agreement prevails for employees covered under that contract. Issues not addressed within a collective bargaining agreement will be addressed through the employee handbook. Where there are differences between this employee handbook and the Iowa Administrative Code and Iowa Code, the Iowa Administrative Code's and Iowa Code's rules and policies prevail. 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 resolutions passed by the Board of Supervisors, policies, and employee handbooks.

# COUNTY INFORMATION

It's a pleasure to welcome you to Madison County, we hope your work here is rewarding! This section introduces Madison County's history, purpose and goals. Please read carefully for a better understanding of where the County has been and what the County strives to be. The mission of Madison County government is to provide efficient, responsive public services, and to protect the health, welfare and safety of all residents while maintaining fiscal responsibility. Madison County is a wonderful place to live and work, made all the more so by the hard work and dedication of our employees.

## 1.1 COUNTY HISTORY

Madison County was formed on January 13, 1846. Madison County is in south central Iowa and was one small part of the Louisiana Purchase of 1803. The earliest settlers arrived in 1846 and they recognized the need for a county seat. In 1849, on a very cold day, settlers established a county seat named Winterset.

Madison County is named after James Madison, the fourth President of the United States. Madison County has been self-governed since 1849 and is famous for being the county where John Wayne was born and for a number of covered bridges.

The first Courthouse was ordered by the County Commissioners in 1849. This building was a log cabin 18 x 30 feet and cost \$150.00. The old building was located in Monumental Park, a block east of the present location. Cases of law, church, and school were conducted until a new school was built. This first temple of justice was moved away and used for as a stable for a number of years.

The second building was almost an exact replica of the present building commenced in 1868. The second Courthouse was built of native gray limestone and stood on the foundation of the present building. The Courthouse was found burning at about eleven o'clock on the morning of October 2, 1875 and within a few hours the first stone Courthouse was a mass of ruin.

An election was held the next month and Madison County voters authorized building the present Courthouse which took approximately two years and cost \$116,087.68. Judge W.H. Lewis was the Chairman of the Board of Supervisors when the second courthouse burned. He was chosen to erect the new building, hire an architect, purchase all the materials and supervise the work to build the Courthouse. The new courthouse is about the same size and general shape as the one that burned. The native limestone was mostly quarried from the hills south of Winterset and was cut and built into walls mostly by local men in 1876.

Courthouse restoration and maintenance is an ongoing project in order to keep our historic Courthouse standing strong. During majestic dome repairs in 2011 the Courthouse bell, cast by Jones and Co. in 1877 and weighing nearly 2000 pounds, was relocated to the east courtyard in order for the public to see a significant part of history. Dome repairs began in 2011 and cost \$1.2 million completed by Breiholz Construction Company and OPN Architects, Inc. The roof and gutters were repaired in 2014 and cost \$320,927 completed by Renaissance Roofing, Inc. and OPN Architects, Inc. all under the supervision of dedicated County Supervisors.

# GENERAL EMPLOYMENT

## 2.1 EMPLOYEE CLASSIFICATION

Depending on the number of hours per week an employee is regularly scheduled to work, they are classified as either a part-time or a full-time employee. It is necessary employees understand which classification the position falls under to determine the benefits and paid leave time available to the employee.

**Full-time employees:** Employees who are regularly scheduled to work forty (40) hours per week on a regular and consistent basis, without a defined termination date are full-time employees. Full-time employees may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) as defined below. Full-time employees are eligible to participate in any of the County's benefit programs, and can earn or accrue any leave, such as vacation leave or sick leave.

**Part-time employees:** Employees who are regularly scheduled to work less than thirty (30) hours per week are part-time employees. Part-time employees may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) as defined below. Part-time employees may be eligible to participate in the County's benefit programs but do not typically accrue any leave such as vacation, sick, or personal leave. These employees will however receive all benefits mandated by law. Please check with Human Resources to verify eligibility for County benefit programs.

**Temporary, Seasonal or Work Study employees:** Employees that are hired to perform a job or to work on a project that has a limited duration. Typically, this happens in the event of a special project, special time of year, abnormal workload or emergency. These employees are hired and scheduled to work up to forty (40) hours a week for a maximum of one hundred twenty (120) days with a schedule established by the County. These employees are not eligible to participate in any of the County's benefit programs. These employees will, however, receive all benefits mandated by law. Please check with Human Resources to verify eligibility for County benefit programs.

**Intern:** Individuals working towards a higher degree who are on assignment with Madison County to fulfill course requirements. Interns are not eligible to participate in any of the County's benefit programs and do not accrue any leave time benefits.

**Independent Contractor:** Any individual not on the Madison County payroll and for whom no taxes are withheld, who are contracted to perform professional, production or administrative services. Contractors are not eligible to participate in any of the County's benefit programs and do not accrue any leave time benefits.

**Volunteer:** Any individual that volunteers their services to a department within Madison County who is not on the payroll and for whom no taxes are withheld. Volunteers are not eligible to participate in any of the County's benefit programs and do not accrue any leave time benefits.

Employees are also classified as either exempt or nonexempt as defined by the Fair Labor Standards Act.

**Exempt employees:** Employees who **are not eligible** to receive overtime/compensation pay and receive a minimum salary as established by FLSA. These employees are defined by the FLSA to qualify under the executive, administrative, professional, computer or outside sales exemption.

**Non-exempt employees:** Employees who **are eligible** to receive overtime pay at the rate of one and one-half (1½) times their hourly wage for any hours worked in excess of forty (40) within a work week. The forty (40) hours of work within a work week **do not** include any time away from work with pay such

as holidays, vacation, personal leave, sick leave, jury duty or funeral leave unless dictated otherwise through a collective bargaining agreement.

Non-exempt employees receive pay based on the number of hours worked within a work week plus pay for time away from work as approved by their immediate supervisor. These employees must accurately record all working time, and all recorded working time must be paid. If, however, an employee records time that has **not** been worked, this is an act of theft and the employee may be subject to disciplinary action, up to and including termination of employment.

## **2.2 PROBATIONARY PERIOD**

The Madison County New Employee Orientation Program is designed to welcome new employees into the spirit and culture of Madison County. The first 180 days (six months) of employment is considered to be an employee's probationary period unless otherwise established by a negotiated labor agreement or by department, with approval of the employer. The department head and the employee's immediate supervisor will be working closely with the employee to become familiar with the new position, clearly establish performance expectations and set the stage for the employee's success at Madison County.

Upon the first day of employment, new employees will participate in an orientation program conducted by several representatives of Madison County, including the Department Head and Human Resources. During orientation, employees will receive important information regarding compensation, benefit and safety programs, basic Madison County policies, the performance requirements of the position, plus other information necessary to acquaint employees with their job and Madison County. Employees will also be asked to complete all necessary paperwork at this time, such as, medical benefits plan enrollment forms, beneficiary designation forms, and appropriate federal, state, and local tax forms. At this time, if an employee has not previously done so, they will be required to present information establishing their identity and their eligibility to work in the United States in accordance with applicable federal law. Employees will not be allowed to continue working unless this information has been provided within three (3) business days after their first day of work. Prior to the end of the one hundred eighty (180) day probationary period, your immediate supervisor will have a one-on-one meeting with the employee to discuss performance progress. This performance review will be documented and retained in the employee's personnel file.

## **2.3 WORKING HOURS**

Daily and weekly work schedules will be established by the Department Head. The Department Head, or their designee, will inform each employee of their work schedule, including the time that employees will be expected to start and finish each work day. All employees are expected to be on site, ready to start work, when they are scheduled to work. An employee's work schedule may be changed at the discretion of the Department Head or their designee. Changes to work schedules will be announced as far in advance as possible.

## **2.4 MEAL AND REST BREAKS**

Meal and rest breaks will be established by the Department Head or their designee.

### **Lactation Breaks**

Madison County provides reasonable break times for an employee to express breast milk for her nursing child for up to one (1) year after the child's birth each time such employee has the need to express milk. A private space, other than a bathroom, which is shielded from view and free from intrusion will be provided upon

request. Employees in need of lactation breaks should see their Department Head or Human Resources for room arrangements at an employee's work site.

## **2.5 ATTENDANCE**

To maintain a safe and productive work environment, Madison County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place an undue burden on the other employees and on the County. In the rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, the employee should notify his/her supervisor as soon as possible in advance of the anticipated tardiness or absence. In these cases, the employee must personally contact the immediate supervisor prior to the start of the employee's next regularly scheduled shift. If the employee is unable to speak directly with the supervisor, the employee will be expected to leave a phone number where the supervisor may return the call. Multiple instances of absenteeism and/or tardiness without notice prior to start time will be considered excessive and result in disciplinary action, up to and including termination of employment.

It is to the supervisor's discretion to approve or deny requests for time away from work based upon business need. Any unpaid time will need to be approved by the employee's immediate leader. If an employee is absent and this absence results in unapproved, unpaid time, the employee may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees are considered late if the employee is not ready to perform his/her job at the designated start time or after meal periods. An employee will be considered absent if the employee is missing from work during normally scheduled work hours for any reason other than those authorized by the employee's leader. If an employee does not report to work and/or does not communicate the employee's work status to his/her leader for three consecutive days, the employee's employment will be terminated and it will be considered a voluntary termination of employment.

Employees may be asked to provide documents or other information to support last minute requests for time out of the office. It is the employee's responsibility to provide the necessary documentation. If an employee is absent, his or her supervisor may request the employee provide written documentation from the employee's physician as to the reason for the absence. If the employee is absent for more than five days, the employee may be required to provide documentation showing that the employee can resume normal work duties.

## **2.6 DRESS CODE**

Employees contribute to the reputation of Madison County by the way they present themselves. Good grooming and appropriate dress reflect employee pride and inspire citizen confidence in the abilities of County employees. Due to the nature of County business, each department has a specific set of dress code rules based on service and safety concerns. Employees should speak with his/her immediate supervisor if dress code expectations for your department are unclear.

Where a department has not defined a specific set of dress code rules, it is expected that everyone wear business casual attire Monday through Thursday. While Fridays are casual days at Madison County, employees must exercise good judgment, and jeans, shirts and shoes must be clean and neat in appearance.

In a case where an employee arrives at work and is inappropriately dressed for the day, the employee may be sent home by their immediate supervisor to change. Reasonable standards of dress rule out athletic wear or shorts, tank tops, halter-tops or any extreme in dress, accessory, fragrances or hair. Following is a list of reasons, not all inclusive, why an employee may be required to change clothing:



- Clothes are worn and dirty
- Shirt has a vulgar/obscene picture or message
- Clothing does not cover the midriff, chest or buttocks

As stated earlier, employees may approach immediate supervisors with questions about the dress code expectations for each department.

## **2.7 EMPLOYEE CONDUCT**

To ensure orderly operations and provide the best possible work environment, Madison County expects employees to follow rules of conduct that will protect the interests and safety of all citizens and employees of Madison County. The County believes that achieving a pleasant and rewarding work environment is the responsibility of each employee and can be maintained by showing mutual respect for citizens and fellow employees.

Because it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal, possession, or destruction of Madison County property
- Falsification of timekeeping records or other Madison County documents, including application documents
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, computer system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Failure to cooperate in workplace investigations

As a reminder, employment with Madison County is at the mutual consent of the County and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. As a result, the County reserves its right to terminate employment at any time, for any lawful reason, including reasons not listed above.

## **2.8 PROGRESSIVE DISCIPLINE**

Any employee conduct that, in the opinion of the County, interferes with or adversely affects our business is sufficient grounds for disciplinary action. Disciplinary action can range from oral warnings to immediate discharge. Our general policy is to take disciplinary steps in the following order:

- oral warning(s)
- written reprimand(s)
- suspension, and
- termination

Madison County reserves the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps or to create new and/or additional disciplinary steps.

In choosing the appropriate disciplinary action, Madison County may consider the seriousness of the offense, the evidence and facts presented, the employee's work record and other disciplinary actions taken by Madison County for similar employee conduct. Madison County reserves the right to weigh these considerations as the County deems appropriate. Depending on the circumstances, Madison County may give some considerations more weight than other considerations or no weight at all. Madison County reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and termination.

The County, pursuant to Iowa Code § 22.15 and 22.7(11), advises that information placed in an employee's personnel record as a result of disciplinary action may become a public record, including the fact that an employee was discharged, demoted or resigned in lieu of being discharged, in addition to any documentation showing the reason or rationale for the discharge, demotion or resignation in lieu of discharge.

## **2.9 JOB POSTING AND APPLICATION PROCEDURES**

Whenever a vacancy occurs within the County, a notice of such opening will be posted, at a minimum, on the official notice bulletin board in the public access room for at least ten (10) calendar days before the position's closing date. Human Resources needs to be notified of openings and will receive all applications. The hiring official will follow the hiring process policy to ensure compliance with applicable laws.

Employees who have been in their current position for at least six (6) months may apply for internal job openings. This may be waived with the written consent of the employee's immediate supervisor or designee, and Human Resources.

Employees must complete a County application before the position's closing date. All applicants for a posted vacancy will be considered on the basis of their qualifications, ability to perform the job successfully, past performance, disciplinary record and length of service. Veteran status may be taken into consideration, as specified in Iowa Code Section 35C.1. Internal candidates who are not selected will be notified by Human Resources. All employees who are transferred to a new position will enter into a probationary period for the new job.

## **2.10 PERSONNEL FILES**

Human Resources will maintain personnel files on each Madison County employee in accordance with record keeping requirements established by state and federal law. These files contain job-related information including, but not limited to, the employee's original application for employment, employment offer letter, performance appraisals, disciplinary records, and beneficiary designations. It is the obligation of the Department Head to supply the original copy of all employment related documents, including but not limited to performance related information, to Human Resources for the master personnel file. Any information contained in the files will be released only if required by law, or if an employee makes a written request for the County to

release the information for reference purposes. The County may also be required to release information relating to the results of federally required drug tests in accordance with the applicable law.

Employees may review the contents of their personnel file by submitting a written request to Human Resources. Once that request has been received, a time and date that is mutually agreeable to the employee and Human Resources will be set aside for the review of the file. The County reserves the right to have a representative present during the viewing of the personnel file. Employees may, at their own expense, request and receive copies of their file, and the County may charge a reasonable fee for copying the requested items. Employees shall not have access to employment references written for the employee.

The federal Health Insurance Portability and Accountability Act (HIPAA) requires that employers protect medical records as confidential, separate and apart from other business records. Therefore, records containing identifiable medical information such as health insurance and life insurance application forms, requests for medical leaves of absence, and workers' compensation reports are kept in protected files separate from the personnel file. Employees may access this information in accordance with applicable law.

## **2.11 PERSONAL INFORMATION CHANGES**

Because the County uses the information in the personnel files to take actions on behalf of their employees, it is important that the information in that file be accurate. It is the responsibility of each employee to notify the County of any changes to their personal information, such as:

- name
- mailing address, for employee, spouse and other insurance beneficiaries
- phone numbers
- number and names of dependents
- marital status
- emergency contacts

Employees in positions governed by Federal DOT rules, may also be required to disclose arrests, traffic violations, or any change that impacts the employee's ability to possess a valid drivers' license.

Please contact the Human Resources office as soon as is reasonably possible with any personal information changes or questions regarding the information currently on file.

## **2.12 EMPLOYEE LICENSES AND CERTIFICATIONS**

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

## **2.13 RETIREMENT/TERMINATION OF EMPLOYMENT**

Employment with the County may be terminated at any time for any reason by either the employee or the County. If an employee chooses to terminate employment, the County expects the employee to provide a written notice stating the reason for the resignation to the Employee's immediate supervisor at least two (2) weeks before the effective date of the resignation. All non-bargaining Exempt employees as defined in Section 2.1 of the Employee Handbook, as well as all Exempt department heads are expected to provide at least thirty (30) days' notice before the effective date of their resignation. All non-exempt full-time and part-time employees

are expected to provide at least fourteen (14) days' notice. Employment records will reflect the last day worked as the date of termination. Accumulated vacation, comp time and personal leave are figured at the current hourly rate of pay of the employee. Payment will be remitted at the next payroll cycle following submittal or be applied to extend the temporary extension of group health coverage premiums. If the required notice is not provided, the employee will not be paid for unused accrued vacation, and personal leave and will not be eligible for re-hire with the County. An employee discharged with cause will forfeit all unused vacation and personal leave pay. All unused compensatory time shall be paid.

It is the employee's responsibility to notify the employee's immediate supervisor of the resignation in a timely manner. If an employee fails to report to work and/or fails to communicate the employee's work status to the work leader by the beginning of the employee's third scheduled work day after giving notice, is grounds, for termination of employment and will be considered a voluntary termination of employment. Employees may not use accrued leave time during their notice period unless preapproved by their manager. An employee's last day will be considered their last actual working day.

Before leaving employment, employees are required to turn in all County property including, but not limited to, manuals, ID cards, keys, County credit cards, pagers, cell phones and any computer hardware or software the employee has installed at home.

**Benefits:** Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees are entitled to continue participating in the County's group health plan. However, COBRA coverage is not extended to employees terminated for gross misconduct. For more information on COBRA, please refer to the 'Compensation and Benefits' portion of this handbook.

**Exit Interviews:** Upon notification of your resignation, Human Resources may schedule an exit interview to discuss why the employee is leaving and/or the employee's employment experience with the County. If an employee has not been contacted for an exit interview by the final date of employment, please call Human Resources at 515.462.5026.

**Final Checks:** All employees leaving employment with the County will receive their final paycheck at the next regularly scheduled pay day following their last day of employment. Final checks will include any pay for hours worked and any additional pay out for benefits earned. Upon written request by the employee, wages due may be sent to the employee by mail. The employer shall maintain a copy of the request for as long as it is effective and for at least two years thereafter. Please refer to the sections of this handbook under 'Time Away from Work' for more information on benefits earned.

**Reference Checks:** All requests for references on current or former employees should be sent to Human Resources for response. Please contact Human Resources at 515.462.5026. Only dates of employment, job title and re-hire status will be disclosed. Any requests for income verification must be accompanied by a release of information document signed and dated by the employee.

## **2.14 REHIRE STATUS**

It will be left to the discretion of the County to determine the rehire status of any past employee. In a case where a past employee is deemed to be at an active rehire status, the County may require that individual to present specific documentation regarding past employment, training courses or other pertinent information prior to interviewing that individual. Past employees are considered new hires and have no accumulated rights or benefits from previous employment with the County. All employment decisions are based on individual merit, qualifications and competence as they relate to a specific position.

# LAWS AND REGULATIONS

## 3.1 PRIVACY AND CONFIDENTIALITY

During the course of employment, many of us come in contact with private information about citizens or other employees. All employees are responsible for compliance with County policies and with the laws and regulations relating to the collection, use and release of such information. Employees must balance the privacy interests of employees and citizens with the County's legitimate business needs for this confidential information. Employees who work with or gather confidential and private information shall:

- Only request information that is relevant to County business
- Explain to citizens what information will be collected, the source of the information and how it will be used
- Use the information in an accurate, complete and timely manner
- Limit access to confidential information to only those employees who have a business need

If an employee is unsure what is considered confidential information, the employee must check with the employee's immediate supervisor.

## 3.2 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The County is fully committed to equal employment opportunity for all employees and applicants for employment.

It is, and will continue to be, the Equal Employment Opportunity (EEO) policy of Madison County to recruit, hire, pay, train and promote into all job levels any employee or applicant for employment regardless of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, physical or mental disability. The County also prohibits harassment on these bases. All employment decisions are based on individual merit, qualifications and competence as they relate to the specific position.

## 3.3 DISABILITY NONDISCRIMINATION POLICY

The County strives to provide a working atmosphere free of discrimination on the basis of physical or mental disability. It is the County's policy to comply with all state and federal law concerning employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission. It is the County's policy not to discriminate against qualified individuals or disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment.

Employees who believe that they have a physical or mental disability that affects their ability to perform the essential functions of their job should contact Human Resources at 515.462.5026.

When there is a concern regarding an employee's ability to perform the essential functions of his/her job due to a disability, the employee may be contacted to determine what portions of the job the employee has difficulty in performing, if any. The County may offer reasonable accommodations if the employee has a qualifying disability and is not able to perform the essential functions of the job without such accommodations. In the course of analyzing whether an employee has a qualifying disability or requires a job accommodation, the employee may be asked to sign an Authorization of Medical Information; it is the employee's responsibility to

ensure that the County receives the medical or other information needed to evaluate the issues in a timely manner.

If an employee has non-job related concerns regarding building access, transportation, etc., the employee should contact his/her immediate supervisor, Department Head or Human Resources. If an employee needs communication aids or an interpreter, the employee should talk with the employee's immediate supervisor.

### **3.4 GINA COMPLIANCE**

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 employees 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.

### **3.5 RESPECTFUL WORK ENVIRONMENT POLICY**

A respectful work environment is a professional work atmosphere, free from physical, psychological or verbal harassment. Madison County strives to provide employees with a respectful work environment consistent with applicable state and federal regulations. Employees are expected to adhere to acceptable conduct at all times. It is the responsibility of each employee to promote a positive, productive work environment. This involves respecting the rights and feelings of others and refraining from any behavior that might be harmful to co-workers.

The following policies set forth expectations that achieve a safe, healthy, efficient, and comfortable work environment for employees of Madison County. The prohibitions contained in this policy include all conduct and communication regardless of the form of the conduct or communication. This means all forms of electronic communication, all types of social media, and all forms of interaction are covered.

**General Harassment:** Harassment debilitates morale and interferes with individuals' work environments and their work effectiveness. It is the intention of Madison County to provide employees with a professional work environment, free from physical, psychological or verbal harassment. No employee should be subjected to harassment. Employees are expected to be sensitive to how others receive their comments or actions.

**Definition:** Harassment is any behavior that creates or is intended to create a hostile, offensive or intimidating work environment. General harassment includes, but is not limited to, a broad range of physical or verbal behavior such as: physical or verbal abuse; derogatory materials, comments or jokes; insults and slurs; unwelcome physical contact of any nature; taunting; unwarranted charges and complaints to discredit, harass or harm an employee; unwelcome and unsolicited sexual advances; and requests for sexual favors as a condition of employment or affecting any personnel decisions or benefit programs. Sexual harassment is a specific form of harassment.

**Sexual Harassment:** Sexual harassment is unlawful and can involve a wide range of subtle and not-so-subtle behaviors. Sexual harassment can involve individuals of the same or different gender. It is the policy of Madison County that all employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered as sexual harassment.

**Definition:** Sexual Harassment is verbal or physical conduct of a sexual nature, a sexual advance, or a request for a sexual favor. Such conduct is considered sexual harassment if it is both unwelcome and when any of the following occur:

- submission to conduct is explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision; or
- the conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct that might be considered sexual harassment are: repeated unwelcome flirtations, advances or propositions; subtle pressure for sexual activities; unnecessary touching of an individual; graphic remarks about a person's body or sexual activities; the use of sexually degrading words to describe a person; unsolicited sexual comments or jokes; and a display of sexually suggestive objects, pictures, or clothing. Sexual harassment, or any other type of harassment, is unacceptable both in the workplace and in a work-related setting outside the workplace.

**Bullying:** Madison County strongly supports the rights of all employees to work in an environment free from bullying or mobbing behavior.

**Definition:** Bullying or mobbing behavior is verbal or physical conduct that over a period of time, continuously and systematically: intimidates, shows hostility, threatens, and/or offends any co-worker; interferes with a co-worker's performance; or otherwise adversely affects a co-worker.

Bullying or mobbing conduct includes, but is not limited to:

- threatening, intimidating, or hostile acts directed at a co-worker;
- cyber-bullying/stalking;
- continuous abrasive behavior;
- using abusive, obscene, or threatening language or gestures;
- discrediting a co-worker;
- prohibiting due process;
- slander;
- withholding important information vital to a co-worker's job performance; and
- acts of physical isolation or physical aggression.

These guidelines are fundamental in nature and are matters of good judgment and common sense.

**Workplace Violence:** Violent acts or threats of violent acts destroy workplace security for employees. Therefore, Madison County's policy is that violent acts or threats of violent acts made by an employee against another person's life, health, well-being, family or property will not be tolerated. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This policy also applies to threats from the general public towards the County or County employees.

**Firearms and Weapons:** In furtherance of the workplace violence policy, no employee will be permitted to possess or carry firearms or other lethal weapons on premises owned or occupied by Madison County. Weapons include, without limitation, guns of any description, long knives, brass knuckles, etc. This excludes firearms and weapons carried by employees as required by their employment.

**Reporting:** Madison County will promptly and thoroughly investigate all reports of discrimination, general harassment, sexual harassment, bullying, threats or acts of violence, and suspicious individuals or activities. An employee who believes he or she has been subject to any of the behaviors or actions listed above, or has witnessed or otherwise learned of such behavior by another employee or member of the public in any capacity described herein, should immediately discuss it with their direct supervisor or department head/elected official. Madison County recognizes there may be specific situations where employees cannot address a perceived violation of the harassment policy within their department. If an employee believes this policy has been violated by their direct supervisor or department head/elected official, or are unsatisfied with the response to their complaint, the employee should report his/her concerns to Human Resources or the County Attorney in a timely manner. Also as appropriate, the employee may file a complaint directly with the Board of Supervisors and request the investigation be completed by someone other than the Human Resources Department or the County Attorney's Office. All complaints will be treated confidentially to the maximum extent possible and will be promptly investigated.

Along with the reporting procedures outlined above, individuals who believe they are being harassed are encouraged to advise the offender that his/her behavior is unwelcome and request that it stop. Often, this action alone will resolve the problem. However, Madison County recognizes it is not necessary for an individual to talk directly to an offender if that person feels uncomfortable doing so. Employees who knowingly file a false report will be subject to disciplinary action.

**Policy Violations:** Any employee who violates the harassment policy will be subject to disciplinary action, up to and including termination of employment. Policy violations may also have legal consequences.

Management at all levels shall take timely and appropriate action when policy violations are brought to their attention. Any supervisor who fails to act on employee complaints or on personal knowledge of policy violations will likewise be subject to disciplinary action up to and including termination.

The County's commitment to a respectful work environment extends to our work with the public. Department heads/elected officials reserve the right to notify any user of County government services, employee from another government office, or vendor of unwelcome conduct and take appropriate action to address said conduct.

**Retaliation:** In no case will Madison County tolerate retaliation against any person raising concerns under these policies. Retaliation can include verbal or physical conduct or other action that is directed toward an individual for complaining about harassment or discrimination behaviors. Retaliation can also include adverse action taken against an employee who participates as a witness or other participant in the complaint process.

Examples of retaliation can include, but are not limited to:

- Ignoring or otherwise treating an employee differently because he/she filed a complaint
- Threats, direct or indirect, of an adverse employment action if an employee participates in the complaint or investigation process
- Reassigning job duties, changing an employee's work schedule, and delivering a negative performance review due to an employee's complaint or participation in an investigation

**Confidentiality:** Although Madison County cannot guarantee confidentiality, it will strive to handle all matters in a way that will address the area of concern without unnecessarily disrupting working relationships throughout the complaint and/or investigation process. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Madison County may suspend employees, either with or without pay, pending investigation.



### **3.6 HEALTH INSURANCE OPERATING PROCEDURES: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA)**

The County has adopted a policy in compliance with the Health Insurance Portability and Accountability Act (HIPAA) that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by County representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the County's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

The County has designated the Human Resources Director as the HIPAA Compliance Officer (HCO) and any questions or issues regarding PHI should be presented to the HCO for resolution. The HCO is also charged with the responsibility for a) issuing procedural guidelines for access for PHI; b) developing a matrix for personnel who will need access to PHI; and c) developing guidelines for describing how and when PHI will be maintained, used, transferred or transmitted.

Annually or as necessary, the County performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the HCO. General rules follow:

- Disclosures that do not qualify as PHI-protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosures to workers' compensation providers and those authorized by the workers' compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation and/or short- or long-term disability and medical information received to verify ADA or FMLA status.

Personnel record and disclosures of PHI will be maintained as required by federal law, unless a state law requires a longer retention period. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data is not compromised in the future in accordance with the County record destruction policy.

# COUNTY POLICIES

## 4.1 NEPOTISM: EMPLOYMENT OF RELATIVES

It is the County's policy to hire the most qualified candidate for each position based on the individual's merit, qualifications and competence. To avoid actual conflicts of interest, the appearance of conflicts of interest, favoritism, the appearance of favoritism, risk of personal issues affecting work performance, and difficulties in administering discipline, the County will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves immediate supervision of, or by, an immediate family member. This policy applies to all County departments and all categories of employment in those departments, including full-time, part-time, and temporary classifications. Elected officials also shall comply with the restrictions on hiring close relatives set forth in Iowa Code Chapter 71.

For the purpose of this policy, immediate family includes: spouse, domestic partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, or grandchild. This policy also applies to close personal or dating relationships including two members of the same household.

If employees in supervisory/subordinate positions become immediate family members or develop a dating relationship, only one of the employees will be allowed to keep his or her current position. The other employee will be given the option of transferring to another position in another department, if one is available, or resigning their position with the County. The employees involved first will be given the opportunity to make this decision. However, if the decision is not made in a timely manner, the County reserves the right to use length of service in the department as the deciding factor. Therefore, the employee with the least seniority within the department will be transferred, if possible, or terminated.

Only employees engaged in a supervisor/subordinate relationship with a relative as defined in this policy on or before the effective date of this policy are exempt from this policy. However, all employees shall be subject to this policy regarding future advancement opportunities or changes in job positions through hiring, appointment, transfer, promotion, or otherwise.

## 4.2 COUNTY PROPERTY

Tax payers have invested a great deal of money in County property and equipment. Madison County asks all employees to take care of County property and to report any problems to their immediate supervisor. If a piece of equipment or property is unsafe for use, please report it immediately. Please use property only in the manner intended and as instructed. Failure to use the County's property appropriately, and failure to report problems or unsafe conditions, may result in disciplinary action, up to and including termination.

All County business machines, workspaces, equipment and machinery, furnishings and electronic devices including but not limited to desks, cabinets, files, lockers, vehicles, laptops, cell phones and tablets are County property and the County reserves the right to monitor, access, and inspect such equipment and furnishings. Therefore, employees should have no anticipation of privacy with respect to any information or material stored in County owned property.

When employment with the County ends, Madison County expects employees to return County property and to return it clean and in good repair. This includes all manuals and guides, documents, phones, computers, equipment, keys and tools. Failure to return a piece of property may result in the employee being charged to replace it. Madison County also reserves the right to take any other lawful action necessary to recover or protect its property.

### **4.3 COUNTY VEHICLES**

Madison County has invested in County vehicles so that employees can use them while performing duties directly related to their job or will be attending a function as a representative of the County.

Madison County needs employees' help in keeping the County's vehicles in the best condition possible. Please keep them clean and remove any trash or personal items when finished using the vehicles. Smoking is prohibited in County provided vehicles under the Iowa Smokefree Act of 2008. Employees who violate this provision may be subject to discipline up to and including termination. Furthermore, employees are prohibited from using cell phones while driving.

Employees must immediately report any accidents, mechanical problems or other problems to their immediate supervisor. Madison County will try to have County vehicles repaired or serviced as soon as possible.

Only authorized employees may use County vehicles, and they may do so only on County business. Employees may not use County vehicles while under the influence of drugs or alcohol or while otherwise impaired.

Employees must have a valid driver's license to use County vehicles, and Madison County expects employees to drive in a safe and courteous manner. Employees are responsible for taking care of any tickets for parking or moving violations that the employee receives. Employees must comply with applicable state and DOT traffic laws.

Violating this policy for Madison County in any way may result in disciplinary action, up to and including termination.

### **4.4 USE OF 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 maintain these limits of liability coverage at all times 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. The County will provide coverage that protects only the 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.

The 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.

## 4.5 COMMUNICATION SYSTEMS

All communication systems provided by the County including, but not limited to, phones, voice mail, computers, email, and fax machines are to be used for business purposes. These systems are maintained by the County in order to facilitate County business. Therefore, all messages sent, received, composed and/or stored on these systems are the sole property of the County.

Access to materials deemed unsuitable or inappropriate for use in a public setting, or any materials already prohibited by law, is strictly forbidden. The following subject matter or activity are examples of unsuitable or inappropriate use of Madison County property:

- Materials exhibiting, soliciting, or promoting any illegal activities or ideas, unless with the express permission of a supervising staff member for a justifiable reason.
- Material of explicit sexual or pornographic nature.
- Commercial use of the Internet; advertisement, buying or selling, or using materials with the purpose of personal financial gain.
- Political lobbying or campaigning.
- Transmitting inappropriate, intimidating, or threatening messages to anyone at any time.
- Using County technology to violate any other provision of this handbook, including the prohibition on sexual harassment.
- Additional materials expressly forbidden by a supervising staff member.

County computers should not be used to access on-line data bases or internet services unless such access is for work related purposes. However, the County understands that on occasion, employees may need to conduct personal business using computing resources. Such use must be limited to off-duty periods and must not result in excessive use of the computing and network resources. Excessive use of computer and/or network resources includes, but is not limited to, listening to audio broadcasts (live or prerecorded) on the internet, viewing video broadcasts (live or prerecorded), downloading large data files for personal use. Allowing access to computing and network resources from the internet is strictly prohibited unless expressly authorized by a Department Head and/or Information Services. System operators may keep a log of all internet activity (i.e. User ID's, sites visited, time and location logged on, emails sent and received).

The County understands that on occasion family members or others may need to call an employee or leave personal messages on the voice mail system, and the County is willing to accommodate this to a limited degree. However, personal use of the phone and/or voice mail system which interferes with an employee's work performance will not be permitted.

Communications through any of the County systems are subject to the same policies regarding harassment and discrimination as are any other workplace communications. The County will not tolerate offensive, harassing or discriminatory content. Content that is considered offensive includes, but is not limited to, any message which contains sexual implications, racial slurs, or any other statement that offensively addresses someone's age, sex, sexual orientation, gender identity, pregnancy status, marital status, religious or political beliefs, ancestry, national origin, citizenship or disability. System operators have access to all mail and are authorized to report illegal or prohibited activity to the proper authorities.

Employees should have no anticipation of privacy with respect to County communication systems. Even when a message is erased, it may still be possible to retrieve it from a backup system. Therefore, employees should not rely on erasure of messages to guarantee that a message remains private. The County reserves the right to

listen to employee voice mail and read e-mail messages and to access employee computer files to ensure compliance with these rules. This may be done without notice to any employee and in the employee's absence.

Notwithstanding the County's right to retrieve and review such material, such material should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not to retrieve any voice mail or e-mail messages that are not addressed to them unless authorized to do so.

Employees are prohibited from loading any software onto a County provided computer where such action would violate the software license. Employees are also prohibited from loading any software onto a County provided computer without the express approval of their Department Head and/or the Information Services department.

The e-mail system should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar matter without prior authorization from the County. Any use of e-mail in violation of the County's other policies, including the respectful work environment is prohibited.

Because of the large volume of emails the County sends and receives, Madison County discourages employees from storing large numbers of email messages. Please make a regular practice of deleting emails once you have read and/or responded to them. If you need to save a particular email, you may print out a paper copy, archive the email or save it to your hard drive.

Any violation of the policies relating to the County's communication systems may result in disciplinary action, up to and including termination of employment.

#### **4.6 SEARCH POLICY**

Employees do not have a right to privacy in their workspaces, any other County property or any personal property they bring to the workplace. The County reserves the right to search County premises at any time, without warning, to ensure compliance with our policies on employee safety, workplace violence, harassment, theft, drug and alcohol use and possession of prohibited items. The County may search County property, including but not limited to lockers, desks, file cabinets, storage areas and workspaces. If you use a lock on any item of County property (a locker or file cabinet, for example), you must give a copy of the key or combination to your immediate supervisor. The County may search any work-issued cell phones.

#### **4.7 DRUG AND ALCOHOL FREE WORKPLACE POLICY**

##### **Statement of Purpose**

Madison County recognizes the problems of substance abuse in society and in the workplace and the threat that it poses to our employees and citizens. By enacting a substance abuse policy and program to protect our citizens and employees, Madison County hopes to combat the problems associated with substance abuse by creating a drug and alcohol free workplace.

Our substance abuse policy seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug and alcohol free environment. Our intention is to prevent and eliminate substance abuse in our workplace. Madison County encourages those who use drugs or who abuse alcohol to seek help in overcoming their problem before it results in loss of employment. With these basic objectives in mind, Madison County has established the following program and policies for a drug and alcohol free workplace. For purposes of this policy, "the workplace" includes any County facility, County premises, County vehicle, and private vehicle while on County business, County office, or other location while on County business. The policy provides that the unlawful manufacture, distribution, dispensing, possession or use of an illegal drug or controlled substance in

the workplace is strictly prohibited. Employees who perform work duties covered by the DOT and FMCSA regulations are also subject to DOT Drug and Alcohol regulations.

## **Definitions**

A. "Abuse of alcohol or a legal drug": Any use of alcohol or a legal drug which impairs an individual's faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions). In addition, the taking of a prescription drug that was prescribed for another shall be considered "abuse" of a legal drug.

B. "Alcohol": Ethanol, isopropanol, or methanol.

C. "Drug": Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. §801 et seq.

D. "Legal drug": A drug for which there is a valid prescription, or over-the-counter drug for the employee.

E. "Prospective employee": A person who has made application, whether written or oral, to our County to become an employee.

F. "Sample": A sample from the human body capable of revealing metabolites, such as urine, saliva, skin, or hair. "Sample" does not include blood [except in situations where a blood test was made on an employee involved in a workplace accident if the test was administered by or at the direction of a person providing treatment to the employee and the test was not made at the request of or by the suggestion of the employer].

For purposes of this policy, samples will be urine and breath.

\*\*Definitions are listed as per Iowa Law and will be used as such unless otherwise indicated.

## **Work Rules**

### **A. Legal Drugs**

1. Prescription Drugs. An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber and only if the drug is taken in accordance with the prescriber's directions.
2. Over-the-Counter Drugs. An employee may bring to work and take an over-the-counter drug during work hours only if the drug is used for its intended purposes and in accordance with package directions and any supplemental directions of the employee's physician.
3. Notification. An employee must notify their immediate supervisor whenever he or she is using a prescription or over-the-counter drug which potentially may affect safety or work-performance. In making this determination, the employee should rely on the warnings or cautions that are received with the particular lawful drug. The County does not seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee's job duties while taking the drug. Madison County reserves the right to take appropriate action (including relieving employee from work) if the use of the drug is impairing the employee's faculties or work performance.
4. Abuse. Abuse of legal drugs will not be tolerated, and will be dealt with in the same manner as the use of a controlled substance.

### **B. Alcohol or Drug Possession, Transfer or Use, Other Than Use Detected by a Drug or Alcohol Test.**

An employee bringing or attempting to bring onto the County's premises or property, or to a County worksite, having possession of, using, consuming, selling, transferring, or attempting to sell or transfer, any alcoholic

beverage or any prescription drug or any form of controlled substance, or any "look alike" substance, while on County business, on County premises, while operating County vehicles or other equipment is guilty of gross misconduct and is subject to discipline including discharge or suspension without pay, even for the first offense.

### **C. Impairment During Work Hours**

1. It is our intent that an employee whose faculties appear to be impaired during work hours will not be allowed to work, regardless of the cause.
2. An employee whose faculties are impaired during work hours due to the effects of the use of alcohol or illegal use of a controlled substance (including the abuse of a legal drug) is subject to discipline up to and including discharge. However, if a drug or alcohol test is done, discipline will be imposed only in accordance with Discipline rules outlined below.

## **Drug and Alcohol Testing Programs**

### **A. Pre-Employment Substance Abuse Screening Program**

1. **Drug Testing.** The County may conduct pre-employment drug tests at its expense designed to prevent hiring individuals who use controlled substances or who abuse legal drugs.

The prospective employee may provide any information which may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only make use of information regarding drugs in the body. The following is a list of drugs, among others, for which testing will be conducted: *[For example.]*

Marijuana;  
Barbituates;  
Proproxphene;  
Methadone;  
Methaqualone;  
Cocaine;  
Opiates (including morphine and codeine);  
Phencyclidine;  
Amphetamines (including methamphetamines).  
Benzodiazepines

To be considered qualified for employment with the County, Madison County must receive a "negative" report on the drug screen. If that qualification is not met, the prospective employee will be deemed "not qualified," and the application process will be terminated. Any conditional offer of employment that has been extended will be withdrawn.

2. **Alcohol Testing.** The County may conduct alcohol tests at its expense of prospective employees to whom a conditional offer of employment has been made. The alcohol test is designed to prevent hiring individuals who abuse alcohol. An alcohol concentration level of .04 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath, or its equivalent, is considered a positive alcohol test result and violates this policy. The prospective employee may provide any information which may be relevant to the alcohol test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To be considered qualified for employment with the County, Madison County must receive a "negative" report on the alcohol screen. If that qualification is not met, the prospective employee will be deemed "not qualified," and the application process will be terminated. Any conditional offer of employment that has been extended will be withdrawn.

## **B. Employee Substance Abuse Screening Program**

An active employee may be requested or required to submit to a drug or alcohol test under any of the following circumstances:

1. **Reasonable Suspicion.** A specific active employee may be required to submit to a drug or alcohol test if the County has evidence that the employee is using or has used alcohol or drugs in violation of the County's written policy. This evidence must be drawn from specific objective and articulable facts and reasonable conclusions drawn from those facts. Examples that might support such are:
  - Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired by alcohol or drug use.
  - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  - A report, by a reliable and credible source, of alcohol or drug use.
  - Evidence that an individual has tampered with any alcohol or drug test during the individual's employment with the current employer.
  - Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88, or resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars (\$1,000).
  - Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drug while working, or while on the employer's premises or while operating the employer's vehicle, machinery or equipment may be cause for termination.
    - a. **Pre-Result Suspension.**

Prior to the County receiving the results of the employee's drug test, the employee's employment with the County will be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay as provided in Iowa Code §730.5(10)(b).
2. **Accidents - Injuries.** The County may conduct drug or alcohol testing in investigating accidents which result in an injury (greater than first aid) or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars (\$1,000).
  - **Pre-Result Suspension.**

Prior to the County receiving the results of the employee's drug test, the employee's employment with the County will be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay as provided in Iowa Code §730.5(10)(b).
3. **Unannounced Testing of Current Employees.** Employees may be subject to drug and alcohol testing which is conducted on a periodic basis, without advance notice and without individualized suspicion.

Any employee who is in the following pool(s) of employees is subject to unannounced testing.

- The entire employee population (both hourly & salaried) at a particular work site with the exception of employees who are not scheduled to be at work at the time the testing is to



occur, because of the status of the employees (i.e. leave of absence, layoff, vacation, Short Term Disability, LTD, etc.) or who have been excused from work pursuant to the County's policies prior to the time the testing is announced to employees.

## **Levels**

### ***A. Alcohol Testing***

The County has determined to conduct alcohol testing in an attempt to prevent employees from abusing alcohol. An alcohol concentration level of .04 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath, or its equivalent, is considered a positive alcohol test result and violates this policy. At the time the sample is collected, the employee may provide any information which may be relevant to the alcohol test. Such information may include identification of prescription or nonprescription medication currently or recently used or other relevant medical information.

### ***B. Drug Testing***

The County has determined to conduct controlled substance, or "drug," testing in an attempt to discourage and prevent employees from illegally using drugs, be it the use of an illegal drug or the abuse of a legal drug. At the time the sample is collected, an employee may provide any information which may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only make use of information regarding drugs in the body. Testing will be measured by nanograms per milliliter. The following is a list of drugs, among others, for which testing will occur:

- Marijuana;
- Barbituates;
- Proproxphene;
- Methadone;
- Methaqualone;
- Cocaine;
- Opiates (including morphine and codeine);
- Phencyclidine;
- Amphetamines (including methamphetamines).
- Benzodiazepines

### ***C. Test Scheduling***

Drug or alcohol testing shall normally occur during a regular work period. The time required for testing, including travel time, is considered work time for purposes of the FLSA, compensation and benefits.

### ***D. Test Costs***

The actual costs for testing are paid by the County. If the test sample collection is conducted at a place other than the employee's normal work site, the County will provide transportation, or pay reasonable transportation costs to the employee.

## **Employee Discipline in Connection with a Drug or Alcohol Test**

### ***A. Employees may be required to undergo a drug [or alcohol] test.***

Below is a list of uniform requirements for what action the County will take against the employee upon receipt of a confirmed positive drug or alcohol test.

1. **Refusal to Submit to a Drug or Alcohol Test.** An employee's refusal to submit to a drug or alcohol test when requested to do so will subject the employee to discharge.
2. **Positive Drug Test Results.** A confirmed positive drug test is considered grounds for termination.
3. **First Positive Alcohol Test Results.** An employee who tests positive for alcohol who's alcohol concentration level is .04 or greater expressed in terms of grams of alcohol per two hundred ten liters of breath will result in the County's requirement that the employee enroll in a rehabilitation, treatment or counseling program. The mandatory rehabilitation program will include addictive drug or alcohol testing. Participation and successful completion of the program will be a condition of continued employment with the County. Following the employee's mandatory rehabilitation, he/she will be subject to testing for drug and alcohol use for a period of time to be determined by the County. The employee will be expected to use all available insurance benefits to pay for rehabilitation. Expenses after insurance will be split equally between the County and the Employee. In no event, however, shall the County be required to pay more than a maximum of two thousand dollars (\$2,000.00).
  - i. The County shall not take any adverse employment action against the employee so long as the employee complies and successfully completes the requirements of rehabilitation, treatment and/or counseling.
  - ii. The employee testing positive for alcohol must have been employed by the County for at least twelve (12) of the previous eighteen (18) months from the date of testing to qualify for mandatory rehabilitation. If this requirement is not met, the employee will be terminated.

#### ***B. Second Violation.***

If an employee who has previously tested positive for alcohol after the effective date of this policy, tests positive on a second occasion regardless of when the first positive test occurred, the employee will be terminated.

#### **4.8 TOBACCO POLICY**

The Iowa Smokefree Air Act of 2008 prohibits smoking in almost all public places and enclosed areas within places of employment including within the confines of any public buildings owned, operated or leased by the County, and all County-provided vehicles and roads equipment. For more information about the law or to report any violations visit [www.iowaSmokeFreeAir.gov](http://www.iowaSmokeFreeAir.gov) or reference Iowa Code Chapter 142D. The County prohibits the use of all tobacco products, including chewing tobacco.

#### **4.9 POLITICAL ACTIVITY**

Employees may participate in or contribute to the election of public officials. Political activity, however, must not interfere with your normal work duties. No County employee will be coerced or compelled to take part in political campaigns or to favor the appointment or election of candidates for any office. County resources may not be used in furtherance of a political cause or campaign.

#### **4.10 CONFLICTS OF INTEREST**

Madison County's success depends on the hard work, dedication and integrity of the employees. Therefore, the County expects employees to avoid all activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest.

Although Madison County cannot list every activity or relationship that would create either an actual or potential conflict of interest, examples of activities that violate this policy include the following:

- for a customer or vendor to work as a part-time employee, full-time employee, consultant, independent contractor or in any other capacity
- owning an interest in a customer or vendor organization or benefiting from anyone else who seeks to do business with the County
- using the resources of the County for personal gain
- using the employee's position in the County for personal gain

Employees who violate this policy face disciplinary action, up to and including termination. If employees are unsure about whether an activity might violate this policy, or employees who have questions about this policy, should talk to their immediate supervisor.

#### **4.11 OPEN DOOR POLICY**

Madison County recognizes that in any employee group, problems, difficulties, and misunderstandings may arise. It is the desire of the County to see that every problem is handled promptly. To this end, the County will endeavor:

- To invite employees to talk frankly with their immediate supervisor, or to anyone else in authority, when they have a problem of any kind with the assurance that it will not be held against them by their supervisor or anyone else in authority.
- To provide an open door at all times for employees to discuss with upper management any decision they feel to be unfair.

The County is sincerest in encouraging any employee who feels he or she has not been treated properly, or who has a problem of any kind, to make it known to management through the "open door policy".

#### **4.12 COMPLAINT PROCEDURES**

Misunderstandings, conflicts, problems, or other questions about one's job can arise in any workplace. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Madison County encourages employees to come forward with any workplace complaint, even if the subject of the complaint is not explicitly covered by written policies. If a concern relates to sexual harassment or another type of workplace harassment, follow the procedure under section 3.5 – Discrimination and Harassment Policy contained in this handbook. Complaints from certain employees may fall under resolution procedures established by state law or under a collective bargaining agreement. For other complaints, the County has adopted the following procedure to respond to the employee's concerns in the event a discussion with the Department Head does not settle the problem to the grievant's satisfaction. This complaint procedure in no way changes the at-will relationship between Madison County and any employee. For more information, please refer to the Scope and Purpose section of this handbook.

Step 1: An employee shall present a complaint or problem in writing to his/her immediate supervisor within three (3) working days following the occurrence or within five (5) working days of when the employee knew, or should have known of its occurrence, in an effort to resolve the problem in an informal manner. The complaint shall specify the specific reason for the complaint and the corrective action sought. The immediate supervisor will reply in writing informing the employee of the action taken on the complaint within three (3) working days.

Step 2: If the complaint is not resolved in Step 1, the employee may present the complaint to the Human Resources Director within three (3) working days following the immediate supervisor's written answer. Within fourteen (14) working days, the Human Resources Director will arrange a meeting with the department head and the employee. The Human Resources Director will issue a written decision within fourteen (14) working days after the meeting with the employee and the Department Head.

Step 3: If the complaint is not settled in Step 2, the employee may present the complaint in writing to the appropriate governing body, such as the Chair of the Board of Supervisors, appropriate Elected Official, or appropriate governing board, within five (5) working days following the Human Resource Director's written answer. If reviewed, the Board of Supervisors, Elected Official or appropriate governing body may either issue a written decision or schedule a hearing to review the complaint within fourteen (14) days after receiving the employee's written statement. If it is determined a hearing is necessary, an informal hearing will proceed in this order: a review of the employee's written statement, a review of the written statements from all other individuals concerned, and a fact-finding discussion directed by the Chair of the Board of Supervisors, the Elected Official or the Chair of the appropriate governing body. Once the hearing has been closed, a written decision within fourteen (14) days following the end of the hearing. The decision of the Board of Supervisors, Elected Official or appropriate governing body shall be final.

Madison County will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. If an employee believes that he/she is being subjected to any kind of negative treatment because the employee made or was questioned about a complaint, the employee should report the conduct immediately to the Department Head, Elected Official, Human Resources Director, or any member of the Board of Supervisors.

#### **4.13 COOPERATION IN INVESTIGATIONS**

All employees are required to fully cooperate with the Department Head or Board of Supervisor's designee who is conducting a work-related investigation. Employees will be disciplined for lying to any representative of the County, or providing information to any representative of the County which is dishonest, misleading, inaccurate, or incomplete.

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

#### **4.14 NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION**

Employees are expected to perform their assigned jobs, respect and follow 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 Human Resources. Notification to Human Resources must occur within five (5) business days of notification to the employee.

Employees whose duties require possession of a Commercial Driver's License must report traffic citations to Human Resources. Employees who receive a traffic citation while operating a county vehicle must report said charges to Human Resources. Other employees need not report such traffic tickets.

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

Information relating to arrests, criminal charges and child 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.

#### **4.15 USE OF EMPLOYEE PERSONAL CELL PHONES**

The County recognizes that it may be necessary, on occasion, for employees to make and receive personal phone calls on his/her personal cell phone. However, the frequency and duration of such phone calls should be rare and infrequent. Use of the employee's personal cell phone for personal use must be done on the employee's non-work time, except in emergency situations.

#### **4.16 SOCIAL MEDIA GUIDELINES**

##### **4.16.1 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), MySpace (social networking), 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.

##### **4.16.2 Purpose and Scope**

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 Director. The Department Director 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.

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 who shall in turn inform the CIO. 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.

#### **4.16.3 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 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.

- a) Prohibited Content - The following content shall be prohibited on official County social media sites.
- b) Profane language or content.
- c) Content that promotes, fosters, or perpetuates illegal discrimination of any kind.
- d) Sexually explicit content or links to such content.
- e) Solicitation of others for commercial ventures, or religious, social, charitable or political causes.
- f) Making or publishing of false, defamatory, or malicious statements concerning any employee, supervisor, the County, or its operations.
- g) Personal information about employees.
- h) Posting of HIPAA protected information is not permitted.

**4.16.4** Use of chat sessions in social media will not be permitted. The Department Head, CIO, 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.

**4.16.5** 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 and moderator(s) should know the login and password to social media accounts.

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

**4.16.6** 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.

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.

#### **4.17 PRE-EMPLOYMENT REVIEW/BACKGROUND CHECKS**

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 accept an offer of 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 County.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the County. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the County to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. If the County'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.

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

The County 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.



# COMPENSATION AND BENEFITS

## 5.1 EMPLOYEE WAGES

Employee wages are communicated to all applicants at the time of hire. Wages are determined either by the current compensation structure as approved by the Board of Supervisors or through the appropriate collective bargaining agreement. For more information on the compensation structure and the administration of the wages, please contact Human Resources.

## 5.2 PERFORMANCE REVIEWS

Performance reviews will be given annually so that employees may receive feedback from Department Heads on how well they perform their job accountabilities and whether or not employees are meeting job expectations. Reviews are used in determining eligibility for merit increases, promotions, and transfers. Formal performance evaluations for new, newly promoted, or transferred employees are scheduled following the successful completion of the probationary period. Thereafter, performance reviews will be provided each calendar year and will be added to personnel files for future reference.

Employees not meeting expectations during a performance evaluation will receive a follow-up review in three (3) months. This second review does not change the employee's annual review date. Supervisors and employees are encouraged to discuss job performance and expectations on an informal, day-to-day basis.

## 5.3 PAY DAY

Employees are paid bi-weekly, and paychecks are issued every other Friday. If a payday falls on a holiday, paychecks will be issued on the last workday immediately before the scheduled payday.

All employees must submit an accurate record of their hours worked for each pay period on the time card form approved by the Board of Supervisors. Failure to submit an accurate time card may result in discipline. Employees must sign and submit their time card to their supervisor by the work day following the end of the pay period. All paychecks are required to be direct deposited for any employee hired after July 1, 2012. The County does not allow employees to receive pay advances. Upon written request by the employee, wages due may be sent to the employee by mail for employees hired prior to July 1, 2012. The employer shall maintain a copy of the request for as long as it is effective and for at least two years thereafter.

## 5.4 PAYROLL DEDUCTIONS

Paychecks reflect total earnings for the pay period, as well as any mandatory or voluntary deductions. Mandatory deductions are deductions that Madison County is legally required to take. Mandatory deductions may include but are not limited to child support, state and federal taxes, Social Security tax (FICA) and contributions to IPERS. Voluntary deductions are deductions that employees have authorized. Such deductions might include health and life insurance contributions. Electronic paystubs will be distributed following every paycheck.

Any questions about deductions, or changes to the number of exemptions on federal or state withholding forms (Form W-4) can be directed to Human Resources at 515.462.5026.

## **5.5 WAGE GARNISHMENTS**

A wage garnishment is an order from a court or a government agency directing the County to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans or money owed as a result of a judgment in a civil lawsuit.

If Madison County is instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that Madison County is legally required to comply with these orders. If an employee disputes or questions the amount of a garnishment, the employee must contact the court or agency that issued the order.

## **5.6 OVERTIME**

On occasion Department Heads or their designee, may ask employees to work beyond their regularly scheduled hours due to requirements of the job. Madison County expects employees to work a reasonable amount of overtime when assigned. Madison County will try to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance. Under normal circumstances, Courthouse business hours are 8:00 a.m.- 4:30 p.m.

Exempt employees will not be paid for working beyond their regular scheduled hours. Non-exempt employees are entitled to payment for overtime, according to the rules set forth below.

- All overtime work must be pre-approved by the employee's Department Head or their designee in writing. Working overtime without permission violates County policy and may result in disciplinary action, up to and including termination.
- Only time actually spent working counts as hours worked. Vacation time, compensatory time, sick days, holidays or any other paid time during which an employee did not actually work will NOT count as hours worked.
- Non-exempt employees will be paid one and one-half (1½) times their regularly hourly rate of pay for every hour worked in excess of forty (40) hours per work week (as defined above) or in the form of compensatory time at the rate of one and one-half (1½) hours for each hour of overtime worked in excess of forty (40) hours per work week (as defined above at the discretion of the Department Head).
- Compensatory time off must be requested in advance and approved by the Department Head, or their designee. Employees shall be permitted to use accrued compensatory time within a reasonable period after requesting to use compensatory time if such use would not unduly disrupt the department's operations. Compensation time shall 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. Upon request of payment for accumulated time not used prior to 1 July of each calendar year, employees will be paid at the current rate of pay and will receive payment during the month of July.

## **5.7 WAGE PAYMENT COMPLAINT POLICY**

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. Alternatively, any employee may file a formal written complaint with Human Resources. Within fifteen (15) business days of receiving the complaint, Human Resources 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.

## **5.8 EXPENSE REIMBURSEMENT**

From time to time, employees may incur expenses on behalf of Madison County. Madison County will reimburse employees for the actual work-related expenses incurred for transportation, meals, non-alcoholic beverages, lodging, and other miscellaneous expenses, as long as those expenses are reasonable and documented. Employees must follow these procedures to get reimbursed:

- Get permission from the Department Head or their designee, before incurring an expense.
- Keep an itemized receipt or some other proof of payment for every expense.
- Submit your receipts, along with an expense report with itemized documentation such as an agenda or brochure, to the Department Head or their designee, for approval within thirty (30) calendar days of incurring an expense.

The employee's Department Head is responsible for submitting the expense report to the County Auditor. If the report is approved, the employee will receive reimbursement in a separate check.

### **Mileage Reimbursement**

If a County employee is required to use private transportation to fulfill the requirements of his or her job, the Board of Supervisors authorizes a mileage reimbursement rate of \$.485 per mile. The mileage reimbursement rate may be subject to change as determined by the Board of Supervisors. Parking citations and traffic citations are not reimbursable and will be paid by the employee responsible for the citation.

### **Travel/Meal Reimbursement**

Employees shall be allowed meal expenses when they are required to attend a meeting out of the County. The Board of Supervisors authorizes the following meal and non-alcoholic beverages reimbursement rates payable to the amount of the bill only up to the following amounts and only if they are out of the County during the following meal periods:

- Breakfast: Up to \$10.00
- Lunch: Up to \$12.00
- Dinner: Up to \$18.00

Tips and alcoholic beverages are not reimbursable. When registration fees are part of travel authorization, employees must include them in the request.

Employees shall be allowed lodging and meal expenses when they are required to travel outside the County if approved by the Department Head. In the case where an employee is required to travel out-of-state and/or require overnight accommodations, the Department Head shall notify and seek approval of the Board of Supervisors prior to the event if travel out-of-state is required and if the total cost including meals, lodging,

mileage, registration and incidental expenses will exceed \$500. Reimbursement for travel out-of-state and/or required overnight accommodations will be reimbursable only if the mileage exceeds sixty miles (60 miles) one way or a total of 120 miles starting at the employee's duty station to the training complex. Mileage between points in the state is to be from actual odometer readings or from reputable mileage chart such as MapQuest or the Department of Transportation. The County will reimburse up to \$90.00 for daily lodging. If your lodging reimbursement exceeds the above rate you must receive prior authorization from the Board of Supervisors. If the County has paid for your lodging in advance you will be required to return the receipt to the County Auditor's Office. The Department Head shall determine what meals and non-alcoholic beverages shall be allowed based upon the times and dates of travel if employee is in travel status between 7:00 AM to 6:30 PM. Miscellaneous expenses, such as parking fees, ferry tolls, taxi fare, fax transmissions, and other bona fide miscellaneous expenses, baggage handling, etc., shall be reimbursed upon presentation of actual receipts or other suitable documentation.

All expenses require itemized documentation and any unexpended per-diem funds shall be returned to the county when documentation and receipts are submitted.

When traveling with someone other than another County employee or County official, the County employee must separate his/her employee expenses and submit only the receipts to claim reimbursement for official County business. Except in cases of emergency, all travel will be authorized in advance. Failure to obtain prior approval or provide proper itemized receipts may result in non-reimbursement.

Reimbursable expenses may be subject to Federal and IRS guidelines and may be considered a taxable benefit that is added to gross wages and shown as income. Consult a tax preparer for further clarification.

## **5.9 HEALTHCARE BENEFITS**

In order to protect employees and their families against the consequences of medical expenses caused by sickness or accidents, Madison County provides eligible employees with 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, including benefit levels and covered expenses, are explained in the County's group health insurance plan booklet.

**Eligibility:** Madison County will make available to each eligible full-time employee, defined for purposes of this policy only as an employee who typically works at least thirty (30) hours per week or who is otherwise eligible under the Affordable Care Act, coverage under a group medical, dental, and vision care insurance program of the County's choice. If the eligible full-time employee desires family coverage, it may be obtained by authorizing a payroll deduction for the added cost of coverage as determined by the Board of Supervisors.

**Enrollment:** Upon employment, employees will receive an application form to complete and sign. This form tells the County whether or not the employee wishes to enroll themselves and their eligible dependents in the plan. If employees do not elect plan coverage for themselves or their dependents when first eligible, but wish to enroll at a later date, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County.

**Effective Dates of Coverage:** Insurance coverage for employees enrolling in the group health plan will be effective the first day of employment. Insurance Coverage will end on the last day of the month in which employment is terminated. Termination is defined as the employee's last day of work.

**Cost of Coverage:** The cost sharing of the premium between employees and the County will be established by the Board of Supervisors.

## **5.10 CONTINUATION OF HEALTH BENEFITS**

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the County or loses coverage due to a reduction in hours, the employee is entitled to continue participating in the County's group health plan for a prescribed period of time, usually eighteen (18) months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents). COBRA coverage is not extended to employees terminated for gross misconduct.

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, an employee who is out on a military leave of absence will retain their health insurance coverage for the first thirty-one (31) days of uniformed service. Employees out on military leaves of absence which extend beyond the thirty-one (31) days will be eligible for COBRA benefits for up to twenty-four (24) months.

If a former employee or an employee with reduced hours chooses to continue group benefits under COBRA, he/she must pay the total applicable premium. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or becomes eligible for Medicare.

Employees receive an initial notice of their right to continued health insurance coverage when they first become eligible for health insurance under the County's group plan. Employees will then receive an additional notice when hours are reduced or employment is terminated with the County. This second notice will tell the employee how to choose continuation coverage, what obligations there are and how much the insurance will cost. The employee must notify Human Resources if any family members become eligible for continued coverage due to divorce, separation or dependents reach the age of majority.

For detailed information or questions on COBRA, employees are requested to check with the Human Resources Department.

## **5.11 CONTINUATION COVERAGE UNDER IOWA CODE CHAPTER 509A**

Employees who retire from County employment before age sixty-five (65) are eligible to continue in the County's group health insurance plan up to Medicare eligibility. A retired employee is one who has applied for and is receiving a retirement allowance from the Iowa Public Employment Retirement System. 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, a retired employee is one who has applied for and is receiving a retirement allowance.

## **5.12 LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE**

The County provides each eligible full-time employee with coverage under a group life insurance plan in an amount determined by the Board of Supervisors. This plan shall be from a company selected by the County. Coverage under the plan becomes effective the first day of employment. The employee may voluntarily elect additional coverage of term life and accidental death and dismemberment insurance. The optional employee life insurance is portable upon termination of employment.

## **5.13 SHORT AND LONG-TERM DISABILITY INSURANCE**

The County will provide each eligible employee with coverage under a short-term and long-term disability protection plan provided by a company of the County's choice. A disability leave of absence runs concurrently

with FMLA. If FMLA leave is for an employee's own serious health condition, the employee must use earned leave time up to Short-Term Disability eligibility or take leave unpaid. For more information on this benefit, please contact the Human Resources Department.

The employer shall subscribe to and pay all premiums for short term disability income protection insurance with a thirty (30) day elimination period before income protection in the amount of 66 2/3% of the employee's pre-disability earnings becomes effective. The employer shall also subscribe to and pay all premiums for long term disability income protection insurance with a ninety (90) day elimination period before income protection in the amount of 66 2/3% of the employee's pre-disability earnings to be paid for a duration as outlined in the policy. An employee absent from work and receiving disability benefits shall, upon written request, have the right to draw from his/her accumulated leave to maintain an income equivalent to his/her present take-home pay. Disability leave requests should be directed to Human Resources.

While on disability leave, Madison County will continue benefits as outlined below:

<b>Benefits Provided while on Disability Leave:</b>	<b>Short-Term Disability:</b>	<b>Long-Term Disability:</b>
<b>Health, Dental, &amp; Vision</b>	Continues at normal employee rate	Continues up to six (6) months
<b>Life Insurance</b>	Continues at normal employee rate	Continues up to six (6) months
<b>IPERS</b>	Continues if using paid time off or accumulated leave time	Continues if using paid time off or accumulated leave time
<b>Vacation, Holiday, Sick, Personal</b>	None	None

#### **5.14 WORKERS' COMPENSATION**

Workers' Compensation benefits are mandated by law to provide benefits for employees who sustain work-related injuries and illnesses. The benefits consist of compensation for salary lost (subject to a waiting period and based on the salary received at the time of the injury) and related medical services.

**Coverage:** If an employee suffers from an illness or injury that is related to work, the employee may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. 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 Requirements:** If an employee is injured or becomes ill through work, the employee shall inform their supervisor immediately following the injury or illness, or as soon as the employee has knowledge of the injury or illness, regardless of how minor the injury or illness might be. 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 the employee's right to benefits in connection the with injury or illness. In case of an emergency, employees should be taken to the nearest emergency room for treatment. Employees are required to use the County's designated non-emergency facilities for all other workers' compensation injuries or illnesses.

**Income Replacement:** Generally, an employee who is eligible for workers' compensation may use sick leave, vacation and/or comp time for scheduled work days lost during the first three days following the injury or illness. If the employee continues to be eligible for workers' compensation, the employee will be paid by the workers' compensation carrier at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability.

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

To find out more about workers' compensation coverage, contact the Human Resources Department at 515.462.5026.

**Return to Work:** Before returning to work, an employee may be required to submit to a job-related medical examination to determine the employee's ability to perform the essential functions of his/her position or to submit to any fitness for duty examinations required by federal, state or local law or County policy.

Employees are not eligible to receive Workers' Compensation and/or Unemployment Compensation benefits in addition to Short-Term Disability benefits for the same period of time.

## **5.15 UNEMPLOYMENT BENEFITS**

Employee's whose employment is terminated by the County may be eligible for unemployment benefits. Application should be made to the local Iowa Workforce Development Center.

Employers pay the money for unemployment benefits. No contributions for unemployment insurance come from the employee's wages. These benefits provide a percentage of the employee's wages while the employee is unemployed and looking for work. To find out more, contact the local Iowa Workforce Development Center.

## **5.16 IPERS (Iowa Public Employees' Retirement System) under Iowa Code Chapter 509 A**

Public employment provides most employees with coverage under the Iowa Public Employees' Retirement System (IPERS). The County is required to deduct a specified amount from employee's gross pay. The deduction is contributed on a pretax basis for federal income tax purposes and effective 1 January 1999, and will be contributed on a pretax basis for state income tax purposes as well. (Pretax contributions lower an employee's taxable income). In addition, the County contributes a specified amount to IPERS on an employee's behalf.

Please contact IPERS for more information. The phone number is 1.800.622.3849. Employees should:

- keep a current beneficiary form on file with IPERS;
- contact IPERS in writing to report all address changes;
- contact IPERS upon termination of public employment to receive information regarding your vesting status, rights to a retirement benefit, and refund procedures;
- contact IPERS three to five years prior to retirement to receive information on your estimated monthly retirement benefits, death benefit options, current laws that may affect your retirement, your optimal retirement date and any possible service purchases; and
- consult the IPERS Retirement Planning Guidelines booklet for more information.

## **5.17 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

All employees and their spouses, domestic partners and family members are eligible to receive short-term, confidential counseling. Counselors are available to assist with the following range of personal problems:

1. Personal life issues which may include family/marital problems, death and dying issues, interpersonal conflicts, financial problems, stress, etc.
2. Job-related problems concerning the work environment, co-worker relationships, vocational discontent, etc.
3. Alcohol or drug abuse.

The EAP can be contacted at 1.800.316.2796. If you have any questions, please feel free to talk with Human Resources at 515.462.5026 or see brochure for more information.

## **5.18 VOLUNTARY BENEFITS**

Voluntary benefits are available; employees may sign up for these benefits during the benefits open enrollment period. If you have questions regarding these programs, please contact Human Resources at 515.462.5026.



## TIME AWAY FROM WORK

### 6.1 VACATION

Madison County offers a paid vacation program to all full-time eligible employees. **Vacation time begins to accrue from the employee's date of hire.** All full-time eligible employees shall accrue annual vacation on the seniority date as follows:

Years of Continuous Service	Accrual Rate
After 1 year	5 working days
After 2 years	10 working days
After 5 years	15 working days
After 10 years	20 working days
After 17 years	25 working days

All vacations should be taken during the twelve (12) month period following the anniversary date of qualifying employment. However, no employee shall carry over vacation into the next year in excess of the number of days of vacation that he/she is eligible to earn during the preceding year.

Employees will not be allowed to use more vacation time than what they have accrued. It is important to note that employees must give the appropriate termination notice (please refer to section 2.13 – Termination of Employment) to be paid for any unused vacation earned through the last day of work. If an employee fails to give the appropriate termination notice, any unused, earned vacation time will be forfeited.

Upon resignation, retirement, death, or termination from County service, an employee shall be paid up to but not exceeding the maximum allowed accrued vacation. During the first year of employment, an employee is eligible to earn pro rata vacation time but may not use it or be paid for it upon termination before his/her one (1) year anniversary date. Vacation will not be paid if employment terminates within the probationary period. A full-time employee earns pro rata vacation time based upon straight time hours worked. Vacations will be accrued based on hours in pay status.

When a designated County holiday falls on a day of vacation, the employee shall have an added day of paid vacation. Vacation scheduling shall be granted by the department head for the time requested by the employee unless however, due to the need to staff departments appropriately and the desire to provide quality service to the citizens of the County, it is not guaranteed that a request for vacation will be granted. Previously approved vacation time which is later denied may be carried forward to the next year. Any time carried forward must be used within the following sixty (60) days or it will be lost.

Employees must schedule their vacations in advance, with their Department Head (or designee). Due to the need to staff our departments appropriately and our desire to provide quality service to the citizen of the County, employees are not guaranteed a request for vacation will be granted.

## 6.2 HOLIDAYS

Madison County observes the following holidays each year unless specified in a negotiated labor agreement or by approval of the employer and Courthouse offices shall be closed:

New Year's Day	Labor Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day & Friday after Thanksgiving Day
Independence Day	Christmas Day + one day determined by the Board of Supervisors

To allow employees time for planning, the day before or after Christmas Day shall be designated by the Board of Supervisors as an additional paid holiday. The Board may designate other days as a holiday. The designation shall take place during the month of January.

Full-time regular employees who are not scheduled to work on a holiday listed above shall receive holiday pay in the amount of their normal straight time hourly rate for the day. Part-time employees are not eligible for holiday pay.

Full-time non-exempt employees required to work on a holiday listed above shall receive holiday pay plus straight time for any hours worked on the holiday.

If a holiday falls on a weekend, the County will inform employees when the holiday will be observed. Ordinarily, holidays falling on a Saturday will be observed the preceding Friday; holidays falling on a Sunday will be observed the following Monday. Departments working seven-day schedules will observe the actual holiday.

If a recognized holiday falls during an employee's scheduled vacation or any period of approved paid sick leave, it will be counted as a holiday and will not be deducted from the employee's accumulated vacation, sick leave or comp time. Employees on an unpaid leave of absence or layoff at the time a holiday occurs are not eligible for holiday pay. An employee shall forfeit the right to payment for any holiday if there is an unexcused absence on the working day immediately preceding or following such holiday. Any employee required to work on a paid holiday shall receive compensation at the rate of two (2) hours for each hour worked. Compensation time for employees of the Public Safety Departments will be established by the applicable labor agreement.

## 6.3 VETERAN'S DAY

County 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 and the leave can be accommodated. Employees who qualify shall provide the department director with at least one (1) months prior written notice of the employee's intent to take time off for Veteran's Day. The Department Head shall, at least ten 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 determines that time off is unable to be provided for Veterans Day for all employees who request time off, the Department Head 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.

#### **6.4 FLOATING HOLIDAY**

Administrative employees in the Secondary Roads department will be granted a floating holiday at the beginning of each fiscal year. Scheduling of the floating holiday must be approved in advance by the employee's department head or supervisor and employees will not be permitted to work on their floating holiday. The floating holiday must be taken within the fiscal year in which it is granted and may not be carried over to the following year. No compensation will be paid for an unused floating holiday at the end of the fiscal year or upon termination of employment.

#### **6.5 PERSONAL LEAVE**

In addition to sick leave benefits, eligible employees may accumulate for future use one-half (½) day per month as personal leave. Such personal leave shall be taken as work load permits and shall be arranged with the employee's department head. Employees may carry over personal leave from month to month and accrue to a maximum of fifteen (15) days.

Personal leave to be taken for three (3) or more days at a time shall be approved by the department head at least one week in advance.

Full time employees shall earn personal leave at the rate of one-half (½) day (4.0 hrs) per month with a maximum accumulation of one hundred twenty (120) hours. The number of accrued leave hours to be used for one day of leave used is equal to the number of scheduled paid hours of work for that day of leave.

Earned personal leave shall be available to probationary employees after ninety (90) calendar days of employment.

#### **Personal Leave Benefits upon Retirement/Termination**

All accrued personal leave shall be reimbursed to the employee upon termination up to the maximum fifteen (15) days.

#### **6.6 SICK LEAVE**

The County provides paid sick days to full-time regular employees who have completed at least ninety (90) calendar days of employment according to the provisions of this policy. Part-time, temporary and seasonal employees are not eligible for paid sick leave. For information on employee classifications, see Section 2 of this Handbook.

#### **Eligibility and Accrual of Sick Leave**

Full-time employees begin accruing sick leave as of their hire date. Earned sick leave shall be available to probationary employees after ninety (90) calendar days of employment. Sick leave will not be paid for days absent before ninety (90) days of employment during the probationary period. Upon completion of ninety (90) days of employment, full-time employees will be credited with sick leave benefits at the accrual rate of 1 day (8.0 hrs) per month with a maximum accumulation of six hundred (600) hours. Once an employee has reached this maximum, sick leave will stop accruing until the accrued total is below the maximum.

## Use of Sick Leave

Employees may be granted sick leave when they are unable to perform job duties as a result of personal illness (includes accident, injury, pregnancy or childbirth, or other medical conditions); have an appointment with a health care provider; or must care for an immediate family member. Sick leave is not to be used as extra vacation time or personal days. Any employee who abuses sick leave may be subject to discipline, up to and including termination.

Sick leave may be taken for any illness, injury or any exposure to a contagious disease in which the health of others might be endangered or any disability that an employee may sustain. A maximum of five (5) working days of sick leave per incidence may also be taken in the event of serious illness of the employee's immediate family.

An employee absent from work and receiving workers' compensation or disability insurance benefits shall, upon written request to the department head, have the right to draw from his or her accumulated leave time to maintain a minimum income equivalent to the employee's present take home pay. At no time is the employee to receive more compensation than if the employee would have been working.

Employees have the responsibility to report to their supervisor as far in advance as possible prior to taking sick leave and expected date of return in order to be eligible for sick leave. In the event of an unexpected absence due to illness or injury, employees must notify their immediate supervisor prior to the start of the work shift. The immediate supervisor may request the employee to provide a written statement from an attending physician describing the nature and extent of the illness or injury upon the employee's return to work. Approval of sick leave is not automatic and must be approved by the immediate supervisor. For additional information on time away from work for a serious medical condition, please refer to the Family and Medical Leave section below.

### If a Holiday Falls during Sick Leave

If a County holiday falls when an employee is on paid sick leave, the employee will be paid holiday pay and sick leave will not be deducted.

### Sick Leave Benefits Upon Retirement

Unused sick leave shall be paid at the following rates:

#### Employees hired before July 1, 1986:

Up through ten (10) years of service – one half ( $\frac{1}{2}$ ) accumulated sick leave

Over ten (10) years of service – all accumulated sick leave up to seventy-five (75) days maximum

#### SICK LEAVE – for employees hired after July 1, 1986:

Less than five (5) years of service – no compensation

Five (5) to fifteen (15) years of service – one-fourth ( $\frac{1}{4}$ ) of all unused sick leave, up to eighteen and three quarters ( $18\frac{3}{4}$ ) days' pay

Fifteen (15) years or more of service – one-half ( $\frac{1}{2}$ ) of all unused sick leave up to thirty seven and one half ( $37\frac{1}{2}$ ) days' pay

## 6.7 FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) entitles eligible employees, to up to twelve (12) weeks of paid and/or unpaid leave within a 12-month period for:

- **Birth or adoption of a child, or when a child is placed in the employee's foster care -** FMLA can be taken within one year of birth or placement of a child and is equally available to

men and women. Employees are required to give thirty (30) days' notice unless an unforeseen need arises. Employees will be required to take family leave as continuous leave. However, in the event that there are extenuating circumstances surrounding this family leave, intermittent leave may be granted with approval by the employee's leader and the Human Resources Director.

- **Your serious health condition or serious illness of an immediate family member** - A serious health condition is any illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility, or continuing treatment by a health care provider. Thirty (30) days notice is required unless an unforeseen need arises. Intermittent leave or reduced work hours are available if medically necessary.
- **Family military leave** - Leave for a qualifying exigency arising from the fact that an employee's spouse, son, daughter or parent is on active duty, or notice of an impending call or order to active duty, in the Armed Forces in support of a contingency operation.

Employees are entitled to twenty-six (26) weeks of paid and/or unpaid leave within a 12-month period for:

- **Service member family medical leave** - An eligible employee who is the spouse, son, daughter, parent or next of kin of a military service member is allowed leave for the care of the covered service member. A covered service member is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or exacerbated by military service. This leave shall only be available during a single 12-month period.

To be eligible for FMLA leave employees must:

- Be employed by the County for at least twelve (12) months
- Have worked at least 1,250 hours in the twelve (12) months preceding the leave request

## **FMLA Definitions**

**Work Week:** One regularly scheduled work week or the equivalent in hours

**12 Month Period:** A rolling calendar year defined as the twelve (12) months following the first day of the serious illness or family event.

### **Family Member:**

- Spouse
- Parent
- Child (must be under age 18, unless the adult child is incapable of self-care due to mental or physical disabilities) including biological or adopted child, stepchild, legal ward, foster child, or for a child that the employee cares for in place of the parents

**County Employed Spouses and FMLA:** Spouses who are both employed by the County may be limited to a combined total of twelve (12) work weeks of FMLA leave during any 12-month period if the leave is taken for the birth, adoption of a child, or when a child is placed in foster care or to care for a parent with a serious health condition.

**FMLA Paid/Unpaid Leave:** FMLA leave is unpaid leave. However, the law permits an employee to elect or the employer to require the employee to use accrued paid time available to the employee (vacation, sick, personal leave, comp time) to cover this time away from work. If FMLA leave is for an employee's own serious health

condition, the employee must use earned paid leave time up to Short-Term Disability eligibility or take leave unpaid. When paid leave is used for an FMLA-covered reason, the leave is FMLA-protected. If FMLA leave is for the employee to care for a family member, the employee must use all accrued vacation, compensatory time and personal leave. For more information on this benefit, please contact the Human Resources Department.

**Medical Benefits While on an FMLA Leave:** Employee medical benefits are maintained during a leave if the employee continues to make premium contributions. If the County is unable to take contributions for benefits from the employee's paycheck during the leave, the employee must pay the premium contribution directly to the County.

**Holiday during Unpaid Leave:** If a holiday falls during a period of unpaid leave, the employee is not paid for that holiday.

**FMLA Reinstatement:** Upon return from approved FMLA leave, the employee is entitled to be reinstated to the same job or to an equivalent position with the same pay, benefits and working conditions, as provided by the law.

Before returning to work, the employee may be required to submit to a job-related medical examination to determine the employee's ability to perform the essential functions of the position or to submit to any fitness for duty examinations required by federal, state or local law or County policy.

**Requesting FMLA Leave:** Requests for medical or family leave should be made directly to the Human Resources department thirty (30) days in advance for any foreseeable event by completing the FMLA Application form. For unforeseeable events, the employee must contact HR and request leave as soon as possible. Any request for leave must be accompanied by a medical certificate completed by the attending physician and should verify the illness, its beginning, expected ending dates and the estimated time that the employee will be away from work. Medical certificates must be completed and returned to the Human Resources department within fifteen (15) days following the employee's first absence from work or leave may be denied. After receiving the completed medical certificate, an employee will receive a written response from Human Resources either approving or denying FMLA leave. Please contact Human Resources with any questions regarding Family Medical Leave.

## **6.8 MILITARY LEAVE**

Madison County is committed to protecting the job rights of employees absent due to military service. In accordance with federal and state law, it is the County's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Human Resources Director.

**Temporary Military Leave:** In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), eligible employees who must be absent from their job in order to participate in temporary military duty are entitled to thirty (30) days paid military leave per calendar year. All benefits will continue during an employee's temporary military leave.

**Extended Military Leave:** Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed thirty (30) days will be placed on an unpaid military leave of absence status for a period of as long as five (5) years and will be entitled to the rights and benefits described below, subject to the procedures outlined below.

### **Procedures for all Military Leave**

1. The employee will provide his or her immediate supervisor with notice that the employee will be engaging in military service, including, where feasible, a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity. Employees are requested to provide such notice within thirty (30) days of active military service.
2. To request a temporary or extended military leave of absence, the employee should, unless prevented from doing so by military necessity, obtain a Request for Leave of Absence Form from Human Resources.
3. Human Resources will review and sign the Request for Leave of Absence Form, collect any applicable insurance premiums from the employee, generate other applicable documents, and process accordingly.
4. Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.
5. When the employee intends to return to work, he or she must make application for reemployment to Human Resources within the application period set forth below.
6. If the employee does not return to work, the supervisor must notify Human Resources so that appropriate action may be taken.

**Benefits:** If an employee is absent from work due to military service, benefits and pay will continue as follows:

1. The first thirty (30) days of military leave each calendar year shall be without loss of pay. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one day toward the thirty (30) calendar days without loss of pay. Absences required for military service that exceed thirty (30) calendar days shall be granted in accordance with the County's policies on vacation, personal, compensatory time, or unpaid leave, and with applicable state and federal law. Only scheduled working days during the military leave are paid. Non-scheduled days during the military leave count toward the thirty (30) day total per calendar year.
2. An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed thirty-one (31) days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial thirty-one (31) day period, the employee and covered dependents can continue group health insurance up to eighteen (18) months at 100% of the overall (both employer and employee) premium rate. Beginning after the first thirty-one (31) days of military leave, group health insurance coverage for an employee and/or an employee's covered dependents will run concurrently with applicable health insurance coverage under COBRA.
3. The group term life/AD&D insurance provided by the County will terminate on the day the employee is on unpaid military leave.
4. The group short & long term disability insurance provided by the County will terminate the day the employee is on unpaid military leave.
5. Employees do not accrue vacation, personal leave or sick leave while on unpaid military leave of absence status.
6. With respect to the County's retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been

eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated County match for such contributions.

7. Voluntary supplemental life/AD&D insurance will terminate the day the employee is on unpaid military leave. Porting or converting to an individual policy may continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment within thirty-one (31) days immediately following the termination of coverage.

## **Re-employment**

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

1. *Less than ninety-one (91) days of military service* - (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by the County, in the position in which the employee had been employed prior to military service.
2. *More than ninety (90) days and less than five (5) years of military service* - (i) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by the County, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
3. *Employee with a service-connected disability* - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the County; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

**Application for Re-employment:** An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment according to the following schedule:

1. *If service is less than thirty-one (31) days (or for the purpose of taking an examination to determine fitness for service)* - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
2. *If service is for thirty-one (31) days or more but less than one hundred eighty (180) days* - the employee must submit an application for reemployment with Human Resources no later than fourteen (14) days following the completion of service.
3. *If service is over one hundred eighty (180) days* - the employee must submit an application for reemployment with Human Resources no later than ninety (90) days following the completion of service.
4. *If the employee is hospitalized or convalescing from a service-connected injury* - the employee must submit an application for reemployment with Human Resources no later than two (2) years following completion of service.

**Exceptions to Re-employment:** In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:



1. The County's circumstances have so changed as to make reemployment impossible or unreasonable
2. The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
3. The employee did not receive an honorable discharge from military service.

**General Benefits upon Re-employment:** Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. In addition, an employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at Madison County.

**Documentation:** An employee's immediate supervisor will, upon the employee's reapplication for employment, request that the employee provide the County with military discharge documentation that establishes the timeliness of the application for reemployment and length and character of the employee's military service.

## 6.9 INCLEMENT WEATHER AND WORKSITE CLOSING

Because Madison County serves the citizens of the County, the Courthouse will remain open during normal hours even in bad weather. In extreme circumstances, however, the Board of Supervisors may decide to close the Courthouse or other County offices and facilities. If an employee's office is closed, then full-time employees will be paid for hours lost due to closing the office. Payment for hours lost will not exceed the number of hours for which an employee is normally scheduled to work. All full-time essential employees will be paid regular wages and overtime wages if eligible. Employees, essential or non-essential, not scheduled to work will not receive compensation for the day unless paid time away from work had been previously approved (i.e. vacation, personal, compensatory time).

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

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

## **6.10 BEREAVEMENT LEAVE**

The County acknowledges the need for their employees to attend family member funeral services and recognizes the responsibility that may be placed on an employee during this time of loss. Employees are allowed to receive three consecutive days of paid time away from work for preparation and/or attendance of the funeral for the following family members:

- Spouse or domestic partner
- Child or step-child
- Son-in-law or daughter-in-law
- Parent, step-parent or parent substitute
- Brother or sister
- Parent-in-law
- Brother-in-law or sister-in-law
- Grandparent
- Grandchild

Employees will not need to use vacation, personal, or compensatory time for these days unless the employee will be taking more time than allowed by this provision. Department Heads may request documentation from the employee that supports the request for funeral leave. Department Heads may allow employees unpaid time off work to attend the funeral of other individuals.

If an employee feels that his/her situation warrants special accommodations, the employee should talk directly with his/her immediate supervisor, i.e., if lengthy travel is required or some other special circumstances apply. At the discretion of the department head an additional three days paid leave may be added to attend funerals out of state. A Department Head may also grant a paid leave of absence of one-half ( $\frac{1}{2}$ ) day for an employee to attend services for fellow employees or to fulfill the duties of pall bearer. Department Heads may request documentation from the employee that supports the request for such leave.

## **6.11 JURY DUTY AND COURT APPEARANCES**

Employees who are called for jury duty are entitled to take time off, as necessary, to fulfill jury obligations. This leave will be paid. No employee will face discipline or retaliation for jury service in accordance with the Code of Iowa 607A.45.

Employees must immediately inform and submit a copy of the summons to their immediate supervisor. If chosen to sit on a jury, the employee must inform his or her supervisor how long the trial is expected to last. Employees must also check in with their supervisor periodically during their jury service so the County knows when to expect at the employee to return to work.

On any day when jury service ends before the end of the employee's usual work day, the employee must check in with his or her supervisor to find out whether the employee needs to return to work for that day.

This policy does not apply to legal actions to which the employee is named as a party (either plaintiff or defendant or must appear as a witness), unless the employee was named as a party or must be a witness in his/her official capacity as an employee of the County. Employees with personal court matters shall not be entitled to a court leave with pay, but may use accrued leave time to offset lost work time.

While on paid jury leave, the County will continue the employee's regular salary but the employee must submit certification of the number of hours spent in such service and assign any compensation received in connection with the duty, less any reimbursement for mileage or meal expenses, to the County.

## **6.12 TIME OFF TO VOTE**

Madison County encourages employees to fulfill their civic responsibilities by participating in all official public elections. Based on the schedule of hours of work for County employees, employees should be able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the County will grant leave to vote according to state law (Code of Iowa Section 49.109).

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day and the Department Head shall designate the period of time to be taken. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. The employee is not liable for any penalty nor shall any deduction be made from the person's regular salary or wages on account of such absence.

## **6.13 UNPAID LEAVES OF ABSENCE**

Unpaid leaves of absence may be granted in certain circumstances. If an employee has exhausted all applicable sick leave, vacation, personal, compensatory time and FMLA leave, an employee may request an unpaid leave of absence for up to one year. Applications for unpaid leave must be made in writing and shall state the reasons for the leave and include dates of expected absence. Approval of unpaid leave is at the discretion of the Department Head, upon approval of the Board of Supervisors.

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

During an unpaid leave granted under this section, employees 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. Employees may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the first of the month for the following month's coverage. Failure to pay the premium on time will result in termination of coverage.

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

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

## 6.14 LEAVE DONATION

Employees 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 and has exhausted all applicable paid leave.

Eligible employees requesting leave donation must complete a participation letter, an application for donated leave and a medical report signed by the physician within ten business days of the beginning of the absence or as soon as reasonably possible.

Names of recipients and donating employees will not be disclosed, but Human Resources will distribute a notice to all departments indicating an employee is eligible to receive donated leave. Employees wishing to donate vacation must notify Human Resources and sign a leave donation authorization form.

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.

If leave is foreseeable, donated time must be used within thirty (30) working days of the effective day of the donation. If the employer determines that the recipient has enough leave donated for the thirty (30) days, prior to short-term benefits being effective, additional donations shall not be accepted. When leave is unforeseeable, leave will be addressed in accordance with the County's FMLA policy.

Human Resources will notify the recipient and recipient's direct supervisor of approved donated hours and appropriate vacation adjustments to the donor and recipient vacation bank will be made by Human Resources 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.

# HEALTH AND SAFETY

## 7.1 SAFETY POLICY

The County takes employee safety very seriously. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

- Horseplay, rough-housing and other physical acts that may endanger employees or cause accidents are prohibited.
- Employees must follow their supervisors' safety instructions.
- Employees in certain positions may be required to wear protective equipment, such as hair nets, hard hats, safety glasses, work boots, ear plugs or masks. A supervisor will let an employee know if a position requires protective gear.
- Employees in certain positions may be prohibited from wearing dangling jewelry or apparel, or may be required to pull back or cover their hair, for safety purposes. A supervisor will tell employees if a position falls into one of these categories.
- All equipment and machinery must be used properly. This means all guards, restraints and other safety devices must be used at all times. Do not use equipment for other than its intended purpose.
- All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor. The County will look into the matter promptly.
- All employees must immediately report any workplace accident or injury to his/her immediate supervisor.

## 7.2 RESPONSIBILITIES

### MADISON COUNTY EMPLOYEES WILL:

1. Support and follow all safety rules.
2. Assist in ensuring a safe workplace for all and report all unsafe conditions or practices immediately or as soon as possible to his/her department head or supervisor.
3. Ask for instruction if they are unsure of the safe and proper way to perform a job duty or task.
4. Use all Personal Protective Equipment (PPE) as the job requires. Clean, care for, maintain, and inform the department head or supervisor of the need to repair or replace the PPE.
5. Report all incidents and/or injuries to the department head or supervisor within twenty-four (24) hours (see safety incident action plan of Madison County Safety Manual).
6. Attend all safety meetings and complete all safety training.
7. Follow the safety rules and procedures required for the department and refrain from unsafe acts that might endanger employees.

These are only guidelines. The Madison County Safety Manual contains all rules and policies concerning workplace safety. Specific department operations will be explained to employees by the supervisor or department head.

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

**MADISON COUNTY BOARD OF SUPERVISORS WILL:**

1. Provide the means to accomplish this policy.
2. Enforce this policy and recommend, through the appropriate chain of command, discipline for any supervisor or department head that is willfully disregarding or violating it.
3. Strongly recommend employees attend safety meetings.

**THE SAFETY COMMITTEE WILL:**

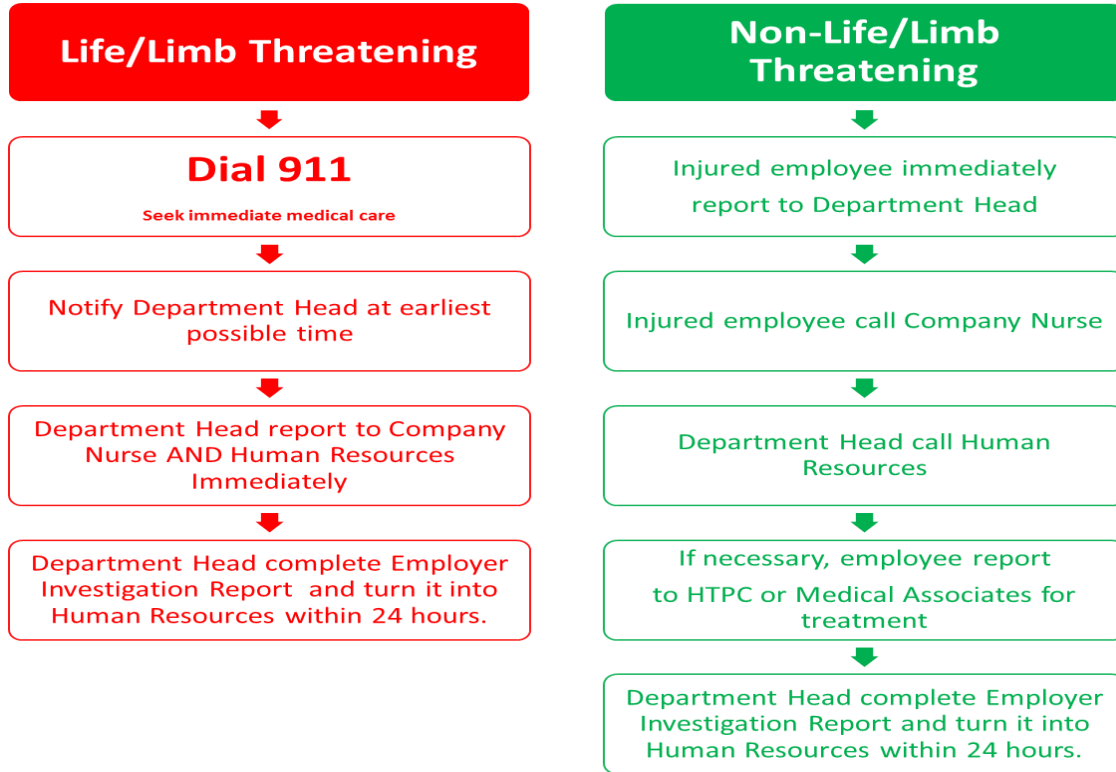
1. Create and review the Madison County Safety Manual.
2. Work with department heads/supervisors to maintain county-wide safety policies and guidelines.
3. Instruct supervisory personnel that safety practices and procedures are to be followed and safe conditions maintained throughout the job, including personal protective guidelines.
5. Review accident investigation reports and recommend corrective action is taken for all injuries and illnesses.
6. Ensure safety training sessions for all employees are being completed.
7. Hold regular safety meetings and recommend corrective actions to the Board of Supervisors.

**MADISON COUNTY DEPARTMENT HEADS AND SUPERVISORY PERSONNEL WILL:**

1. Provide a safe working environment for all Madison County Employees, as well as leadership and direction concerning safety activities.
2. Enforce and update safety rules as needed; implement safety procedures and set safety performance goals within each department.
3. Never allow new or inexperienced employees to work without all applicable safety training.
4. Complete inspections of facilities, vehicles, tools and work procedures to identify and correct hazardous work conditions and/or practices.
5. Provide Personal Protective Equipment (PPE) for employees, train employees on PPE, require use of PPE, and maintain/replace PPE.
6. Understand and abide by all applicable safety laws, standards, codes, ordinances and OSHA and MSHA acts.
7. Investigate, review and document all complaints, incidents and injuries to determine cause/fault and outline future preventative measures to be taken.

8. Complete Employer Investigation Reports for all incidents, injuries and exposures and turn them into Human Resources/Safety Director within twenty-four (24) hours.

**7.3 MEDICAL TREATMENT PROCEDURES:** If an employee is injured on the job, these procedures shall be followed:



1. If the injury is life threatening, Dial 911 if the employee is unconscious, having chest pains, difficulty breathing, uncontrollable bleeding, or if other life threatening situations should occur
2. Non-life threatening, if necessary, the employee should report to the designated facilities, contact Human Resources or the Madison County Safety Manual for more information.

#### 7.4 ACCIDENT REPORTING PROCEDURE

All on-the-job injuries will be reported immediately by the employee to their immediate supervisor. An Employee Injury Notification form and Employer Investigation Report must be filled out for all work related injuries and illnesses and forwarded to the Human Resources Office within twenty-four (24) hours after the injury. Forms are available from the Human Resources Office. Also, the immediate supervisor is responsible for contacting the Human Resources Office the same day of the accident and notifying the office of the injury or illness.

#### 7.5 EMERGENCY INFORMATION

All employees are responsible for maintaining a safe and healthful workplace by following the County's emergency procedures. These procedures are based on federal, state and local laws that affect County business. Failure to follow emergency instructions puts not only the individuals who do not follow the procedures at risk, but potentially others as well. For this reason, it is important all employees follow emergency procedures. All Department Heads and Elected Officials automatically assume the responsibility of Floor

Control Director. Floor Control Directors are responsible for ensuring employees are educated on emergency procedures such as evacuation, seeking shelter, etc. and will direct employee movement to designated areas during an emergency.



## **BOMB THREAT (BY PHONE)**

If there is a bomb threat by telephone:

1. As discretely as possible notify the nearest employee of the threat and instruct them to call 911.
2. Keep the caller on the line as long as possible, note anything unusual about the call or caller
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Did you place the bomb? If so, why?
3. Listen for background noises.
4. Do not hang up.
5. Ask the caller for their name.



## **FIRE OR SMOKE ODOR**

In case of fire or smoke, follow these procedures:

1. Activate the fire alarm pull station.
2. Call 911 to notify the fire department.

Caution: Employees should not try to extinguish the fire unless the employee has been properly trained! If an employee has any doubt about his/her ability to safely use a fire extinguisher, do not attempt to put out the fire. Exit the building.



## **EVACUATION PROCEDURE**

If employees hear the fire alarm or an evacuation announcement, begin evacuation immediately. Go to the closest fire exit, exit the building and proceed to the assembly point for the employee's office.

If an employee is a Floor Control Director, the employee should:

- Direct employees to the closest exit.
- Assist employees and citizens with special needs to the emergency exits.
- Check the area to make sure everyone is evacuated. Check meeting rooms, restrooms, etc.
- Evacuate the area themselves.
- Take a head count of the employees from the department to make sure that everyone got out of the building safely.
- Advise the police or fire officials at the assembly point that the designated area is clear or of anyone that may be missing.

**Employees and supervisors should remain gathered until directed to return to the building.**





## SEVERE WEATHER

If a severe weather warning is issued by the National Weather Service immediately seek shelter in one of the following locations:

- Interior rooms without windows and with doors that close
  - Basements
  - Interior stairways
  - Restrooms
  - Tunnels

Avoid areas with large amounts of glass and elevated ceilings. This is not an evacuation – do not leave the building. After weather conditions are no longer threatening, management will convey an “all clear” announcement and direct employees to either return to work or notify them that they are dismissed.



## MEDICAL EMERGENCY

For critical or life threatening situations, **CALL 911** immediately. Request the assistance of an employee trained in first aid and CPR. Designate an individual to meet the emergency medical personnel outside the building and direct them to the location of the ill or injured party.

**Any employee who has a health condition that may develop into an emergency situation should wear the appropriate medical identification tags. For the safety of the employee and those co-workers around them, information regarding emergency treatment techniques appropriate for the condition would be helpful and employees are encouraged to share this with their immediate supervisor and/or co-workers.**

## 7.6 DEPARTMENT RULES AND REGULATIONS

It is the responsibility of the employee to follow, and make themselves familiar with, any and all department safety and health rules and regulations. Employees should check with their individual departments for additional safety rules not found in this handbook.

## 7.7 DISCIPLINARY ACTION

The immediate supervisor or Department Head will discipline employees for violation of any safety rules and/or policies. The Safety Committee may recommend disciplinary action to the Department Head for violation of safety Rules. Such discipline will where appropriate, follow the progressive disciplinary procedure.

### **BOMB THREAT (by phone)**

Keep caller on the phone  
Discretely have nearest employee call 911

### **EVACUATION**

Follow your evacuation procedure  
Meet at designated location

### **FIRE OR SMOKE ODOR**

Activate fire alarm  
Call 911 immediately

### **SEVERE WEATHER**

Move to interior rooms or basement

### **MEDICAL EMERGENCY**

Call 911 immediately

# ACKNOWLEDGEMENT

## 8.1 ACKNOWLEDGEMENT

### Employee Acknowledgment of Receipt of Handbook

I have received my copy of the Madison 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.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date