



# CALHOUN COUNTY EMPLOYEE HANDBOOK

Revised 3.11.14  
Revised 2.10.15  
Revised 5.26.15  
Revised 2.23.16  
Revised 8.30.16

## **SUMMARY OF CHANGES APPROVED ON 8.30.16**

- On the FMLA, we used to measure 12 months backward. We have now changed this to be 12 months forward. See Section 6, page 33.
- The definition of child, parent and spouse was explained regarding the FMLA policy. See Section 6, page 33.

## **SUMMARY OF CHANGES APPROVED ON 2.23.16**

- 7. Payroll Schedule – All Calhoun County employees, (hourly, salaried, elected, appointed) shall be paid one week behind. See Section 3.1
- 2. "Work Week" . . .
  - a. The designated work week for **Secondary Roads** is from 12:00 a.m. Saturday to midnight Friday.
  - b. The designated work week for **all other departments** is from 12:00 a.m. Sunday to midnight Saturday. For both changes, see Section 3.1
- 1.e. Accrual will be as follows: Length of Eligible Service. See Section 5.1

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## SECTION 1 INTRODUCTION

### **1.1 Handbook**

Welcome to Calhoun County. It is our desire that you enjoy working with us and do your best to serve the citizens of Calhoun County. Each employee has been hired to do a specific job. How he or she does it has an important effect on the quality of service provided to the citizens of Calhoun County. Certain specific responsibilities of employees are set out in the sections of this booklet. There are, in addition, broader responsibilities of personal integrity which are expected of all employees. You can expect fair treatment and consideration from the County, and, in turn, the County expects you to put forth your best efforts and to work in harmony with your fellow employees.

This handbook was developed by Calhoun County and its management. This handbook supersedes all previous handbooks. The contents of this handbook are presented as a matter of information only. While Calhoun County believes wholeheartedly in the plans, policies, and procedures described here, they are not conditions of employment. The statements contained in this booklet are subject to change and may be revised from time to time, without prior notice, by Calhoun County and its management. Any suggestions you may have for changes in the policies set forth in this handbook are welcome.

This handbook is intended as a guide and it does not constitute a contract, expressed or implied. Calhoun County employees are employed "at will". Just as you retain the right to terminate your employment at any time, for any reason, Calhoun County retains a similar right. That is either the employer or the employee can terminate the employment relationship at any time. No policy or practice of the County should be construed to change this relationship.

Portions of this employee handbook shall apply to Calhoun County volunteers as established by the Calhoun County Board of Supervisors or appropriate governing body. All employees of Calhoun County are covered by an employee policy. Because of the differing job responsibilities and descriptions, some of the handbook policies vary for different categories of employees. Parts of this handbook apply to all positions and some sections apply to separate categories of employees. These provisions are identified with language stating where they apply. If any provision is in conflict with civil service laws, collective bargaining or contractual agreements, then those laws and regulations shall be controlling.

### **1.2 Nondiscrimination and Affirmative Action**

Calhoun County complies with all federal and state laws, regulations, and orders, and the policies of the governing boards, which pertain to nondiscrimination and affirmative action.

## SECTION 2 EMPLOYMENT

### 2.1 Equal Employment Opportunity Policy Statement

It is the objective of Calhoun County to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free of discrimination.

Calhoun County has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, creed, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or another protected characteristic as established by law, excluding what is legally allowed based on the nature of the occupation.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotions, terminations and all other terms and conditions of employment unless otherwise required by law.

### 2.2 Employment Classifications

All positions have a written job description. This job description and work assignments of an employee may be changed when necessary to assure efficient operations. Employees may be asked to work extra days/hours or to skip a day's work/decrease hours due to fluctuation in work load.

Employees shall perform any kind or type of County work assigned by the supervisory personnel. No job classification or title restricts department/administration heads from requiring any employee to do County work other than that which the employee's job classification or title indicates is his/her primary duty.

Employee classification will be reviewed as necessary. If the hours worked by an employee changes on a fixed basis for four consecutive weeks, the employee classification will be reviewed at that time.

Regular Full-Time Employee – (*Assessor, Attorney, Auditor, Conservation Director, MH/DD, General Relief/Veterans, Maintenance, Public Health, Recorder and Treasurer*), A person who is scheduled to work a minimum of 37 ½ hours per week on a fixed basis with full-time benefits.

Regular Full-Time Employee – (*Engineer's Office, Secondary Roads, Sheriff's Office*). A person who is scheduled to work a minimum of 40 hours per week on a fixed basis with full-time benefits.

Regular Full-Time Employee – *Conservation Maintenance Technicians*. A person who is scheduled to work 1720 hours per year beginning March 1 of each year. The employee is paid at the rate of 30 hours per week for 52 weeks a year. The employee receives benefits as described in the policy and fully paid insurance.

Regular Full-Time Employee – *Emergency Medical Services*. A regular full-time employee is defined as an employee who is normally scheduled for two (2) sixteen (16) hours of duty shift dates and two (2) eight (8) hours of duty call time per week.

Regular Part-Time Employee – Emergency Medical Services. A regular part-time employee is defined as an employee who is normally scheduled for one (1) sixteen (16) hours of duty shift dates and one (1) eight (8) hours of duty call time per week.

Regular Part-Time Employee. A person who is scheduled to work 20 or more hours per week but less than full-time on a fixed basis and will receive pro-rated benefits which include PTO, vacation and sick. If the employee works a consistent 30 hours or more a week, health insurance premiums will be considered a full-time benefit.

Part-Time Employee. A person who works an average of less than 20 hours per week on a fixed basis and is excluded from benefits except those required by law or those allowed by the governing body and recorded in official meeting minutes.

Hourly Employee. A person who is hired to work by the hour as assigned weekly. Benefits will include those required by law and those allowed by the governing body and recorded in official meeting minutes, and will receive pro-rated benefits which include PTO, vacation and sick. If the employee works a consistent 30 hours or more a week, health insurance premiums will be considered a full-time benefit.

PRN – Emergency Medical Services. Person hired to work on-call or as needed and are excluded from benefits except those required by law or those allowed by the governing body and recorded in official meeting minutes.

ECP (Emergency Care Provider). A person who renders aid, performs a service, or acts in a specified capacity willingly and with minimal or no compensation or those allowed by the governing body and recorded in official meeting minutes.

Contracted Person. Those working within the terms of the contract for specific purposes at a given pay and shall receive benefits required by law.

Exempt Employee. A salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not required to receive overtime compensation in the form of time off (compensatory time) or pay.

Non-Exempt Employee. One who is covered by the provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation in the form of time off (compensatory time) or pay.

Pro-rated. A ratio of actual hours worked to Regular Full-Time Status per work week and is used to determine all benefits which include PTO, vacation and sick for Regular Part-Time employees or qualified Hourly Employees. The pro-rated ratio will be reviewed at a minimum of every six (6) months upon a six month period to be determined by the Department/ Administrative Head This review will be used to determine any change in hours worked so that the pro-rated amounts can be calculated. This review of the past period will be used to calculate the ratio for the next period. However, if a permanent status change is warranted it can be made at any time and is not limited to a review period.

Days/Hours Worked: Includes actual hours worked and paid time off.

### **2.2b. Gender Balance**

Calhoun County complies with Iowa Code Section 69.16A(2) requiring that all appointive boards, commissions, committees and councils of a political subdivision, if not otherwise provided by law, shall be gender balanced as provided by law.

### **2.3 Medical Examination**

Calhoun County will attempt to assure that employees are qualified to perform the essential functions of their Job Descriptions and will attempt to assist employees to achieve and maintain optimum health status. Medical examinations are required as a condition of employment and may be required during active employment.

All persons offered employment shall receive a post-offer/pre-employment medical examination to include drug/alcohol testing, as indicated by the designated health care provider. The Human Resource Manager/Department Head shall be responsible for securing the appointment for the potential employee. Employment is contingent upon favorable evaluation from the designated health care provider. The medical examination will be at the expense of Calhoun County. The results of the medical evaluation will not be used in a discriminatory manner and will be treated, along with all other health-related information, in a confidential manner.

### **2.4 Designated Physician**

Calhoun County has designated UnityPoint - Trinity Corporate Health Services for employees to use for post-offer/pre-employment medical examinations to include drug/alcohol testing for job applicants, treatment and rehabilitation of work-related injuries, and Return to Work evaluations for employees.

Emergency care will be provided as necessary when accidents occur.

### **2.5 Drug Free Work Place - Substance Abuse Policy**

Calhoun County views the use of illegal drugs by employees, both on and off the job, as being a significant threat to the safety of fellow employees and the public and to the maintenance of a productive work environment. Furthermore, tolerance of the use of illegal drugs by its own employees adversely affects the ability of the county to fulfill its responsibilities as a local government charged with the duties of enforcing drug laws and of dealing with many of the problems associated with illegal drugs, to serve as active and credible force in deterring and, where possible, stopping the traffic and use of illegal drugs in the community. All employees will be expected to follow drug testing program adopted by Calhoun County. A copy of the County Substance Abuse Policy shall be included in the Employee Notebook.

### **2.6 Employment of Relatives**

Calhoun County discourages employment of a relative, if they are to be supervised by a family member.

### **2.7 Re-Employment**

All former employees of Calhoun County are considered new hires and have no accumulated benefits from previous employment except as mandated by law.



## **2.8 Transfers/Promotions**

A transfer is a movement of an employee into another job within the County. A promotion is a transfer to a job with a higher wage rate. Transfers or promotions, either voluntary or involuntary, will be granted by the Department or Administrative Head or Governing Body, if applicable.

When an employee transfers or is promoted, his/her anniversary date will not change. Inter-departmental transfers will normally require a two (2) week notice prior to the official transfer of an employee unless otherwise agreed to by the appropriate Department or Administrative Head.

An employee who does not remain on the new job due to personal or physical reasons or the inability to perform the job may be reinstated to his/her former position with no loss of seniority or benefits if the former position is still available. If the former position is not available, every effort will be made to place the employee in a comparable position. However, this does not affect the employee's "at-will" status.

Transfers of accumulated benefits shall be agreed upon between the appropriate Department or Administrative Heads prior to transfer or promotion. The employee will then receive benefits allowed by that position in the department to which he/she transferred or promoted.

## **2.9 Resignation**

While we would prefer that all our productive employees remain with us until they are ready to retire, we understand that circumstances do change from time to time and that some resignations are certain to take place. If you should decide that it has become necessary to quit your job, you are requested to present a written resignation at least two (2) weeks prior to the effective date of resignation. Administrative, management and professional staff are requested to give at least four (4) weeks written notice of resignation to promote a smooth transition. Department or Administrative Heads will notify the Auditor immediately so that the appropriate forms may be completed. An exit interview will be completed before separation. The requested notice for resignation in no way affects the employee's "at-will" status.

## **2.10 Retirement**

There is no mandatory retirement age, except for law enforcement personnel, provided the employee is physically and mentally capable of satisfactorily performing their assigned duties.

## **2.11 Termination**

We hope that your association with Calhoun County will be a long and happy one. You do have the right, however, to terminate your employment at any time for any or no reason. Calhoun County retains a similar right. It is the policy of Calhoun County that any conduct which, in its view, interferes with or adversely affects employment or the County is sufficient grounds for discipline, including dismissal. Examples of conduct for which employment may be terminated include, but are not limited to, unsatisfactory performance, unacceptable tardiness or absenteeism, violation of the County Rules, dishonesty, insubordination, or any reason not prohibited by law. Calhoun County reserves the right to terminate employment immediately if it believes circumstances warrant.

The employment relationship shall terminate if the employee quits, retires, or is discharged. An exit interview is to be conducted at the end of employment. All County materials will be returned by the departing employee at the time of the exit interview.

## **2.12 Employment Performance Appraisal**

Employee performance appraisals may, at the discretion of the Department/Administration Head or governing body for that department, be conducted to determine how well an employee does his/her job compared to the respective job classification and a set of standards. The information and feedback obtained during the appraisal will be exchanged between the employee and administration. Results of the appraisal will be used to assist administration with 1) determination of compensation, promotion, dismissal, downsizing layoffs, and 2) identification of strengths, weaknesses, training needs, potential for individual and agency/department growth.

## **2.13 Length of Service**

Length of service means an employee's length of continuous service with the County since the employee's last hire date.

## **2.14 Reduction in Force**

We hope it will not be necessary, but if and when it becomes necessary to reduce the number of employees, layoffs or termination will be accomplished with due consideration to status, employment classification, qualifications, length of service, performance evaluation, position description and job classification.

Employees on layoffs are not eligible for benefits. The employee may be eligible to continue coverage of county group insurance programs at his/her own expense (see Benefits, Section 4). An employee must return to work within three (3) work days of the notification to report to work, or his/her employment will be terminated, unless other arrangements have been made with the Department or Administrative Head. Employment of employees who are not called back to work within three (3) months will be terminated.

## **2.15 Job Classification Openings**

Whenever a job classification vacancy occurs within the department, the opening will be posted in the department for ten (10) calendar days. A current employee has the opportunity to indicate their interest in being considered for the vacancy by writing to the Department or Administrative Head within said posting period. The Department or Administrative Head or Governing Body makes the decision on who is to fill the opening. In the selection of an applicant to fill the vacancy, the following will be considered: 1) qualifications; 2) attitude, skill, ability, and past performance; 3) efficiency; 4) disciplinary record; and 5) length of service. After considering those current employees who have expressed a written interest in the vacancy, the Department or Administrative Head or Governing Body can hire from outside the department but must follow hiring policies.

## **2.16 Reclassification/Job Description**

The Department or Administrative Head will determine when a position or employee warrants reclassification or a change in job description.

## **2.17 Veterans Preference**

Any honorably discharged veteran, as defined in the Code of Iowa, shall be entitled to preference in appointment, employment, and promotion over other applicants of no greater qualifications.

## **2.18 Ethics and Confidentiality**

Calhoun County strives to maintain a high standard of business ethics. To assure that these standards of conduct are not violated, the County requires all employees to conduct their business in an ethical and legal fashion. This includes avoiding any activities outside of your employment with the County that would adversely affect your performance on the job or involve a possible conflict of interest.

Our policy concerning business conduct also covers the protection of confidential information. It is the employee's obligation to keep such knowledge and information in strict confidence. Violation of this confidentiality is a serious matter and shall result in disciplinary action.

Calhoun County has a HIPAA policy which designates it as a Hybrid Entity. The HIPAA-covered offices are covered by the HIPAA Policy and must follow this policy for release of Protected Health Information. The offices that are not covered are still responsible for taking appropriate care in sharing personal health information received because of this employment; including but not limited to another employee's medical condition, illness or treatment. No employee shall share this type of information except on a need-to-know basis unless permission has been received from the affected employee.

## **2.19 Personal Appearance**

At Calhoun County, we place a high priority on your appearance. Since you are in direct daily contact with the public, the public will remember you as a representative of the County and will be watching how you look, act, and talk. We expect that you dress and groom yourself in such a manner as to reflect favorably upon you and the County. Dress in good taste and appropriately for the job.

## **2.20(a) Sexual Harassment**

1. Introduction: It is the goal of Calhoun County to promote a workplace that is free of sexual harassment. Sexual harassment is illegal and against the policies of Calhoun County. Furthermore, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the goal of providing a workplace free of sexual harassment, the conduct that is described in this policy will not be tolerated and Calhoun County provides a procedure by which inappropriate conduct will be dealt with.

Please note that while this policy sets forth the goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit Calhoun County's authority to discipline or take remedial action for workplace conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### **2. Definitions**

Sexual harassment means sexual advances, requests for sexual favors, and verbal, non-verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The following are examples of sexual harassment:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;
- Non-verbal: Making suggestive or insulting noises, leering, whistling, or making obscene gestures, displaying sexually explicit pin-ups or calendars, sexual cartoons, writings of a sexual nature; and
- Physical: Touching, kissing, grabbing, pinching, brushing the body, coercing sexual intercourse, or assault.

### 3. Complaints and Investigation of Sexual Harassment

In order to assist you with bringing any sexual harassment related problems and concerns forward, employees are encouraged to talk over the problem with their supervisor/department head or the Human Resource Manager, who is charged with enforcing the policy. In addition to or instead of talking with his/her supervisor/department head and the Human Resource Manager, the employee has a right to file a written complaint. The complaint procedure should, as much as possible, follow the complaint procedure outline in Section 7 of this Handbook.

The following exceptions are to be allowed to the Section 7 Complaint Procedure:

- a. If the alleged harasser is the person charged with enforcing the policy, the employee should make the report to the next person or group on the Section 7 Complaint Procedure list. If that alleged harasser is an elected official, the employee should make the report to the County Attorney or Board of Supervisors as appropriate.
- b. The Supervisor/Department Head or Human Resource Manager that receives the complaint may appoint an unbiased investigator or committee to investigate the complaint instead of investigating the matter himself/herself if he/she prefers.
- c. The person investigating the complaint will act quickly to respond to the complaint, and if possible, set a time frame for a response which shall, as much as possible; follow the time periods in the Section 7 Complaint Procedure. Flexibility will be maintained to accommodate absences of key witnesses or time needed to obtain documents from third parties and consideration of preliminary response. If the reporting employee does not feel that the complaint is being handled in a timely manner, he/she should notify person/committee investigating the complaint or may notify the individual or group which is next on the Section 7 Complaint Procedure.
- d. If the complaint involves employees from more than one department, the Supervisor/ Department Head or Human Resource Manager that receives the complaint shall promptly notify all other Supervisors/ Department Heads involved.

Other items to consider during the investigation are:

- a. Workplace separation of the employee filing the complaint and the alleged harasser will be considered.
- b. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. In addition, confidentiality may not be maintained if the conduct has included criminal conduct investigated by outside agencies.
- c. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed.
- d. When the investigation is complete, the person filing the complaint and the person alleged to have committed the conduct will, to the extent appropriate, be informed of the results of the investigation.

- e. The County recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The County also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We are hopeful that all employees will act in a responsible and professional manner to establish a pleasant working environment free of discrimination.

#### 4. Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee of Calhoun County, appropriate action will be taken. Such action may range from a verbal warning up to and including termination from employment and may include such other forms of disciplinary action as is deemed appropriate under the circumstances.

### **2.20(b) Harassment and Violence**

1. It is the goal of Calhoun County to promote a workplace that is free of harassment and violence based on individual characteristics of race, creed, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or other characteristic protected by law or policy. Harassment and violence is illegal and against the policies of Calhoun County. Furthermore, any retaliation against an individual who has complained about harassment or violence or any retaliation against individuals for cooperating with an investigation of a harassment or violence complaint is similarly unlawful and will not be tolerated. To achieve the goal of providing a workplace free of harassment and violence, the conduct that is described in this policy will not be tolerated and Calhoun County provides a procedure by which inappropriate conduct will be dealt with.

Please note that while this policy sets forth the goals of promoting a workplace that is free of harassment and violence, the policy is not designed or intended to limit Calhoun County's authority to discipline or take remedial action for workplace which is deemed unacceptable, regardless of whether that conduct satisfied the definition of harassment or violence.

2. Definitions. Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule based on individual characteristics of race, creed, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or other characteristic protected by law or policy. However, any behavior that meets the definition of harassment regardless of the individual characteristics of the victim is subject to disciplinary action if such act meets the definition of a criminal offense or has the purpose or reasonably foreseeable effect of unreasonably interfering with an individual's employment, health, safety or security. Violence is defined as a destructive action directed towards people and things both living and nonliving.

The following examples are illustrative of the acts proscribed by this policy, but are not meant to be exclusive:

- a. Physical assault or abuse.
- b. Sexual assault or abuse
- c. Stalking
- d. Threats with a weapon (display of a weapon accompanied by statements or actions which cause justifiable fear or apprehension).

- e. Verbal or other threats of physical or sexual assault.
- f. Damage or destruction of another's private property for the purpose of demeaning the owner or owners.
- g. Intimidation by threat of violence.

### 3. Complaints and Investigation of Harassment or Violence

The Complaint/Investigation procedure shall be the same as set out for investigation of Sexual Harassment.

#### **2.21 Allowable Expenses**

1. Employees will be reimbursed for work-related travel expenses at a rate designated by the Board of Supervisors.
2. Transportation to and from the office is the employee's responsibility.
3. For Courthouse, General Relief/Veterans, MH/DD and Conservation employee's expenses for lodging, meals and parking will be paid by the employer for attendance of those meetings out of county. Expenses shall not exceed the amount set by the Board of Supervisors and do not include alcohol or tips. Receipts for each expense incurred will be required for reimbursement. (See copy of Expense/Reimbursement policy).
4. Employees receiving mileage compensation or using their personal vehicle for county business will need to maintain insurance on their vehicle. The employee will need to provide a photocopy of an insurance statement or a declaration sheet. The information should be given to their Department Head or the designated person to track this information.
5. (*Public Health* only) Refer to Personnel Expense Reimbursement Policy and Procedure.

#### **2.22 Soliciting**

County policy forbids solicitation, buying or selling of any kind during working hours without prior approval from your Department or Administrative Head.

#### **2.23 Staff Development**

Staff development involves planned employee growth and change that allows the agency to increase its abilities to provide effective and efficient care to the community served, supports employee's efforts and need to maintain current standards of skills and practice, and offers employees beneficial peer contact apart from their day-to-day responsibilities. Staff development will be recommended by the Department or Administrative Head within budgetary and scheduling constraints.

#### **2.24 Mandatory Abuse Reporting**

Some employees of Calhoun County are Mandatory Abuse Reporters. All new service employees who are mandatory reporters will receive training within the first six (6) months of employment in recognizing possible symptoms of abuse. All mandatory reporting service staff will receive this training every five (5) years. For employees who are not mandatory reporters of child or dependent adult abuse, consider it good practice to report suspected abuse so an investigation can be made.

## **2.25 Return of County Property**

If your employment with the County terminates, for any reason, you must promptly return to the County all confidential documents that you have. You are not permitted to retain copies of any confidential documents. In addition, ID Tags, keys, pagers, uniforms, computers, medical equipment, Bloodborne pathogen bag, employee manual and any other items an employee would use should be returned. The list of items for the Sheriff's personnel would include: badges, uniforms, patrol car with equipment, flashlights, gun and rifle, Taser, duty belt, holsters and any other items an employee would use. If items are not returned, the expense will be deducted from your last paycheck and/or police involvement will be obtained.

## **2.26 Staff Safety**

Calhoun County recognizes its obligation and reaffirms its long-standing commitment to provide a safe and healthful work environment for all employees and contracted personnel.

It is the responsibility of the Department or Administrative Head and employee/contracted personnel to identify jobs and situations at risk for occupational exposure to accidents and incidents. Proper notification, documentation, and follow up are part of departmental policy and procedure, and will be a component of personnel orientation.

## **2.27 Personnel Files**

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

Personnel files shall include (1) records used in deciding such employment actions as hiring, promotions, salary increases, disciplinary actions and terminations; (2) records relating to an employee's past and present compensation; (3) records consisting of information provided by, or signed by, the employee; and (4) any non-sensitive information and records.

The following information may be contained in a personnel file maintained by the appropriate Department Head or Human Resource Manager:

1. Resumes and transcripts of coursework, when required.
2. Licenses and registrations, when required.
3. Performance evaluations.
4. Attendance records/leave records.
5. Disciplinary action (reprimands, suspensions, loss of privileges, etc.).
6. Commendations.
7. Training and staff development completed coursework.
8. Employee signed documents in general.
9. Test scores if used in hiring or promotion.
10. Exit interviews upon separation, termination.
11. Completed job application form or resume.
12. Orientation check list.
13. Professional liability insurance for licensed personnel, when required.
14. Criminal background report, if applicable.
15. Personal automobile liability insurance policy declarations page when operation of a motor vehicle/transportation is required as part of the job.
16. Personal driving record when operation of a motor vehicle/transportation is required as part of the job.
17. Personnel Action Form.
18. Signed job description.

19. Health information will be kept in a separate file and may include the following: pre-employment and periodic medical evaluation results, emergency contact person, post exposure evaluation and follow up to blood borne diseases, immunizations status, screening information, copies of workers compensation claims, etc.

The following information will be contained in a personnel file maintained by the County Auditor:

1. Employment eligibility form I-9 (hired after 11-1-86).
2. DD-214, if veteran.
3. Salary history.
4. Insurance and benefit records.
5. Federal and State Tax withholding records.
6. Emergency contact person.

### **2.28 Access to Personnel Files**

Personnel records shall be maintained by the Department Head or Human Resource Manager depending on the department and some records will be maintained by the County Auditor. Access to the personnel files shall be subject to the following provisions:

1. Most, but not all, employee records are confidential. Some information contained within the files are subject to the open records law. Determining whether to release the information to third parties must be done on a case by case basis and may include legal consultation. Except as otherwise provided by law, external disclosure of employee information without his/her permission to third parties should be limited and tightly controlled. Confirmation that the person is a present or former employee and job title last held will, in most cases, be sufficient.
2. The confidentiality and integrity of employee records and files should be protected by an adequate security system.
3. Internal access to personnel files should be strictly limited to those who have a legitimate "need to know".
4. Restricted information relating to an employee assistance program (i.e., drug and alcohol abuse); third party reference checks, criminal and civil investigations, arrest records, political affiliation, credit/financial problems, and related sensitive information shall not be kept in employee files.
5. In official investigations, law enforcement officials are required to produce a valid subpoena before releasing any background information about the employee.
6. An employee will be permitted to designate a representative to examine his/her files only with written consent.
7. An employee may write a refutation to any material that is in the file that is viewed as unfair or inappropriate, i.e., performance evaluations that have been prepared but not reviewed by the employee.
8. It is the policy that each employee shall be free to examine their own personnel files subject to the following provisions:
  - a. An employee will not have access to employment references written for the employee.
  - b. Employees may make copies of documents from their files. The Department may charge a reasonable fee for each copy made. "Reasonable fee" means an amount equivalent to an amount charged per page for copies made by a commercial copying business.
  - c. Designated Department personnel and the employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the Department may be present. The file will be safeguarded against potential removal or alteration of file content.



- d. An employee's request to review his/her personnel files will be done only on their own time.
- e. The number of times an employee can examine his/her records in a given time period shall be governed by the test of "reasonableness".

### **2.29 Investigations**

All employees are required to fully cooperate with any member of management who is conducting a work-related investigation. Employees will be disciplined for lying to any member of management, or providing information to any member of management 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 member of management. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted

by management, and discouraging other individuals who may be contacted by management from responding to or cooperating with management. "Failing to cooperate" includes, but is not limited to, failing to provide information, documents, or materials requested by management, and providing information, documents, or materials to management which are dishonest, misleading, inaccurate, or incomplete.

### **2.30 Workplace Privacy and Searches**

Calhoun County attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are County property. As a part of your employment, desk or work space may be made available to you. The desk and the work space are County property. Because the desk and the work space are County property, not your personal property, the desk and the work space are subject to being inspected by your supervisor at any time, with or without notice to you.

The County may also provide you a telephone and/or computer to perform your job. Your supervisor may enter and copy any computer file, may examine and copy any computer communication, may monitor and record any telephone communication, and may examine and copy or record any voice mail communication. Your continued employment with Calhoun County constitutes your consent to the interception and recording of any of these communications. To the extent that any computer or telecommunication activities are regulated by state or federal law, the County will observe all such regulation imposed upon it.

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

## SECTION 3 EARNINGS AND WORK SCHEDULE

### 3.1 Hours Worked

1. "Work Day" Shall be the same number of hours in a day scheduled for that position.
2. "Work Week" Consists of seven (7) consecutive twenty-four (24) hour periods, i.e. 168 consecutive hours.
  - a. The designated work week for **Secondary Roads** is from 12:00 a.m. Saturday to midnight Friday.
  - b. The designated work week for **all other departments** is from 12:00 a.m. Sunday to midnight Saturday.
3. "Office Hours" - The timing and duration of lunch periods will be scheduled by the Administrative/ Department Heads to present the least interference with the public availability of staff in each office. Lunch time shall not be considered part of an employee's working hours or work week. The regular office hours may be changed by a Department Head to reflect the situation in that office.
  - a. Regular office hours for the following departments: **Assessor, Auditor, Public Health, Recorder and Treasurer** will include Monday through Friday, from 8:30 a.m. to 4:30 p.m.
  - b. Regular office hours for the **Engineer's** office and **General Relief/Veterans and MH/DD (Annex I)** will be 8:00 a.m. to 4:30 p.m., Monday through Friday.
  - c. **EMS** personnel have no regular office hours. They are open and available 24 hours a day, 7 days a week.
  - d. **EMA** is a part time position with 20 hours per week; office hours vary.
  - e. Regular office hours for the **Conservation** Department are 6:30 a.m. to 3:00 p.m., Monday through Friday.
  - f. Regular office hours for the **Attorney's** office will be 8:00 a.m. to 12:00 noon, and 1:00 p.m. to 4:30 p.m., Monday through Friday.
  - g. Regular office hours for the **Maintenance** Department are 7:00 a.m. to 12:00 noon and from 12:30 p.m. to 3:00 p.m., Monday through Friday.
  - h. The **Sheriff's** office has no regular office hours. They are open and available 24 hours a day, 7 days a week.
4. An employee's Department or Administrative Head or Program Director shall have the authority to schedule working hours beyond the regular office hours.
5. All employee's work hours/week shall be scheduled and/or approved by the Department or Administrative Head or Program Director.
6. A 15 minute break may be allowed in the morning and afternoon following at least one hour of work, not to be included with the lunch break and before the last one hour of the work day.

- 6a. (*Public Health non-exempt hourly only*) Paid rest periods of short duration (5 to 15 minutes) for relief of work responsibilities may be allowed when the employee works a total of four hours, two fifteen minute breaks OR one thirty minute break may be allowed when the employee works over six hours. Break time should be scheduled as near to the middle of the first and second halves of the work day as possible, but may be used within schedule gaps. Breaks are not allowed as the first or last work activity of the day. Breaks are documented on the Daily Time Sheet as they occur within the workday by recording "Break" on the Service line and total time (i.e. 5/30 minutes) in the Minutes box on the time sheet. (Refer to Section 3.1(8.A).
7. Payroll Schedule – All Calhoun County employees (hourly, salaried, elected, appointed) shall be paid one week behind.
8. Overtime. Although work beyond a full-time workweek is discouraged, it may be allowed for non-exempt employees when special or emergency situations arise. Overtime requires prior assignment or approval from the supervisor to be worked or paid, or the employee risks losing payment of overtime. Overtime is not allowed for exempt employees.
- a. An employee with a full-time workweek of between 37 ½ to 40 hours may, at the discretion of the employee's Department Head, be allowed to take compensatory time off at the rate of "one hour for each hour worked". If compensatory pay is allowed, it is earned at the employee's regular rate of pay.
  - b. An employee working over 40 hours per work week may, at the discretion of the employee's Administrative/Department Head, be allowed to take compensatory time off at the rate of "one and one-half (1 ½) times the hours worked." If compensatory pay is allowed, the rate of pay for overtime is one and one half (1 ½) times the employee's regular rate of pay.
  - c. Overtime will be paid, when applicable, at the same time as regular pay and will be computed to that date.
  - d. Actual hours of overtime each day must be shown on each employee's time sheet.
  - e. All employees are subject to being called for overtime at any time by their Administrative/ Department Head.
  - f. The County requires that compensatory time off must be taken within twelve (12) months of the time earned and that there be no accumulation of compensatory time beyond 240 hours. The Administrative or Department Head may establish alternative written policies regarding the taking of compensatory time to conform to the practicalities of each office, as long as they are in compliance with FLSA. Said compensatory time must be approved by the employee's supervisor.
  - g. The Administrative or Department Head may also establish additional written policies regarding the accumulation and pay out of compensatory time and pay as long as they are in compliance with FLSA.

9. All employees are to document work hours or complete a time sheet of hours worked and/or hours paid in accordance to their department guidelines.  
Hours of work up to and over forty (40) hours/ week are documented; include PTO, comp-time used and time flexed, holidays, vacation, sick leave, jury duty, funeral leave.
10. *(Public Health only)* Exempt employees who are salaried will schedule their activities with the Program Director to assure that home and community health services are provided in the most cost-effective and efficient manner. Exempt employees who are salaried will be responsible for assuring client services are provided during the exempt employees' absences.

### **3.2 Bad Weather**

1. Inclement weather may create safety risks for employees required to drive to work activities. The employee may choose not to drive their vehicles under bad weather conditions.
2. Time not worked due to bad weather will be deducted from accrued overtime or paid time off at the discretion of the employee. If overtime or paid time off is not available, unpaid leave will be used.
3. *(Courthouse only)* Official closures of some County offices by the Department Head with the approval of the Board of Supervisors will not affect regularly paid hours of those regular employees.
4. *(EMS Personnel only)* Bad weather policy does not apply to EMS personnel.

### **3.3 Salaries and Wages**

1. Employees shall be paid every other Friday. Salaries shall be distributed throughout the fiscal year by 26 or 27 checks.
2. Calhoun County paychecks for employees will be available to designated personnel at 9:00 a.m. on the Friday of payday except when the Courthouse will be closed on a Friday. When the Courthouse is closed on Friday, the checks may be picked up on the closest non-holiday date before the scheduled payday. Designated personnel will be responsible for picking up and distributing their department's checks. Electronic deposit is available and will be coordinated through the Auditor's Office upon the employee's request and during the available enrollment period. If the employee is going to be absent or off site on the payday, the employee may request his or her Department or Administrative Head to pick up and mail the check on the night before the payday.
3. The Department or Administrative Head will maintain the option to increase/decrease salary levels throughout the fiscal year pending results of any performance review, position changes, or market value, with the approval of the Board of Supervisors and/or the employee's governing body.

### **3.4 Salary Deductions and Employee Payments**

1. Deductions from your paycheck fall into groups – those required by law, including garnishments, and those you specifically authorize. Under existing law, the County must deduct your payments for federal and state income tax, and your contributions (the County also contributes an amount) for IPERS and Social Security. Other deductions are made only when authorized by you. Those include your premiums on Health Insurance, Dental Insurance, Supplemental Insurance, and other voluntary programs.

2. Payments for pro-rated benefits will be taken from the employee's paycheck as long as the employee has worked enough to cover the payments. However, if there is not enough money in the paycheck, the employee is responsible for having their pro-rated share of the premium to the Auditor's office by the 20th of each month. Employees in this situation should check with the Department / Administrative Head to determine their responsibility.

### **3.5 Pay Reductions/Withholding Pay**

Reduction of pay may occur as a result of disciplinary action and/or budgetary restraints. Reduction of pay or withholding of pay may occur until work hours are verified, as a result of disciplinary action and/or budgetary constraints.

### **3.6 Attendance and Punctuality**

Attendance is an essential function of your position. Your position within the County exists because it is necessary to assure the smooth and efficient handling of daily business activities.

You are therefore expected to be at work, on time, each business day. In the event you are absent or late due to illness, accident or other reason, inform your Administrative/Department Head as soon as possible so that your department may make other arrangements while you are absent.

If an employee reports to work late without a valid excuse, the employee may be requested to use paid time off or non-paid time equal to the time he/she is late.

## SECTION 4 BENEFITS

### 4.1 Health Insurance

In order to protect both you and your family against the consequences of medical expenses caused by sickness or accidents, and if you are working 30 or more hours per week, Calhoun County offers you a health insurance program that could cover both you and your eligible dependents.

The employer will offer each eligible employee a group medical insurance program of the Employer's choice. The employer will pay up to a maximum amount designated by the Board of Supervisors each fiscal year toward the health insurance premium. The employee will pay the remaining costs, deducted from wages paid. A copy of the group plan will be provided to each employee.

Upon employment, the eligible employee will receive an enrollment form to complete and sign. This form tells us whether or not you wish to enroll yourself and/or your eligible dependents in the plan. You must make the decision whether to enroll or not upon employment. If you choose not to enroll in health insurance, you must sign a waiver form. If insurance is declined at the time of employment, the employee can add the insurance only after a qualifying circumstance or during an open enrollment period. Employees not electing to take insurance will not be compensated by any other means.

1. Depending on when the first paycheck is disbursed, if the new employee's wages are insufficient to pay the monthly premium (either on the first pay date or the second pay date of the month), the employee has the option to:
  - a. Pay the premium from a personal account no later than the second pay date of the month, payable to Calhoun County Self-Funding. The employee's department would pay the full County's share of the premium. In this case insurance coverage would begin the first day of the following month.
  - b. If an employee chooses not to pay their portion of the premium due, insurance coverage would be effective the first day of the month after the first month in which the premium is deducted from 2 paychecks.
2. Termination of Health Insurance: By termination of employment, coverage will end at the end of the month your employment ends. When coverage terminates for all other reasons, check with the Auditor's office or group sponsor.
3. Request for changes in coverage or termination of coverage must be in writing and received by the Auditor's Office one week before the first paycheck in the month prior to the month of change and with Auditor's approval.
4. The insurance program, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by Calhoun County. Terms, conditions, benefit levels and covered expenses are explained in detail in the Group Health Insurance booklet.

## **4.2 Dental Insurance**

Dental coverage will no longer be paid by the County effective July 1, 2014, but will be offered as an option to be paid by the employee. Dental coverage could cover both you and your eligible dependents.

Upon employment, the eligible employee will receive an enrollment form to complete and sign. This form tells us whether or not you wish to enroll yourself and/or your eligible dependents in the plan. You must make the decision whether to enroll or not upon employment. If you choose not to enroll in dental insurance, you must sign a waiver form. If insurance is declined at the time of employment, the employee can add the insurance only after a qualifying circumstance or during an open enrollment period.

1. Depending on when the first paycheck is disbursed, if the new employee's wages are insufficient to pay the monthly premium (either on the first pay date or the second pay date of the month), the employee has the option to:
  - a. Pay the premium from a personal account no later than the second pay date of the month, payable to Calhoun County Self-Funding. In this case insurance coverage would begin the first day of the following month.
  - b. If an employee chooses not to pay their portion of the premium due, insurance coverage would be effective the first day of the month after the first month in which the premium is deducted from 2 paycheck.
2. Termination of Dental Insurance: By termination of employment, coverage will end at the end of the month your employment ends.
3. Request for changes in coverage or termination of coverage must be in writing and received by the Auditor's Office one week before the first paycheck in the month prior to the month of change and with Auditor's approval.
4. The insurance program, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by Calhoun County. Terms, conditions, benefit levels and covered expenses are explained in detail in the Group Insurance booklet.

## **4.3 Life Insurance**

Calhoun County provides and pays the premium for a \$10,000 term life insurance policy on each eligible employee along with limited benefits for spouse and children. This coverage is with Calhoun County's carrier of choice.

1. Life insurance begins according to Class Definitions:
  - a. Class 1 – All eligible employees working 20 or more hours per week who were hired from the 1<sup>st</sup> of the month through the 15<sup>th</sup> of the month.
  - b. Class 2 – All eligible employees working 20 hours or more per week who were hired on the 16<sup>th</sup> through the 31<sup>st</sup> of the month.
2. Termination of Life Insurance: Life insurance coverage will end on the last day of employment.

#### **4.4 Annuities**

This payroll deduction plan is available. Participation is voluntary.

#### **4.5 Flexible Spending Account**

This voluntary payroll deduction plan is established by the Employer allowing each eligible employee to choose from a menu of qualified benefits with the employee cost of selected benefits paid on a pre-tax basis.

#### **4.6 Continued Health Coverage Provision**

(COBRA) Consolidated Omnibus Budget Reconciliation Act (Contact the Auditor's Office).

#### **4.7 General Information**

Contact the Auditor's office, or your Department or Administrative Head for any details or questions you may have.

#### **4.8 Workers Compensation (see Tab 2 for instructions on Reporting an Injury)**

1. Calhoun County provides worker's compensation as required by law.

In the event an employee is injured on the job, the employee must immediately notify his/her Department /Administrative Head. The First Report of Injury must be completed within twenty-four hours. The employee must report the injury to the Department / Administrative Head in order that Workers Compensation Injury Reports can be completed as required by law. Guidelines will be provided for employees injured on the job or those who develop work-related health problems and are unable to return to their regular position upon returning to work.

2. Supplement to Worker's Compensation (*Courthouse and Conservation*)

For an employee injured on the job, Calhoun County will pay the difference between his or her usual salary and his/her Worker's Compensation Benefits for 30 working days from the date of the injury. The total compensation to the employee shall not exceed the employee's normal gross income less taxes and IPERS for a regular work week. In the event more than 30 working days is required, the injured employee may use his/her sick leave to supplement his/her Worker's Compensation Benefits, until all accumulated sick leave has been utilized. The employee must request the supplement in writing and receive a written authorization from the Department Head. All Workers' Compensation Benefits will be paid directly to the injured employee.

3. Supplement to Worker's Compensation (*Public Health, General Relief/Veterans, MH/DD offices*)

PTO or Personal Sick Leave may be used for days not covered by Worker's Compensation and to make up the difference between Worker's Compensation and regular scheduled pay.

#### **4.9 IPERS, Social Security and Unemployment Compensation**

The Iowa Public Employees Retirement Plan, together with Social Security, is an important part of your family's future financial security. Your Employer pays into the Iowa Public Employees Retirement System (IPERS) and Social Security for each eligible employee of the County.

Calhoun County provides unemployment compensation as required by law.



#### **4.10 Long Term Employee Sick Leave Benefit (all except those who earn PTO)**

Courthouse employees who separate employment and have twenty (20) years of service with Calhoun County OR are 62 years of age at the time of separation will receive compensation equal to 15 percent of their unused accumulated sick leave, up to a maximum of \$2000. Any payments of unused sick leave are subject to withholding taxes. Employees who are discharged from employment are not eligible for any payment of accumulated sick leave.

## SECTION 5 PAID TIME OFF

### 5.1 Paid Time Off (PTO) (*Public Health, General Relief/Veterans, MH/DD office*)

**Policy:**

The Calhoun County Board of Health will offer Paid-Time Off (PTO) hours to eligible employees: the concept is to cover the time the employee is away from work with pay. Periods of rest and relaxation are good for all concerned; the employee, their family, and ultimately the employer.

Paid-Time Off (PTO) is designed to allow greater flexibility for individual differences in the use of paid time off. The employee will be responsible for managing their own PTO, while cooperating with the Program Director for PTO scheduling to best meet the needs of clients, employees and Department.

Full-time, regular part-time and hourly staff may use PTO for all absences, scheduled and unscheduled; vacation, self and family illness, observation of holidays, funeral leave, jury duty leave, military leave, and any other reasonable condition, unless Department staffing and scheduling conditions require restrictions.

**Procedure:**

1. Accrual
  - a. Employees eligible to accrue PTO hours are defined in Employment Classification/ Definitions (Section 2.2 Employment).
  - b. PTO hours begin with the first paid hour of work. PTO hours do not accrue on unpaid leave of absence (If the time qualifies as FMLA or Unpaid leave for situations not covered by FMLA, the leave will be handled as provided in those sections). PTO hours do accrue in cases of Military Leave and Jury Duty Leave.
  - c. The maximum number of PTO hours that full-time staff can accrue is 450 hours. Maximum hours are pro-rated for part-time and hourly staff. When the maximum is reached, PTO hours will not accrue until your balance is reduced.
  - d. Employees are encouraged to make the most of their PTO and always strive to perform at their highest level of excellence and productivity during work time. This Policy will be reviewed by management on periodic basis and if someone is taking undue advantage of the policy, or the policy no longer fits current staffing patterns, management reserves the right to revise PTO for all employees and/or adjust employment status of employees.

e. Accrual will be as follows:

Length of Eligible Service	Time Accrued	Annual Accrued/FTE (based on 7.5 hr day)
0 through 4 years	.1096 PTO hours for every 1 hour worked	213.7 hours or 28.5 days
5 years through 9 years	.1289 PTO hours for every 1 hour worked	251.4 hours or 33.5 days
10 years through 14 years	.1481 PTO hours for every 1 hour worked	288.8 hours or 38.5 days
15 years through 19 years	.1558 PTO hours for every 1 hour worked	303.8 hours or 40.5 days
20 years or more	.1750 PTO hours for every 1 hour worked	341.3 hours or 45.5 days

2. Usage and Payment

a. While every effort will be made to give each individual the PTO of his/her preference, PTO must be scheduled and/or approved by the appropriate Program Director

b. PTO is available after it is accrued and is paid at the employee's current rate of pay.

c. All accrued PTO hours must be used prior to taking time off without pay.

d. Employees will declare absences from the office as soon as possible for planning purposes.

e. Non-exempt employee use:

- Regular full-time and part-time employees are required to use PTO to maintain 37.5 hours or pro-rating.
- Hourly employees may use PTO to maintain their pro-rating.
- PTO cannot be used to exceed employment classification or pro-rating.

f. Exempt employee use:

- Exempt status is determined according to USDL Wage and Hour Division regarding job duties and salary requirements
- Annual Salaries are determined for completion of job responsibilities identified in Job Descriptions and Program Policies
- Employees will be responsible for completion of job duties regardless of time of day or day of week
- Employees are responsible for self-scheduling work hours
- Hours worked plus PTO recorded on Time Sheets, over a minimum of 4 weeks, must average your employment status. When this average is less than your employment status, HR will adjust your PTO bank to meet your minimum employment status.

g. Following calculation of the average of hours worked plus PTO recorded, HR will provide a written report to each employee.

h. Pro-rating will be reviewed and adjusted if necessary, approximately every 6 months.

3. Designated Holidays will be set annually by the Board of Supervisors:

- \*New Year's Day
- \*Martin Luther King Day
- \*Memorial Day
- \*Independence Day
- \*Labor Day
- \*Veterans Day
- \*Thanksgiving Day
- \*Day after Thanksgiving Day
- \*Christmas Eve Afternoon
- \*Christmas Day

a. A holiday that falls on a Saturday may also be allowed the Friday before.

b. A holiday that falls on a Sunday may also be allowed the following Monday.

c. Non-exempt employees:

- If the employee is scheduled by his/her supervisor to work all or part of a holiday, time and one-half for hours worked will be paid.
- When Overtime and a Holiday overlap, the rate of pay will not exceed time and a half.

d. Exempt employees

- PTO used will equal 7.5 hours for full-time employees or the pro-rated amount of their PTO hours for part-time employees.
- If an employee needs to work on a holiday to fulfill their job duties, work time will be deducted from holiday PTO.
- No additional compensation is made for working on a holiday.

4. Jury Duty.

a. Employees required to attend court for County activities will be compensated as described in "Working Hours" of Personnel Policies. Per diem fees for court-appearances must be assigned to Calhoun County by the employee. Employees may keep mileage payments unless mileage has been paid or provided by Calhoun County.

b. Employees required to attend court for jury duty may choose to use paid time off or be paid their regular salaries. The employee must notify the Administrative/ Department Head in advance of the type of leave requested.

(1) If an employee chooses to receive their regular salary they are expected to return to work during any regularly scheduled hours when they are excused from service. Per Diem fees for jury service must be assigned to Calhoun County by the employee. The employee may keep any mileage payment.

(2) If an employee chooses to take paid time off they may keep the per diem fees and mileage for jury service.

5. Sell Back

If full-time staff have and maintain a balance of at least 300 PTO hours, and part-time and hourly staff have and maintain a minimum pro-rated balance of their PTO hours, they are eligible to sell back hours as allowed by annual review of the current budget. Sell back, when it occurs, is at 100% of the current salary after completing a Request to Sell Back / Transfer PTO Form and submitting it to administration for approval.

6. Personal Sick Leave Bank

a. If full-time staff have and maintain a balance of at least 300 PTO hours, and part-time and hourly staff have and maintain a minimum pro-rated balance of their PTO hours, they are eligible to transfer PTO hours to a Personal Sick Leave Bank, to be used for long-term illness or disability, after completing a Request to Sell Back / Transfer PTO Form and submitting it to administration for approval. A minimum of 50 hours can be transferred at one time.

b., 450 hours is maximum for full-time employees.

c. Maximum for part-time and hourly employees is pro-rated according to current employment status.

d. Utilization of Sick Leave Bank hours will commence after fifteen (15) hours PTO has been paid. It will be necessary to utilize fifteen (15) hours for each occurrence of illness before Sick Leave Bank Hours may be paid.

e. If an absence of more than five (5) days occurs due to an illness, a physician's statement of need or a release to return to work may be required.

f. If termination of employment occurs, all hours in the personal Sick Leave Bank are forfeited.

7. PTO or Personal Sick Leave may be used for days not covered by Worker's Compensation and to make up the difference between Worker's Compensation and regular scheduled pay.

8. Separation from Calhoun County Public Health or General Relief/Veterans, MH/DD office:

a. Payment for the balance of eligible PTO hours will be paid at 100% of the current salary, under certain conditions:

(1) Satisfactory performance rating on the last performance appraisal.

(2) Proper separation notice to the Program Manager - Proper notice is a minimum of four (4) weeks for management and professional positions, and two (2) weeks for all other employees.

(3) Satisfactory settlement of any damage or financial losses incurred as a result of employee actions.

b. If, at the time of separation, either of the following conditions occur you will not be paid for remaining PTO hours balance:

- (1) Separation is made without proper notice to the Program Director (as stated above).
- (2) Separation is for disciplinary reasons or misconduct.

c. Legal tax deductions shall be made from all PTO hours paid.

#### 9. Paid Time Off Transfer Policy

If you need an extended absence beyond your accrued Paid Time Off (PTO) for a specific personal or family emergency situation, you may accept PTO time from other employees. It is not possible to transfer sick leave.

a. If you wish to receive PTO from other employees, you will complete a PTO Transfer request form which is available from the Human Resource Manager. Approval is based on the following:

- (1) The required leave must be for a personal or family emergency which requires you to be away from work at least two (2) working days beyond your accrued PTO hours.
- (2) Verification of the need and duration of leave shall be provided if possible. In the case of a medical leave, a physician's statement as to the anticipated length of leave is required.
- (3) The request must be approved by the receiving employee's department manager and administration.
- (4) The request shall be responded to in writing (approved or disapproved) within ten (10) working days. Any required verification will be obtained within the same time frame.
- (5) Publication of the request to receive leave time will be coordinated by the Human Resource Manager. Notice will be posted on designated bulletin boards with the consent of the requesting employee.

b. If PTO hours are voluntarily donated to a fellow employee, a PTO Sell Back / Transfer Request form must be obtained from the Human Resource Manager and completed.

- (1) The person donating must not reduce their PTO balance below 300 hours.
- (2) PTO hours may be transferred in hourly increments with the minimum being one (1) hour.
- (3) The completed transfer request shall be approved by the Program Manager and returned to the Human Resource Manager.
- (4) PTO hours may be transferred up to the equivalent of one-half (1/2) of the accrued annual entitlement.
- (5) All transfers shall remain confidential.

- c. All accrued PTO hours for which the receiving employee is eligible shall be used before any PTO leave will be paid.
- d. At the end of the absence, any remaining transferred PTO hours will be transferred back to the employee who donated it on a prorated basis, rounding to the nearest whole hour.
- e. This policy is intended to be used only in situations of extreme emergency and hardship; abuse of the policy will be subject to disciplinary action.
- f. Any questions regarding the PTO transfer policy should be directed to the Human Resource Manager.

**5.2 Vacations (Courthouse)**

1. <u>Length of service</u>	<u>Full-time days</u>
After 1 year of employment	5 days
After 2 years of employment	10 days
After 5 years of employment	12 days
After 9 years of employment	15 days
After 15 years of employment	20 days
After 20 years of employment	25 days

- 2. Those working less than 20 regular hours per week or temporary employees are not eligible for vacation.
- 3. An employee may carry over up to 10 working days of vacation time in addition to the above schedule. Vacation time will be computed on each anniversary of the employee’s starting date and may be taken with prior approval of the department head any time after the employee’s anniversary date.
- 4. Vacation leave may be utilized in increments as small as one-half hour, with prior approval of the Department Head.
- 5. Holidays falling within vacations are not counted against vacation leave.
- 6. Upon retirement or resignation, vacation will be pro-rated from his/her anniversary date.
- 7. Vacations for regular part-time employees will be pro-rated.

**5.2 Vacations (Conservation Maintenance Technicians)**

- 1. Employees will get 10 days of vacation per year.
- 2. An employee may not carry over any vacation time and the time must be used by the end of the completion of the 1720 hours per year.
- 3. Vacation time will be available on March 1 of the year and may be taken with prior approval of the department head any time after that date.

4. Vacation leave may be utilized in increments as small as one-half hour, with prior approval of the Department Head.
5. Holidays falling within vacations are not counted against vacation leave.

### **5.3 Holidays (*Courthouse*)**

1. Employees will be allowed the normal holidays as scheduled for State of Iowa offices and any other holidays declared by the Board of Supervisors.
2. Any holiday that falls on a Saturday will be allowed the prior Friday.
3. Any holiday that falls on a Sunday will be allowed the following Monday.
4. In addition to the holidays enumerated, Courthouse employees shall have two additional unscheduled holidays per year. The two days are effective at the beginning of each fiscal year. For new employees, the two days will be pro-rated compared to the actual amount of the year they are employed. The days must be used during the fiscal year and cannot be carried over to the next year. The days are not paid if an employee is terminated, quits or retires.
5. Holidays for regular part-time employees will be pro-rated.

### **5.3 Holidays (*Conservation Maintenance Technicians*)**

1. Employees will be allowed the normal holidays as scheduled for State of Iowa offices and any other holidays declared by the Board of Supervisors that fall after March 1 and before the completion of the employee's 1720 hours.
2. A holiday that falls on a Saturday will be allowed the prior Friday.
3. Any holiday that falls on a Sunday will be allowed the following Monday.

### **5.4 Sick Leave. (*Courthouse*)**

1. Sick leave will be earned for the month if the employee works 75% of their normal work hours within the month. Vacation and paid sick days, jury time, funeral leave and paid holidays count as time worked. If the time qualifies as FMLA or Unpaid leave for situations not covered by FMLA, the leave will be handled as provided in those sections.
2. Each full-time employee will be allowed to accumulate two days of sick leave per month and each regular part-time employee will be allowed to accumulate pro-rated sick leave per month.
3. Medical, dental, chiropractic or optical appointments which cannot be scheduled during the non-working hours shall be deducted as sick leave or vacation time.
4. Up to 6 days of accrued paid sick leave for full-time employees and pro-rated sick leave for regular part-time employees may be utilized each fiscal year in connection with family-related illness.. The word "family" for this section will have the same definition as for Funeral Leave. \*See #14 below
5. Sick leave may be taken in increments of fifteen (15) minutes.



6. Accumulation of up to 120 days of sick leave shall be allowed.
7. Employees who have accumulated the maximum sick leave of 120 working days will continue to accumulate sick leave at the rate of 2 days for each month of working employment in a segregated account to be used in the following manner:
  - a. When an employee has accumulated 12 days in their segregated account, he or she will be entitled to 1 day of special compensatory time. The balance in the special compensatory time shall not exceed 5 days.
  - b. When an employee uses sick leave, they must replace their sick leave up to a maximum of 120 work days before they can again begin to accumulate sick leave days in their segregated account. Under no circumstances will an employee lose sick leave days in their segregated account due to an interruption caused when an employee replaces sick leave in the primary sick leave account to reach their maximum of 120 working days. Special Compensatory days are not paid if an employee is terminated, quits or retires.
8. The Department Head shall require a doctor's certificate for employees claiming sick leave for more than 5 consecutive days.
9. If any employee leaves Calhoun County's employment for any reason, voluntary or involuntary, he/she automatically loses all sick leave rights he/she may have accumulated. No payment of accumulated sick leave will be made upon termination of employment.
10. Employees shall, as soon as practical, notify their Department Head of any sick leave used.
11. Official Holidays within sick leave shall not be counted against sick leave.
12. All sick leave used immediately prior to or immediately after planned vacation by an employee will require a doctor's certificate unless waived by the employee's department supervisor.
13. Organ donation – Calhoun County Employees may take sick leave, if available) in accordance with the following:
  - a. Sick leave, up to five workdays (from their accrued sick leave), for an employee who requests to serve as a bone marrow donor if the employee provides written verification from the employee's physician or hospital involved with the bone marrow donation that the employee will serve as a bone marrow donor.
  - b. Sick leave, up to thirty work days (from their accrued sick leave), for an employee who requests to serve as a vascular organ donor if the employee provides written verification from the employee's physician or the hospital involved with the vascular organ donation that the employee will serve as a vascular organ donor.
  - c. An employee will be allowed to use additional accumulated sick leave time when the employee obtains a statement from their doctor showing medical documentation and necessity for additional time off.
14. If a family member has a serious health condition, personal sick leave may be used until their sick leave hours are depleted providing certification requirements. Employees applying for and granted usage of Sick Leave are required to meet notification and documentation requirements as outlined in the FMLA policy. Other paid leave must be

exhausted prior to using accumulated sick leave. Failure to meet these requirements may result in the denial or revocation of usage of Sick Leave. Definition of a serious health condition is located in FMLA, Section 6, No. 5.

**5.4 Sick Leave. (Conservation Maintenance Technician)**

1. Sick leave will be earned all year around but will only be used during the time period from March 1 until the 1720 hours are completed. If the time qualifies as FMLA or Unpaid leave for situations not covered by FMLA, the leave will be handled as provided in those sections.
2. Each employee will be allowed to accumulate two (8 hour) days of sick leave per month.
3. Medical, dental, chiropractic or optical appointments which cannot be scheduled during the non-working hours shall be deducted as sick leave or vacation time.
4. Up to 6 days of accrued paid sick leave for full-time employees and pro-rated sick leave for regular part-time employees may be utilized each fiscal year in connection with family-related illness. The word "family" for this section will have the same definition as for Funeral Leave.
5. Sick leave may be taken in increments of fifteen (15) minutes.
6. Accumulation of up to 120 days of sick leave shall be allowed.
7. Employees who have accumulated the maximum sick leave of 120 working days will continue to accumulate sick leave at the rate of 2 days for each month of employment in a segregated account to be used in the following manner:
  - a. When an employee has accumulated 12 days in their segregated account, he or she will be entitled to 1 day of special compensatory time. The balance in the special compensatory time shall not exceed 5 days.
  - b. When an employee uses sick leave, they must replace their sick leave up to a maximum of 120 work days before they can again begin to accumulate sick leave days in their segregated account. Under no circumstances will an employee lose sick leave days in their segregated account due to an interruption caused when an employee replaces sick leave in the primary sick leave account to reach their maximum of 120 working days. Special Compensatory days are not paid if an employee is terminated, quits or retires.
8. The Department Head shall require a doctor's certificate for employees claiming sick leave for more than 5 consecutive days.
9. If any employee leaves Calhoun County's employment for any reason, voluntary or involuntary, he/she automatically loses all sick leave rights he/she may have accumulated. No payment of accumulated sick leave will be made upon termination of employment.
10. Employees shall, as soon as practical, notify their Department Head of any sick leave used.
11. Official Holidays within sick leave shall not be counted against sick leave.
12. All sick leave used immediately prior to or immediately after planned vacation by an employee will require a doctor's certificate unless waived by the employee's department supervisor.

13. Organ donation – Calhoun County Employees may take sick leave, if available) in accordance with the following:
  - a. Sick leave, up to five workdays (from their accrued sick leave), for an employee who requests to serve as a bone marrow donor if the employee provides written verification from the employee’s physician or hospital involved with the bone marrow donation that the employee will serve as a bone marrow donor.
  - b. Sick leave, up to thirty work days (from their accrued sick leave), for an employee who requests to serve as a vascular organ donor if the employee provides written verification from the employee’s physician or the hospital involved with the vascular organ donation that the employee will serve as a vascular organ donor.
  - c. An employee will be allowed to use additional accumulated sick leave time when the employee obtains a statement from their doctor showing medical documentation and necessity for additional time off.
  
14. If a family member has a serious health condition, personal sick leave may be used until their sick leave hours are depleted providing certification requirements. Employees applying for and granted usage of Sick Leave are required to meet notification and documentation requirements as outlined in the FMLA policy. Other paid leave must be exhausted prior to using accumulated sick leave. Failure to meet these requirements may result in the denial or revocation of usage of Sick Leave. Definition of a serious health condition is located in FMLA, Section 6, No. 5.

**5.5 Funeral Leave (*Courthouse and Conservation Maintenance Technician*)**

1. Each employee is allowed 3 days off with pay in connection with a funeral or death of the employee’s family member: parent, sibling, parent or sibling of a spouse, spouse or child. For a Conservation Maintenance Technician employee this time off only applies during the work period beginning the approximate second week of February through the second week of December.
  
2. Each employee will be allowed a paid day off to attend the funeral of a relative not in the employee’s immediate family. With prior approval of the Department Head, an employee may also be allowed time with pay to attend the funeral of a close friend, not to exceed ½ day. For a Conservation Maintenance Technician employee this time off only applies during the work period beginning the approximate second week of February through the second week of December.

**5.6 Jury Duty Leave and Court Attendance (*Courthouse and Conservation Maintenance Technician*)**

1. Employees required to attend court for County activities will be compensated as described in “Working Hours” of Personnel Policies. Per diem fees for court-appearances must be assigned to Calhoun County. Employees may keep mileage payments unless mileage has been paid or provided by Calhoun County.

2. Employees required to attend court for jury duty may choose to use vacation/comp time/personal leave or be paid their regular salaries. The employee must notify the Administrative/ Department Head in advance of the type of leave requested.
  - a. If an employee chooses to receive their regular salary they are expected to return to work during any regularly scheduled hours when they are excused from service. Per diem fees for jury service must be assigned to Calhoun County by the employee. The employee may keep any mileage payment.
  - b. If an employee chooses to take vacation/comp time/personal leave, they may keep the per diem fees for jury service and mileage.

## SECTION 6 LEAVES OF ABSENCE

### 6.1 Military Leave

Employees shall be granted military leave in accordance with the Code of Iowa.

### 6.2 Family and Medical Leave Act Policy

#### 1. Policy Statement

Calhoun County shall, in accordance with the Family and Medical Leave Act (FMLA) of 1993, provide eligible employees up to a maximum of twelve (12) work weeks of leave in a twelve month time period for the following occurrences: (a) a birth, adoption, or foster care of a child; (b) to care for a spouse, child or parent with a serious health condition; (c) if the employee is unable to work due to a serious health condition that renders the employee unable to perform the essential functions of his or her job.

For purposes of administering the Family and Medical Leave Act policy:

"Child" means son or daughter under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or step-child. Military leave entitlements may be taken for the medical care of, or for qualifying exigencies of adult children.

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. The term does not include parents-in-law.

"Spouse" means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a same-sex marriage or common law marriage.

Items not specifically covered by this policy will be referred to the Act itself for clarification.

#### 2. Eligibility

To be eligible the employee must have worked for the employer for a minimum of 12 months with a minimum of 1250 hours over the 12 month period immediately preceding the leave.

Employees applying for and granted a family leave of absence are required to meet notification and documentation requirements as outlined in this policy. Failure to meet these requirements may result in the denial or revocation of a family leave.

The County elects to require employees to use available leave accruals while employees are on FMLA leave. The 12 week period begins when the employee starts taking leave which would qualify for FMLA leave even if the employee is entitled to paid leave for some or all of the 12 weeks. Paid leave will run concurrently with and will be counted toward the employee's total period of FMLA leave. Employees must use all accrued sick leave (if applicable to leave request), PTO, vacation and holiday time during this 12 week period prior to taking leave without pay.

#### 3. Leave Entitlement

Twelve weeks measured by a rolling twelve month period measured forward from the date any leave is taken by the employee.

When a husband and wife are both employed for the County, they are limited to a combined total of 12 weeks of leave during the 12 month period for birth or placement of a child or the care of an ill parent. This limitation does not apply if leave is requested because of the employee's own serious health condition or that of the employee's spouse or child.

#### 4. Policy Summary

An employee's record of continuous service will not be interrupted by a leave of absence; however, no benefits will accrue if on a leave of absence without pay. However, even though it is not required by the FMLA act, Calhoun County will allow employees who are granted an unpaid FMLA leave of thirty (30) work days or less to accrue their regular eligibility for PTO, vacation, or sick leave benefits. When an employee returns to work, the employee will return to their same position or equivalent position according to the guidelines of the FMLA. If an employee does not return to work at the end of the designated leave, the employee's continued employment will be reviewed.

Health insurance coverage will continue on the same level. Employees will be responsible for contributions required for participation in employee contributory insurance plans. Payment terms will be arranged prior to leave. Loss of insurance coverage may result if the premium amount is paid more than 30 days late. If the employee misses a premium payment and the County pays the employee's contribution, the employee will be required to reimburse the County for delinquent payment upon return from leave. The employee may choose to discontinue health insurance during the FMLA leave and will be reinstated at the same level of coverage upon return to work.

The County may seek to recover premiums paid for group insurance premiums paid during unpaid leave if the employee fails to return to work for a reason other than a serious injury or circumstance beyond the employee's control.

a) BIRTH/ADOPTION/FOSTER CARE: An employee may take up to twelve (12) consecutive work weeks of leave per year for the birth of the employee's natural child, or the placement of a child with the employee for adoption or foster care. Disabilities caused or contributed to by pregnancy, miscarriage, or childbirth and the recovery there from are treated as other medical disabilities. It is expected that the medical effects of childbirth (vaginal delivery or cesarean) will last approximately six (6) weeks. Employees will use PTO or sick leave if accrued for the medical period only. In cases where the medical disability continues beyond the six (6) week period, an employee may continue to use PTO or sick leave until released by the physician. An employee may return to work sooner than six (6) weeks once released by her physician. In all cases a physician's written statement attesting to the employee's ability to perform the essential functions of their job is necessary prior to the return of the employee.

1) If an employee does not have PTO or sick leave accrued to cover the medical period of time off (usually six weeks or less), accrued vacation and holiday time must be used before a leave without pay may be taken. Accrued compensation time may be taken before an unpaid leave is taken but it is not required. Time off shall not exceed a total of twelve (12) work weeks unless the physician determines it is medically necessary.

2) Fathers of newborns may be granted time off for a period up to twelve (12) consecutive work weeks per year and must use PTO, accrued vacation and holiday time during this period prior to leave without pay. Accrued compensation time may be taken before an unpaid leave is taken but it is not required.

- 3) Fathers and mothers of a newly adopted child or foster care of a child may be granted time off for a period up to twelve (12) consecutive work weeks per year. Employees must use PTO, accrued vacation and holiday time during this period prior to requesting leave without pay. Accrued compensation time may be taken before an unpaid leave is taken but it is not required.
  - 4) Two spouses who are employees may be granted time off for the birth, adoption, or foster care of a child not to exceed a combined total of twelve (12) work weeks per year.
- b) **FAMILY CARE:** An employee may take up to twelve (12) work weeks of family leave per year on a consecutive, reduced or intermittent basis to care for his or her child, spouse or parent with a serious health condition. The employee must submit the health care provider's certification with the Family and Medical Leave Act Absence Form. Employees must use accrued PTO, vacation and holiday time during this period prior to leave without pay. Employees may use family sick leave, where applicable, or accrued compensation time may be taken before an unpaid leave is taken but it is not required.
  - c) **MEDICAL:** An employee who has a serious health condition that renders the employee unable to perform the essential functions of his or her job duties may take medical leave up to twelve (12) work weeks per year on a consecutive or intermittent basis. Employees must use all accrued personal sick leave, PTO, vacation and holiday time during this period prior to leave without pay. Accrued compensation time may be taken before an unpaid leave is taken but it is not required. In all cases a physician's written statement attesting to the employee's ability to perform the essential functions of their job is necessary prior to the return of the employee.
  - d) **Military Family Leave Entitlements:** Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain Qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 25 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list.

Employees must use all accrued personal sick or family leave, as applicable, PTO, vacation and holiday time during this period prior to leave without pay. Accrued compensation time may be taken before an unpaid leave is taken but it is not required.

## 5. Definitions

- a) **SERIOUS HEALTH CONDITION** is an illness, injury, impairment, or physical or mental condition that involves one of the following: (1) Inpatient care; (2) A period of incapacity of more than three consecutive calendar days that also involves treatment on two or more occasions or continuing treatment; (3) Incapacity due to pregnancy; (4) A chronic

condition requiring treatments; (5) Permanent/Long-term Conditions Requiring Supervision; or, (6) Any period of absence to receive multiple treatments for non-chronic condition.

- b) INTERMITTENT OR REDUCED LEAVE allows an employee to take leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when “medically necessary”. Medically necessary means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave. The smallest time period allowed to be taken is one-half hour at a time. The employee must make a reasonable effort to schedule treatments(s) so as not to unduly disrupt the County’s operations. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the department head’s consent.
- c) CHILD means a child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s “child” is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or stepchild.
- d) NOTIFICATION AND DOCUMENTATION REQUIREMENTS - The employee must complete a family and medical leave of absence request and submit it to the department head. All requests for leave should be submitted at least 30 days in advance of the intended leave to the extent that advance notice is practicable.
- e) CERTIFICATION REQUIREMENTS - The employee will provide medical certification from a health care provider. The certification shall include the nature of the serious health condition, a statement as to when the condition began and its probable duration, and appropriate medical facts. If the leave is for the employee’s medical condition, the certification shall include that the employee is unable to perform the essential job functions. If the leave is to care for a family member, the certification shall include a verification that the health care provider deems that the employee is needed to care for the ill family member for a specific period of time. If an intermittent or reduced work schedule is requested, the health care provider’s statement should include the duration and dates for medical treatment. Employees may be required to obtain periodic subsequent certifications. The County reserves the right to require a second or third opinion from other health care providers.

### **6.3 Unpaid Leave For Employees And Situations Not Covered By FMLA**

#### **1. Policy Statement.**

Under certain circumstances, you may be granted an unpaid leave of absence when it is necessary for you to be absent from work. The circumstances where an unpaid leave will be considered are: 1) situations covered under the FMLA when the employee is not qualified or eligible for FMLA leave; 2) school attendance; 3) medical reasons not covered under FMLA; or 4) personal reasons.

#### **2. Eligibility.**

To be eligible, the employee must submit a request to the Department Head as far in advance as possible and shall state reasons for leave and inclusive dates. Supportive documentation should also be submitted to the Department Head. In each case, the effect



of your absence upon your department's operation must be considered. The request will be considered and decided on a case by case basis.

### 3. Leave Entitlement.

In all but exceptional circumstances, leave will be limited to thirty (30) work days of unpaid leave on a consecutive, reduced or intermittent basis. In exceptional circumstances, employees may apply for an extension up to a maximum of six (6) months. The amount of leave and its terms is up to the discretion of the department head.

### 4. Policy Summary.

An employee who is granted an unpaid leave under this division of thirty (30) work days or less shall accrue their regular eligibility for salary increases, PTO, vacation, or sick leave benefits. An employee who is granted an unpaid leave of thirty-one (31) work days or more does not continue to have any eligibility for these benefits after the 30 day period.

PTO, Vacation, holiday and compensation time will be used prior to unpaid leave.

The County will continue to pay its share of the health insurance premium for one month of unpaid medical leave beyond the usual termination of benefits. In exceptional unpaid medical leave cases, the County may continue to pay its share of the health insurance premiums for a length of time if greater than 30 work days. This exception is to be determined by the department/ administrative head and shall take into consideration the length of time the leave is expected to last, the reason for the leave, the effect of the absence on the department, and the employee's performance. The County may seek to recover premiums paid for group insurance premiums paid during unpaid leave if the employee fails to return to work for a reason other than a serious injury or circumstances beyond the employee's control.

For other unpaid leave, the employee may continue in the group health insurance program by paying the full cost of the premium for subsequent coverage if allowed by the carrier and in accordance with the applicable laws. Premiums must be paid directly to the Auditor's Office. Arrangements for time of payment must be made with the Auditor prior to the employee taking the leave. Failure to pay the premium timely will result in termination of coverage. COBRA benefits are offered as described in that Act.

### 5. Extended Time Off for ECPs (Emergency Care Provider) (Public Health)

Realizing that the majority of ECPs may have primary job responsibilities outside of this agency; and that management staff need to know when ECPs are available for work assignments and be assured that staff remains qualified to perform required job functions, requests for temporary exclusion from scheduled / on-call work hours may be allowed on a case-by-case basis. If allowed, this absence will not count towards the required availability average.

Advanced Notice – ECPs must request this time off in writing at least 30 days in advance and indicate the dates this time off starts and ends.

Training Requirements -- During this time off, ECPs will be expected to meet employment requirements for mandatory in-services and skills maintenance.

- ECPs will be notified of scheduled requirements, the same as other staff, via mailings and newsletters. ECP staff will be responsible for notifying ES Director or designee if

mailings are NOT received, determine what they have missed and arrange to make up these requirements.

- Requirements subject to time constraints (such as quarterly skills verification and other licensure, certification requirements, driver's license, etc.) cannot be postponed. ECPs who fail to maintain compliance to these requirements will be considered unable to return to work.
- Requirements not subject to time constraints must be completed prior to work duty return. ECP staff will be responsible for notifying ES Director or designee to determine what they have missed and arrange to make up these requirements.

Requests for time off that are longer than a 3 month period will be determined by the ES Director and/or Administrator as to whether the position continues to be available for the ECP.

## **SECTION 7 COMPLAINT PROCEDURE**

### **7.1 Grievance and Appeal Procedure**

It is the sincere intent of all Calhoun County officials to be fair and reasonable with all employees at all times. However, in the relationship of employee to employee or employee to employer, problems may develop. Generally, satisfactory solutions to any problems employees may encounter are best found by discussing it with supervisors, rather than uninvolved co-workers. Fair handling of a problem or complaint cannot be given if employees do not let the proper people know of its existence.

If any employee has a question about interpretation or application of County policy, is in disagreement with a fellow worker, feels that he/she has been treated unfairly, or some problem has not been resolved to his/her satisfaction, he/she may use the following procedure for solution of such problems without fear of retaliation. Where applicable, Deputy Sheriff's should follow the Complaint Procedure provided under Civil Service requirements. Failure to comply with any of the time limits listed below shall constitute a waiver of the complaint. Generally, your Department Head is in the best position to solve any problems which may arise. The Governing Boards encourage each employee to talk with his/her Department Head about any problem, complaint, or suggestion that might arise concerning his/her work.

The purpose of the Grievance Procedure is to ensure fair and equitable treatment for all employees, eliminate dissatisfaction, and resolve problems so that constructive work-producing relationships can be maintained for the benefit of all.

1. The employee or group of employees shall within three (3) working days of the date of the grievance present the grievance in writing to his/her immediate supervisor. The immediate supervisor shall reply in writing within three (3) working days receipt of the grievance informing the employee or group of employees of the decision, which may not set precedence.
2. In the event that the immediate supervisor's decision is not satisfactory to the employee or group of employees, the same procedure, (i.e., three (3) working days to file written grievances and three (3) working days to reply), shall apply to the next level of responsibility

within the Department. This step may be repeated if there is more than one level of responsibility within the Department.

3. If the employee(s) continue to be dissatisfied with decisions within the Department, the employee shall, in writing, notify the employee's department's Governing Board within three (3) working days of the Department's decision. The Department Head shall be given a copy of this notice by the employee at the same time.
4. Within three (3) working days of their notification, the Employee's Governing Board shall appoint an unbiased hearing officer or committee to review all documentation surrounding the grievance. The hearing officer or committee will report back to the Employee's Governing Board which will then make a decision.
5. The decision of the Employee's Governing Board will be final and binding.

## **SECTION 8 EMPLOYEE RULES**

In order to maintain a safe, efficient, and harmonious organization, disciplinary action for the violation of the Rules and Regulations listed below may be imposed. Each of the Rules and Regulations have a sound background of common sense based on experience. These Rules are not necessarily the only areas in which disciplinary action may be taken if conduct or instances require. In addition to these Rules, any violation of the Handbook and/or written rules of the County are subject to disciplinary action. These Rules may be modified as changing conditions warrant. Each case shall be considered on its own merits with due consideration to the nature of the offense, the cause, the background, likelihood of repetition, and the attitude of the offender.

We ask the whole-hearted cooperation of all employees of the County in the observance of these rules and regulations which are designed for our common protection and benefit.

Violation of the provisions of the Calhoun County Personnel Policies by an employee may be grounds for disciplinary action, up to, and including immediate discharge. Disciplinary action may include: verbal warning, written reprimand, suspension without pay, reduction in pay, reduction in position and termination. The County reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including discharge. The following are some examples of behaviors that will not be tolerated. This is not an exhaustive list. Note: This policy in no way affects the employee's "at will" status.

### **Employee Conduct**

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

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records or unauthorized copying of County records without proper release and permission.
3. Working unauthorized hours or violation of work hours, rest periods or lunch periods.
4. Violating the County's policy against workplace harassment of any kind.
5. Establishing an unacceptable pattern of tardiness or absenteeism, or failing to report for work without notification to the County.

6. Unauthorized failure to return from a leave of absence.
7. Engaging in excessive, unnecessary, or unauthorized use of County property or supplies, particularly for personal use.
8. Reporting to work intoxicated or under the influence of non-prescribed drugs, alcohol, or other substances.
9. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
10. Bringing or using alcoholic beverages to or in County workplaces or using alcoholic beverages while engaged in County business off of County premises.
11. Fighting or using obscene, abusive, or threatening language.
12. Stealing property of coworkers, customers, clients, or the County.
13. Having unauthorized firearms or other weapons on County premises or while on County business.
14. Disregarding smoking, safety or security regulations.
15. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers.
16. Failing to follow County job instructions, policies or procedures or to perform work requested by a supervisor or manager.
17. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions. This would include failure to report an occupational injury.
18. Failing to maintain confidentiality of County, client, patient, or customer information.
19. Failing to maintain necessary licenses and/or certifications.
20. Failure to maintain insurability. Loss of insurability maybe the result of moving violations and/or accidents both on the job and on an employee's own personal time. This also pertains to professional liability insurance as applicable.
21. Refusal to work, without a good reason, when needed, due to emergency call-ins, etc.
22. No gambling on County premises.
23. Working on personal jobs or carrying on secondary employment on employer time.
24. Participating in activities outside your job which adversely affect your job performance or involve a conflict of interest.
25. Conviction of an indictable offense.



**CALHOUN COUNTY  
ACKNOWLEDGMENT**

I certify that I have received a copy of the County Employee Handbook.

I understand that it is my obligation to read the handbook and revisions and have any questions answered. I understand that it supersedes the current handbook and practices of the County. I recognize that the County reserves the right to modify or terminate the matters covered in the handbook and revisions at any time. I agree to comply with the County's policies. I recognize that I am employed at-will and that either the County or I may terminate the employment relationship at any time for any reason.

I understand that I can access the employee handbook on the Calhoun County website – [www.calhouncountyiowa.com](http://www.calhouncountyiowa.com)

Original/ Revision Date	Date Signed	Printed Name	Signature

Copy for personnel file



**DRUG-FREE WORKPLACE ACT OF 1988**  
**NOTICE TO EMPLOYEES**

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

Calhoun County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance by any employee in the workplace is prohibited. (A "controlled substance" within the meaning of this statement means any controlled substance in schedules I through V or Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined in federal regulations found at 12 CFR 1308.11.) Any violation of this prohibition will result in discipline up to and including discharge.

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

1. Any employee who is convicted of any criminal drug statute violation for conduct in the workplace is required to notify the County Attorney of this fact no later than five (5) days after such conviction. (A "conviction" means a finding of guilt -- including a plea of "nola contendere" -- of the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes.)
2. Each employee abides by the terms of this statement.

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

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

**RECEIPT**

I acknowledge receipt of a copy of the foregoing "Notice to Employees" concerning the Drug-Free Workplace Act. I acknowledge that I have read, understand, and will comply with the policy. I further acknowledge that nothing in the policy is intended, nor shall it be construed as a change in the "at will" nature of my employment.

Employee Printed Name

Employee Signature:

\_\_\_\_\_

\_\_\_\_\_

Date:

Witness:

\_\_\_\_\_

\_\_\_\_\_

Copy retained in Handbook  
Copy for personnel file





**CALHOUN COUNTY  
UNDERSTANDING**

I hereby acknowledge receipt of the following:

EMPLOYEE MANUAL

FOR

CALHOUN COUNTY

I understand that all employees are expected to abide by the guidelines and rules contained within this manual. I also understand that my employment at Calhoun County is at will, and nothing contained in this manual is intended as a contract.

I also understand that upon my termination of employment with Calhoun County, an exit interview will be held, and all County property, including this manual, will be returned to Calhoun County.

Employee Printed Name:

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Employee Signature:

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Date:

Witness:

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Copy retained in Handbook  
Copy for personnel file