

WEBSTER COUNTY, IOWA



Employee Handbook

Updated 07.01.2022

Preface for Elected Officials, Agency Directors, Administrators and Department Heads

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

This employee handbook was developed by Webster County management personnel, including elected officials, agency directors, department heads and appointed administrators. These parties recognize that elected officials and the various boards and agencies that make up County government retain exclusive authority over personnel matters in their respective offices or agencies. However, they also recognize the importance and value of following uniform employment policies throughout all County departments. Therefore, they have worked together to produce this set of mutually agreed upon policies and procedures. Some of the policies and benefits described in this handbook, such as the group health insurance plan, are covered in greater detail in official policy documents from an insurance carrier. Each department may also have policies and procedures in addition to those contained in this handbook. Policies may be subject to change upon implementation of additional or contradicting policies created by Elected Officials when employees are provided a copy of that policy. Employees should refer to those documents for more information.

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

Personnel policies and practices are subject to change because of continual changes in the law governing workplace administration and to meet the ongoing needs of the county. Any changes to the employee handbook will be issued to holders of the handbook. County officials can assist in keeping our personnel policies current by notifying the Human Resources Director whenever they encounter difficulty in administering these policies, and by making suggestions for improvements to the policies. After employees are provided the policies contained in this handbook on their first day of employment, county officials, directors, administrators and department heads should be certain that the policies are interpreted and applied uniformly.

Introduction

Welcome to Webster County!

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

Welcome to Webster County. We appreciate the service of those of you who have been with the County for some time, and we welcome our new employees. It is our desire that you enjoy working with us and do your best to serve the citizens of Webster County.

This handbook was developed by Webster County management personnel, including elected officials, agency directors, department heads and appointed administrators, to explain some of the County’s policies, procedures, employment benefits, and other matters concerning your employment with the County. Some of the policies and benefits described in this handbook, such as the group health insurance plan, are covered in greater detail in official policy documents from an insurance carrier. Each department may also have policies and procedures in addition to those contained in this handbook. Policies may be subject to change upon implementation of additional or contradicting policies created by Elected Officials when employees are provided a copy of that policy. Employees should refer to those documents for more information.

The statements contained in this handbook are subject to change and may be revised from time to time, without prior notice, by County officials. Any changes to the employee handbook will be issued in the form of a supplement or a new handbook. The plans, policies, and procedures described here are not conditions of employment and are presented as a matter of information only. Any suggestions you may have for changes to the policies explained in the handbook are welcome.

All County employees are covered by this handbook, except:

1. Elected officials;
2. Members of boards and commissions;
3. Persons appointed to serve without compensation;
4. Employees hired on a contractual basis.

In addition to this handbook, some Webster County employees are also covered by a collective bargaining unit labor agreement. Whenever the provisions of the policies in this employee handbook are in conflict with a Webster County labor agreement, the provisions of the labor agreement will prevail. Copies of the applicable labor agreements may be obtained in the Human Resources department.

The policy prohibiting sexual harassment in County workplaces applies to all Webster County employees, elected officials, and all others listed above who are otherwise excluded from coverage of this handbook.

DISCLAIMER

This handbook is provided for informational purposes only and does not constitute a contract between the County and its employees.

This handbook does not address all circumstances and situations which may arise. This handbook may not contain all of the policies of the County but is designed to give guidance to many essential personnel policies of the County. The County may change, add to, eliminate, or modify any of the policies, benefits, procedures, and plans in the handbook at any time at its discretion, with or without notice.

Whenever there is a conflict between the provisions of this handbook and the provisions of a collective bargaining agreement, or an applicable state or federal statute, or both, the provisions of the collective bargaining agreement or statute will govern in all cases.

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

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

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Section One: Employment Policies

Equal Employment Opportunity, Harassment and ADA Compliance

1.1

Equal Employment Opportunity

Webster County is dedicated to providing equal employment and advancement opportunities. It is the County's policy to hire and promote qualified individuals on the basis of their qualifications, interest and aptitude, without unlawful regard to race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity, genetic information, status as a military veteran or any other characteristic protected by local, state, or federal law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, training, transfers, promotions, and benefits. While overall authority for implementing this policy is assigned to the Human Resources Department, and effective Equal Employment Opportunity program cannot be achieved without the support of supervisory personnel at all levels.

Harassment

Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity, genetic information, status as a military veteran or any other characteristic protected by local, state, or federal law is strictly forbidden. Harassing conduct in the workplace includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts or words; and written, electronic or printed materials, including computer generated images, made or posted in the workplace or in the course of employment for the County, that denigrate or show hostility to an individual or group. Such conduct is a prohibited form of discrimination under state and federal employment laws and is also considered misconduct subject to disciplinary action. If you believe that you are being harassed or subjected to discrimination of any kind, you should use the complaint procedure for sexual harassment allegations.

ADA Compliance

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) prohibit discrimination against qualified individuals on the basis of disability. It is the policy of Webster County to comply with the ADA and ADAAA. The County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of that person's physical or mental disability. In compliance with the ADA, the County will consider reasonable accommodations that do not pose undue hardship to the County to enable qualified applicants or employees with disabilities to perform the essential functions of the position. The County encourages qualified applicants or employees to make suggestions regarding reasonable accommodations to their supervisors and/or department heads or the Human Resources Director.

Preventing Sexual Harassment in the Workplace

1.2

Purpose

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

Definitions

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

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

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

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

Procedures

1. Any employee who has a complaint of or is aware of sexual harassment at work, by anyone, including supervisors, department heads, co-workers, contractors or visitors to the workplace, should immediately bring the problem to the attention of their supervisor, department head and/or the Human Resources Director. Employees and anyone else participating in the investigation of a sexual harassment complaint are assured that they are not to be retaliated against as a result of a sexual harassment complaint.
2. The supervisor or department head receiving a complaint of sexual harassment shall immediately the Human Resources Director, who may refer the complaint for investigation by an independent outside investigator. If the Human Resources Director is an interested party in the complaint, then the County Attorney or the Chair of the Board of Supervisors shall promptly name an impartial investigator. The Human Resources Director or independent outside investigator shall investigate complaints or violations of this policy that are referred to him/her and shall prepare a report summarizing his/her findings. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible.
3. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witness. All Employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency.
4. Any employee determined after investigation to have harassed another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The County will take appropriate action intended to prevent further harassment.
5. In the event a non-employee subjects an employee to sexual harassment in the workplace, the employee's supervisor or department head will inform the non-employee of the County's policy against sexual harassment. Other action will be taken as appropriate.

Proof of Employability

1.3

To comply with the Immigration Reform and Control Act of 1986, the County requires all employees to present documented proof of identity and eligibility to work in the United States. You are required to complete Section 1 of the Form I-9 post acceptance of a job offer but prior to or on the first day of employment, and to submit proof of employability and identity within three days of hire. If you are unable to produce the required documents on the first day of employment, you must present a receipt for application of the documents within three days of the first day of employment, and you must then present the documents within 90 days of your hire date.

Criminal History/ Background Screening

1.4

The policy of Webster County is to conduct a reasonable background investigation of applicants seeking employment with Webster County, and of contractors, interns, and volunteers, in accordance with Federal and State laws and regulations. Webster County's employment application requires all applicants to disclose whether the applicant has been convicted of a crime in this state or any other state, and for certain positions, to disclose whether the applicant has a record of founded child or dependent adult abuse in this state or any other state.

Webster County will inform the applicant for employment that background checks will be conducted, and will obtain a signed statement from the applicant acknowledging Webster County's receipt of background information. Background checks may include, where applicable, checks on criminal history, dependent adult abuse background, child abuse background, sex offender registry, checks on law enforcement certification status and checks on professional health care licensure status.

Depending on the position hired for, an individual with any criminal convictions or founded child or dependent adult abuse may be required to complete evaluation forms for the State of Iowa Department of Human Services. In those cases, determination will be made by the Iowa Department of Human Services on whether the circumstances of the crime or founded abuse warrant a prohibition or restriction of employment.

Every employee is required to report any instances to Webster County when the employee:

1. Has been convicted of a crime;
2. Has been founded for child or dependent adult abuse, if the employee has any contact with minor children or dependent adults in the course of their employee revoked or suspended; or
3. Has been excluded from participation in the Medicare, Medicaid, or any other Federal health care program, if the employee's position involves job duties associated with these programs.

Information relating to arrests, criminal charges, and child abuse complaints will be treated as confidential and maintained in the Human Resources office personnel file.

Medical Examinations

1.5

The County may require you to submit to a job-related medical examination by a physician designated by the County if the medical examination is required of all entering employees in the classification. Medical examinations will be conducted after you have been offered a position and before you start work. The County is entitled to a report of the examination, which may include a hearing test and/or drug screen. Under Title II of the Genetic Information Nondiscrimination Act (GINA), the County is prohibited from using genetic information in making employment decisions, restricted in the acquisition of genetic information, and limited in the disclosure of genetic information. The cost of County required medical exams will be paid by the County.

You may also be required to submit to a job-related medical examination when you wish to return to work following certain leaves of absence, when you request an accommodation on the basis of a claimed disability,

when necessary to determine if you are still able to perform the essential functions of your position, or when the examination is required by federal, state or local law, or County policy. Also, voluntary medical examinations may be conducted as part of the County's employee health programs.

All medical information collected by the County will be maintained in a confidential, locked file separate from other personnel files.

Federal law requires drug and alcohol testing of certain employees required to have a commercial driver's license (CDL). Such drug testing will be conducted in accordance with applicable law and with the County's substance abuse policy.

Employees hired for certain departments will be required to undergo a post-offer/ internal transfer Physical Capacity Profile examination. Any offer of employment/internal transfer that is received from Webster County is contingent upon, among other things, satisfactory completion of this examination and a determination by Webster County Human Resources using the results from the examination that the applicant is capable of performing the responsibilities. This evaluation shall be used to ensure that employees are not placed in a position where there is the likelihood of injury to themselves or others.

Employment of Relatives

1.6

It is the County's policy to hire the best-qualified person available for each position. Relatives of current employees are eligible for employment with the County, subject to limitations of state law governing the employment of relatives of public officials and employees and the terms of this policy. State law prohibits, with certain limited exceptions, persons elected or appointed to state or local public office from naming persons related to them by blood or affinity within the third degree as their deputies, clerks, or helpers (*IA Code Sec. 71.1*). This policy applies to all County departments and all categories of employment, including full-time, part-time, and temporary classifications.

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

If a supervisory relationship between family members is created by the marriage of two employees, the two employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the two employees cannot make the decision within 30 days after the marriage, the department head will initiate personnel action using length of service in the department as the deciding factor. The least senior employee will be transferred if possible. Otherwise, the employment of the least senior employee will be terminated.

Job Postings

1.7

Whenever a department head determines that there is a non-deputy, non-temporary opening in his or her department, he/she should submit a completed "Job Opening" form to the Human Resources office. The notice of such opening will be posted on the County's website as well as the official notice bulletin board outside the Human Resources office in the Courthouse for at least ten calendar days before the positions closing date. The notice will contain the position title, a brief job description, and minimum hiring specifications. Vacancies may also be posted utilizing other recruiting resources at the hiring department's discretion.

Applications are available online on the Webster County website (www.webstercountyia.org) and shall be submitted to the Human Resources department. Applicants, including current employees, shall be considered on

the basis of job-related qualifications, including attitude, skills, and abilities, past performance, efficiency, disciplinary record and length of service. Military service may also be a factor in hiring decisions, as provided by Iowa's Veteran's Preference law.

Hiring Policy

1.8

The policy of Webster County is to hire individuals who are felt to be qualified and trainable for employment as determined by their education, experience, attitude, and character. Decisions regarding recruitment, selection and placement will be made on the basis of job related criteria. The hiring of an employee does not create a contractual relationship between the employee and Webster County. Webster County does not guarantee employment to any person.

Procedure

1. The Human Resources Department shall post each job opening notice (see Job Postings section).
2. The Supervisor/Department Head may utilize outside sources for candidates at the same time that notices are posted.
3. The procedure for screening applicants and selecting people for employment generally will be as follows:
 - a. The Supervisors/ Department Head will interview the selected applicants
 - b. It will be the responsibility of the supervisors to approve in writing the selection of the applicant and to inform Human Resources of the same by completing an "Application Status Report" form. The Human Resources office is responsible for coordinating any pre-employment substance abuse testing, submission of the criminal history background check, dependent adult/ child abuse registry check, nurse aide registry check or nursing license check (if applicable), pre-employment physicals, and payroll sign-up, including employee identity verification. Successful completion of the applicable pre-employment steps will determine the employee's hire date.

Department orientation and training of the new employee is the responsibility of the Supervisor and/or designee.

Reemployment and Transfer

1.9

All former employees of Webster County who are rehired in the County department are considered new employees and have no accumulated benefits from previous employment. Transfer or an employee from one County department to another without a break in continuous employment shall not be considered reemployment and the employee shall retain all accumulated benefits.

Length of Service

1.10

"Length of continuous service" means an employee's length of continuous full-time service with the County since the employee's most recent date of hire. An employee loses his or her length of service and the employment relationship is terminated when the employee resigns, retires, or is discharged.

Termination of Employment

1.11

Your employment with the County may be terminated at any time by either you or the County. In the event of your resignation, the County expect you to provide written notice stating the reason for your resignation to your department head at least two weeks before the effective date of your resignation. Department heads must notify the Human Resources Director within 24 hours so that the appropriate forms may be completed. If applicable, the department head shall also notify the MIS department to limit or terminate the employee's access to the network and arrange for routing of emails after the last day of work.

Employment records will reflect the last day worked as the date of termination. Generally employees will be required to be at work on their last day. Upon resignation or termination, an employee is paid for any available accrued, but unused, vacation. Extended vacation time (a period of two weeks, for example) prior to separation of service will be approved after filing a written notice of resignation.

Personnel Files

1.12

The County maintains personnel files on each employee in accordance with record keeping requirements established by state and federal law. These files contain job-related information including employment applications, status/job/pay change records, performance appraisals, disciplinary records, and training certificates. Webster County will maintain a separate medical file containing pre-employment and subsequent medical examination results and records of medical approval to return to work following illness.

Any information contained in these files will be released only if required by law, or if you make a written request for the County to release the information for reference or other purposes. If you are interested in reviewing the contents of your personnel file, you may submit a request to the Human Resources office. You will not have access to or be able to review letters of reference received or furnished by the County or any reference check performed by the County. A representative of the County may be present during your review. You may, at your own expense, request and receive copies of the contents of your file, except as provided above. The County may charge a reasonable fee for copying the requested items.

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

All information about employees in either personnel or managerial files must be kept confidential, and must be disclosed only to supervisors, to those employees of Webster County with a legitimate need to know, or when needed for legal purposes relevant to Webster County. Included in this category, for example, are supervisory personnel who are considering the employee for job changes, or disciplinary action.

Section Two: Earnings and Hours of Work

Definition of Employee Status

2.1

“Regular full-time employee” means an employee who is regularly scheduled to work forty (40) hours per week. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as described below. Full-time employees are eligible for benefits as described in this handbook.

“Regular part-time employee” means an employee who is regularly scheduled to work fewer than forty (40) hours per week. Such employees may be exempt or nonexempt under the FLSA as defined below. Part-time employees working 20 or more hours per week will qualify for holiday pay and for vacation pay on a prorated basis, as outlined in this handbook.

“Irregular(as needed) employee” means a part-time employee who is not regularly scheduled to work, but is employed on an “as needed” basis. Irregular part-time employees are not eligible for any benefits.

“Temporary or seasonal employee” means an employee who is hired to work full-time or part-time on the County payroll with the understanding that his or her employment will be terminated no later than upon completion of a specific assignment. Temporary or seasonal employees are not eligible for any benefits described in this handbook.

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

“Nonexempt employees” means an employee who is required to receive overtime compensation for all hours worked beyond forty (40) hours in a work week in accordance with the FLSA. Note” The forty (40) hour work week threshold does not apply to law enforcement personnel. FLSA provisions contain higher work week thresholds for non-exempt law enforcement employees.

****Nothing on this or any other section if this handbook shall be construed as a guarantee of the number of hours an employee will be scheduled to work****

Earnings and Hours of Work: General Provisions

2.2

Work Schedules

Department heads will determine the work schedules for all employees in their departments. Daily and weekly work schedules may be changed at the discretion of each department head to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as is possible. Department heads may establish rest periods and meal periods.

Timesheets and payroll records

All personnel, other than elected officials, of Webster County must accurately record their hours worked for each pay period on a form provided by their department head. Employees whose positions are funded by grants or outside contracts must keep such records as are required by the funding agency. Time sheets shall support all hours worked and all hours taken as vacation, sick leave, compensatory time, and holiday hours, and must be reviewed and signed by the department head or immediate supervisor. Timesheets shall be submitted to the MIS department to be scanned into the computer system for administrative review and auditing purposes, and will be returned to the appropriate department for retention (it is recommended that timesheets be retained for a three year period.)

The Board of Supervisors is requiring all departments to include vacation, sick leave, compensatory time and holiday hours earned as well as taken and the balance to be maintained on the payroll records of the County.

Each department head or their designee shall enter into a payroll program, prior to the processing of payroll each pay period, the hours worked and any applicable paid time off taken during the pay period.

Payday and direct deposit

Paychecks are normally distributed every other Friday, following the end of each two-week payroll period. Direct deposit is a safe and efficient way of handling your paycheck. You are encouraged to have your net pay deposited directly to a savings and/or checking account at the financial institute of your choice. Direct deposit enrollment is available anytime by completing a form in the Human Resources office.

Deductions

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

Overtime

Overtime work may periodically be necessary to maintain County operations. The department head in each office shall determine whether it is necessary for employees to work overtime. All over time must be approved in advance by the department head. If you are classified as a nonexempt employee under the Fair Labor Standards Act, you will be compensated for each hour worked over forty (40) hours in the form of monetary compensation or compensatory time at the rate of one and one-half. (Law enforcement personnel may establish a higher threshold). Employees who are classified as exempt from the overtime provisions of the Fair Labor Standards Act are not eligible for over time monetary payments.

The work week for computing overtime and for payroll purposes shall commence at 12:01 a.m. on Monday and end at 12:00 midnight the following Sunday. Vacation hours, holidays, and sick leave taken during a work week shall be counted as time worked for the purpose of determining overtime. Please note that work week used for computing overtime and the types of hours counted as time worked for the purpose of determining overtime may differ for employees covered under collective bargaining agreements.

Training/Education

Compensation for attending required in-service meetings, schools, or other meetings will be in accordance with the Fair Labor Standards Act. Employees who are authorized to attend meetings, seminars, or conferences that require overnight stays or extensive travel will receive wages equivalent to their standard work day for each full day of such travel or attendance. Travel time beyond the normal start and ending time of the scheduled workday shall be added, if applicable, in accordance with the Fair Labor Standards Act.

Section Three: Workplace Expectations

General Employee Obligations 3.1

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

Employee Licenses and Certifications 3.2

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

Soliciting on County Premises 3.3

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

Personal Appearance and Dress Code 3.4

Personal Appearance Standards

The policy of Webster County is that an employee's dress and grooming should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed. Every employee has some contact with others, and therefore represents Webster County in his/her appearance as well as by his/her actions. The properly attired employee helps to create a favorable image for Webster County. Accordingly, the personal appearance of workers shall be governed by the following standards:

1. Employees are expected to dress in a manner that conforms to each department's dress code, and is normally acceptable in their work area.
2. Hair should be clean, combed and neatly trimmed or arranged. Shaggy unkempt hair is not permissible regardless of length. No extreme hairstyles or unnatural colors (e.g blue, pink) are permitted. Variations to this rule are at the discretion of the department manager.
3. Sideburns, moustaches and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted.
4. Visible tattoos may not be of a distasteful or controversial nature. Tattoos deemed potentially offensive to the public must be covered by some means while at work, at the discretion of the department manager.

The dress and grooming of Webster County employees shall also be governed by the requirements of safety and comfort. For example, baggy clothing should not be worn by employees who work with machinery and fingernails should be kept trimmed appropriately for healthcare professionals.

If an employee reports for work improperly dressed or groomed, the supervisor shall instruct the employee to return home to change clothes or to make other appropriate corrective action. The employee will not be compensated during such time away from work.

Dress Code

Quality service to the public includes the clean and professional appearance of the people who provide those services. All employees' clothing should be professional and appropriate to the work performed, as set forth in these policies, and determined by each department supervisor.

All departments:

1. All employees must maintain a clean, well-kept appearance.
2. Clothing must be clean, well-maintained and fit properly. Tight fitting, over sized, torn, and revealing or provocative clothing is considered unacceptable. Certain articles of clothing such as miniskirts, halter tops, sweatpants, wind pants and pajama pants will be considered inappropriate work attire for all employees.
3. Closed-toe protective shoes and stockings/socks must be worn by certain departments and in certain work areas due to OSHA safe & health regulations.
4. Cap are to be removed indoors.
5. Earrings and other forms of jewelry are to be worn in moderation with good taste. All other visible body piercing ornaments are not allowed, with the exception of a small nose stud at the discretion of the department manager. In either case, all jewelry must be appropriate for the regulations in your department and not be a safety hazard.
6. Perfume/colognes, nail polish and cosmetics should be used with appropriate taste.
7. Personal protective equipment (hair nets, gloves) should be used if applicable to the work situation

Department heads are responsible for enforcing this code and for defining "appropriate" as necessary. Department supervisors may grant individual exceptions. Supervisors have the authority to ask employees to make changes, for example, removing a jewelry item, tying hair back or requiring employees to go home and return in proper attire. Optional alternate or non-uniform days are allowed at the discretion of each department supervisor.

Any prescribed and issued uniform or approved attire must be worn in its entirety while on duty. Uniforms must be clean, pressed and neatly maintained at all times. Uniforms may be worn only while on-duty or while traveling to and from work.

Reimbursable Expenses

3.5

An employee may incur expenses for pre-approved training programs, conferences and professional meetings attended for the benefit of the County. Employees who are planning to travel to attend meetings or conferences and who will be staying overnight, requesting mileage reimbursement or meal reimbursement should obtain approval prior to attendance at any meeting or conference from their immediate supervisors.

Transportation

An employee required to use his or her own vehicle to fulfill the County's job requirements will be reimbursed at the current mileage allowance determined by the Board of Supervisors. Mileage shall be calculated using the most direct route and shall not include incidental mileage for personal driving. Mileage reimbursement claim forms are

available of the County website and will display the current reimbursement rate. All mileage reimbursements must have approval of the department head and must be substantiated by accurate mileage records submitted by the employee to his or her department head. Employees using a personal vehicle for County activities must have a valid driver's license and proof of insurance.

Lodging

When authorized by the appropriate department head, an employee in travel status will be reimbursed for actual transportation and lodging costs. The employee's department head must approve all travel arrangements and must ensure that the transportation mode and accommodations selected are reasonable and economical. Actual, reasonable costs will be reimbursed provided that appropriate documentation is submitted to the department head.

Meals

An employee conducting official county business, or attending a training session or seminar outside the county may be reimbursed for the cost of meals including tips (not to exceed 15%), subject to the approval of the department head or elected official. In all cases, appropriate documentation, such as an itemized receipt, must be attached to the claim for reimbursement. The cost of alcoholic beverages shall not be reimbursed. Those traveling on County business should use discretion in keeping meal cost to a reasonable level. The reimbursable amount for an employee's meal expense will not exceed \$30.00 for each work day. Meals are a taxable benefit unless it occurs during an overnight stay.

An employee may be reimbursed for meal expenses inside the county if attending a meeting, seminar, or training session in his or her official capacity and the expense is approved in advance by the department head or elected official. All other conditions and limitations stated in the above paragraph shall apply to in-county reimbursable meals.

Out-of-State Travel and Education 3.6

For all out-of-state travel and training, a Travel Authorization Request form must be approved by the Webster County Board of Supervisors or other appropriate entity and submitted to the Board of Supervisors at least thirty (30) days prior to incurring travel expenses, unless extenuating circumstances prevent such notice. A copy of the conference brochure or similar documentation of program content and agenda must be attached to the Travel Authorization Request form. The form shall also state the purpose of travel, dates of travel, travel destination, estimated costs and source of funding.

Smoking Policy 3.7

The Webster County Board of Supervisors recognizes the need to comply with all applicable federal, state, and local regulations regarding smoking in the workplace. Therefore, on June 11, 2013, the Webster County Board of Supervisors enacted a resolution prohibiting smoking on county owned property including but not limited to: County Buildings, County owned sidewalks and parking lots, areas immediately adjacent to County buildings and County owned vehicles. Not included in the resolution pursuant to the Iowa SmokeFree Air Act is the course of play at a County golf course or individual campsites/ campfires in County parks.

Webster County is subject to progressive civil fines for violations of the Iowa SmokeFree Air Act. Employees who violate the smoking policy may be subject to employment related disciplinary action as outlined in the employee

handbook for violations that occur during the employee's normal working hours in addition to civil penalties provided in the Iowa SmokeFree Air Act.

Information regarding Iowa's SmokeFree Air Act including penalties and enforcement may be found online at www.IowaSmokeFreeAir.gov or by calling 1-888-944-2247.

Drug and Alcohol Use in the Workplace

3.8

Drug and alcohol use policy

The County requires all employees to report to work on time and in the appropriate mental and physical condition for work. Working under the influence of a non-prescribed drug under that influence of alcohol is strictly prohibited. Likewise, no employee shall participate in the unauthorized or illegal manufacture, distribution, dispensation, possession, sale, purchase, consumption or use of any illegal drugs or alcohol while engaged in County business, while on employee to disciplinary action up to and including termination.

The illegal use of abuseof drugs and the consumption of any alcoholic beverages during or preceding the operation of a County vehicle or a personal vehicle while performing work for the County is prohibited.

If any employee is taking prescribed medication, which may affect their work performance, it will be the employee's responsibility to notify their supervisor, or the Human Resources Director, who may authorize time off under an approved leave. Notification shall include the name of the medication, the possible side effects and the name of the attending physician if applicable.

The County recognizes that drug and alcohol dependency and abuse pose a major health, safety and security problems. Employees needing assistance with such problems are encouraged to contact the agencies within the community which provide substance abuse programs. The County's Human Resources Director maintains a resource file for drug and alcohol assistance available to employees, and is available to assist employees in enrolling these programs.

Drug free workplace

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

"Workplace" is defined as the sire for the performance of work done in the capacity of a County employee. That includes any County building or any building in which work is performed for the County, a County-owned vehicle or County-approved vehicles used for work related activities, and in certain circumstances, may also include off-County property during a County –sponsored or County-approved activity, event or function.

Any employee who is convicted in a court of law of illegal drug activity will be considered to be in violation of this policy and is subject to discipline up to and including discharge.

Drug and alcohol testing of employees required to maintain CDLs

Federal law requires drug and alcohol testing of certain employees required to have a commercial driver's license (CDL). Such drug testing will be conducted in accordance with applicable law and with the County's substance abuse policy. Employees covered by the federal regulations will receive a supplement to this handbook.

Inclement Weather

3.9

Because Webster County serves the citizens of the County, County offices will always remain open during normal business hours. However, in case of severe weather, the following policy will be in effect:

1. If an employee is unable to get to work, he/she will be allowed to charge such an absence to vacation, compensatory time, or personal time provided he/she has the time accumulated. If no paid time is available, the employee may choose to take the time off without pay.
2. In the event a severe storm should occur the day before or on the day after one of the observed holiday, holiday pay would be paid to all eligible employees whether or not they work the day before or the day after the holiday.
3. An employee may request to leave work early because of blizzard conditions. If the request is approved, the employee may use accumulated comp. time, vacation or personal time. If no paid time is available, the employee may choose to take the time off without pay.
4. Benefit accumulation and eligibility will not be affected if an employee chooses to take the time off without pay.
5. Employees in departments that serve the public during severe weather (including departments that provide snow removal, resident care and law enforcement services) are expected to report to work during severe weather conditions.
6. In extreme circumstances, the Board of Supervisors and/or Elected Officials may determine that it is necessary to close the courthouse, an office within the courthouse, or other county offices/facilities. In this case the employee will be paid. If possible, weather related announcements would be made by the Board of Supervisors over radio station KWMT or KVFD, so citizens and employees can be notified. Employees who must work (in the critical areas noted in 5 above) will be paid at one and one half of their normal rate for the hours the entire courthouse is closed.

Safety

3.10

Webster County strives to provide each employee with a safe work environment. Management at all levels shall take timely and appropriate action when safety violations are brought to their attention. Department heads and elected officials are responsible to ensure compliance with the Occupational Safety and Health Administration (OSHA) requirements. This includes providing opportunities for their employees to attend/ complete required training and other safety courses.

Safety is everyone's responsibility. Employees are expected to follow safety rules and policies and to take all necessary precautions to avoid injury/illness to themselves, co-workers and members of the public. Unsafe working conditions must be reported to a supervisor immediately. Any employee, supervisor or department head who violates safety standards, causes a hazardous/ dangerous situation, or fails to report or take appropriate action to remedy such situations may be subject to unsafe acts or hazardous conditions without fear or reprisal.

Employees performing safety sensitive tasks requiring personal protective equipment (PPE), such as special shoes, gloves, hard hats, or hearing protection, shall wear the required equipment as defined by their department head/elected official.

General safety training will be provided and may take the form of individual instruction, group sessions, online training, handout materials or any combination of the above. Department heads/elected officials or the appropriated designee will provide site-specific and on-the-job training.

All employees will receive a supplement to his handbook entitled “Webster County Safety Manual.” Please refer to this manual for policies such as Blood borne Pathogens, Fire Safety, Bomb Threats, Workplace Violence, Hazard Communication, Hearing Conservation and other such related policies.

Webster County employees have direct input into County Safety programs through the Webster County Safety Committee. The Countywide committee is composed of employees from various departments who promote safety awareness and encourages safe work practices. The committee meets regularly, reviews matters of concern and makes recommendations to appropriate management personnel where improvements or corrective actions are necessary. Meetings are open to all interested employees and members are appointed by department heads. Employees are encouraged to utilize the committee to address health, environmental, safety and/or security issues. A listing of committee members is available at the Human Resources Department.

Work-Related Investigations 3.11

All employees are required to fully cooperate with their department head, the Human Resources Director, and/or any other member of management who is conducting a work-related investigation. Employees will be disciplined for lying or providing information that is dishonest, misleading, inaccurate, or incomplete to such persons during a work-related investigation.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with and inquiry of investigation conducted by their department head, the Human Resources Director and/or any other member of management. “Obstructing” includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by management as part of an investigation, and/or 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 to requested by as part of the investigation, and providing information, documents, or materials to management that are dishonest, misleading, inaccurate, or incomplete.

This section shall also apply to investigations conducted under Section 1.2, “Preventing Sexual Harassment in the Workplace.”

Workplace Privacy and Searches 3.12

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

As part of your employment, a desk, work space and/or County vehicle may be made available to you. The desk, work space and County vehicle are County property. Because the desk, work space and County vehicle are County property, not your personal property, those items or areas are subject to being inspected by the County at any time, with or without notice to you.

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

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

Use of County Property

3.13

An employee's personal use of County equipment and property, where authorized in advance by the department head, must be limited in duration or frequency so that it does not interfere with the employee's work responsibilities or adversely affect that productivity of the employee or that employee's co-workers. The use of County property that results in an identifiable increased in County operation costs or monetary gain to the employee is specifically prohibited. The use of County property in support of any ballot measure, candidate, or political party is prohibited by law.

Use of Telephones and Cell Phones

3.14

County telephones

Some positions require a County employee to be immediately accessible. Such employees may be issued a County-provided cell phone for work-related communications. Unless otherwise authorized by your elected official or department head, County-provided cell phones are to be used for business purposes only.

Employees will be required to reimburse the County for the costs of personal use of County-issued cell phones when combined business and personal use exceeds the amount of allotted usage provided for in the cell phone plan. Cell phone records of County-issued call phones are considered a public record. Excessive, non-County business use of a cell phone may result in disciplinary action up to and including termination of employment.

Upon resignation or termination from employment, employees will be expected to produce County-issued call phones for return or inspection. An employee may be responsible for the cost of replacement or necessary repairs of County-issued cell phones resulting from his or her own negligence.

Use of personal cell phones for business purposes

The County recognizes that some employees choose to use their personal cell phones for County business. Expenses relation to County business may be reimbursable under department policy.

Use of personal cell phones at work

Employees are to exercise the same discretion in using personal cell phones at work as they would in using County phones for personal calls. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Use of personal cell phones in the workplace should be avoided except for scheduled break times, meal periods, or for contacting emergency services. Employees are responsible for communicating the county's policy to friends and family members.

In addition to telephone service, many cell phone providers off additional functions and services, such as text-messaging, e-mail, digital photography and applications. Whether listed here or not, employees should not use these types of services while at work unless the use has been specifically authorized by the elected official or department head.

Employees whose job responsibilities require regular or occasional driving are expected to avoid using their cell phone while driving. Employees should located an appropriate area to park or use a hands-free device if they need to accept or make a call.

This policy is intended to provide guidelines in the proper use of vehicles owned, leased or rented by the County and vehicles owned by elected officials, employees and volunteers when used on business for the County. This policy applies to all elected officials, all members of boards and commissions, employees and volunteers who operate County vehicles or receive mileage reimbursement for operating their own vehicle on County business.

Use of County owned vehicles

Emergency occurrences or situations arise during the year, which require immediate response from county personnel with such immediate response serving a public purpose. In order to respond to these occurrences and/or situations, Webster County requires certain personnel to serve on a "24-hour call" basis. In order to diminish response time to these emergencies, this requires the "on-call" personnel to store a county owned vehicle at their residence.

It is understood that since advance knowledge of when such occurrences and/or situations will occur is unknown, it will necessitate the vehicles being at constant disposal of the affected personnel. The following named positions serve on a "24-hour call" basis, and may keep a county vehicle at their residence during off duty hours:

1. Secondary Roads
 - a. County Engineer and Engineering Staff
 - b. Secondary Road District and Maintenance Foremen
2. Sheriff's Department
 - a. Sheriff
 - b. Sheriff Deputies
3. Conservation Department
 - a. Conservation Director
 - b. Park Ranger
 - c. Naturalist
4. Other employees as necessary and approved by department heads

These vehicles are only for the use of the employee while conducting county functions and not for the private use by the employees other than that of transportation to and from work. Commuting to work from home and from work to home in a County owned vehicle shall comply with Federal and State income tax laws, specifically IRS Commuting Rule, Regulation 1.61-21(f). The Commuting Rule states that \$3.00 per day or \$1.50 per one-way commute is a non-cash taxable fringe benefit to the employee, includible in gross income. This rule is not limited to Monday through Friday, and includes Saturday and Sunday when you are using a County provided vehicle for work.

Passengers may be transported in County vehicles only when necessary to accomplish official business for the County.

Employees shall be required to have and maintain a valid driver's license of the appropriate class in accordance with the requirements of their job classification and job description. Drivers shall not be permitted to operate a County vehicle if their license is revoked and/or suspended, or if they lose the ability to be insured. If this occurs, the employee may be discharged or moved to a position within his/her department which does not require operating a vehicle, if available and as long as the hiring of additional personnel is not required. If no such position is available or is not within the job classification of the employee, they employee may be discharged or may be placed on unpaid leave until such time as the employee's license and/or insurability is reinstated. All motor vehicle laws of the State of Iowa apply to the operation of all County vehicles. Seat belt and shoulder restraints shall be

worn by all occupants in the vehicle. No smoking is allowed in any County owned vehicle, in accordance with the Iowa Smokefree Air Act.

Use of personal vehicles

Elected officials, County employees or volunteers who use their own vehicles for County business and work purposes and are requesting mileage reimbursement shall possess a valid driver's license, maintain an acceptable driving record, and maintain a certificate of insurance on the vehicle. The County is not liable for the damage to an employee's personal vehicle. Seat belt and shoulder restraints shall be worn by all occupants while operating personal vehicles while on County business, including while reporting to work in a call-in capacity.

Use of Workplace Technology

3.16

The County may provide electronic mail systems, computers, telephone systems, voice mail, fax machines, and other technology to employees at County expense for their use in performing their duties for the County. The purpose of this policy is to prevent misuse of the County's workplace technology and to ensure appropriate, efficient, and effective use of such technology. These machines and systems are business equipment owned by the County to be used for official County business, defined as the pursuit of a goal, obligation, function, or duty imposed upon or performed by the County or the employee required by employment with the County. Exceptions are limited to necessary personal phone calls, and authorized personal use of the Internet and e-mail systems during nonworking time as approved by department heads and the MIS Director.

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

Messages that are inconsistent with the County's policies concerning workplace harassment and sexual harassment are prohibited. Any use of the Internet or other technology to obtain, transfer, download, or send sexually explicit material for personal use is prohibited.

Employees shall not transmit any confidential County information over the Internet or through the e-mail system. This includes, but is not limited to, bank account numbers, credit card numbers (unless authorized and with adherence to proper security procedures), financial information, or any other confidential information regarding any County department or employee.

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

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

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

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

Employees must inform the MIS Director of voice mail, e-mail and computer passwords or access codes. Employees shall not use unauthorized codes, passwords, or other means to gain access to others' files.

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

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

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

Guidelines for Employee Conduct and Discipline 3.17

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

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

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

Employee conduct

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

1. Unsatisfactory work performance/ unacceptable performance of job duties.
2. Falsifying or altering employment or other job-related records, including time records.
3. Violating the County's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism, or failing to report for work without notification to the County. (Failing to report to work without notification to the County for three (3) consecutive work days will be considered a voluntary quit).
5. Unauthorized failure to return from a leave of absence.
6. Engaging in excessive, unnecessary, or unauthorized use of County property or supplies, particularly for personal use.
7. Reporting to work intoxicated or under the influence of non-prescribed drugs, alcohol, or other substances.
8. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
9. Bringing or using alcoholic beverages to or in County workplaces or using alcoholic beverages while engaged in County business off of County premises.
10. Fighting, disorderly, insubordinate, immoral or indecent conduct, or using obscene, abusive, or threatening language.
11. Stealing property of co-workers, customers, clients, or the County.
12. Having unauthorized firearms, explosives or other weapons on County premises or while on County business.
13. Disregarding smoking, safety or security regulations.
14. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers.
15. Failing to follow County job instructions or refusal to perform work requested by a supervisor or manager.
16. Not attending required training sessions or not completing required training assignments.
17. Loitering or wasting time during work hours.
18. Unauthorized extension of allowed break and/or lunch periods.
19. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
20. Not following expected dress and personal appearance standards.
21. Intentional or unintentional unauthorized disclosure of County employee, client, patient, or customer confidential information or protected health information.
22. Failing to maintain necessary licenses and/or certifications.
23. Failing to maintain required motor vehicle insurability.
24. Failure to report an accident or incident.
25. Dishonesty, lying.
26. Engaging in bullying, meaning repeated, unreasonable actions of individuals or a group directed toward an employee (or group of employees) which is intended to intimidate, degrade, offend or humiliate, and/or creates a risk to the health and/or safety of the employee.
27. On-premise sexual or romantic conduct between employees or an employee and a non- employee.
28. Failure to adhere to the terms of a Light Duty Agreement.
29. Not being courteous to fellow co-workers, customers, clients or visitors.

30. Refusal to sign official documents when requested to do so.
31. Violating any policy included in this employee information handbook, or any other County policy or work rule.

Disciplinary Action

If your performance, work habits, or behavior becomes unsatisfactory in the judgment of the County, based on violations of the rules listed above or other County policies, rules, procedures or expectations, you will be subject to disciplinary action. Certain offenses may be addressed using progressive discipline. Situations that the County believes may respond to corrective discipline may be handled as follows:

1. **Counseling Session / Verbal Warning:** An oral reprimand (which may be documented in the employee's personnel file) may be given as a warning when a department head needs to advise an employee of an inappropriate activity or behavior.
2. **Written Warning:** A written reprimand may be given for a more serious violation or in the case of repeated offense previously disciplined by a verbal warning.
3. **Suspension:** If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended without pay.
4. **Termination:** If the conduct continues, the County may terminate the employment of the employee.

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

Employees are free to resign their employment with the County at any time, and the County may terminate the employment at any time for any lawful reason.

Acceptance of Gifts 3.18

The Iowa Gift Law applies to all Webster County employees. The law prohibits County employees from directly or indirectly soliciting, accepting or receiving any gift worth over \$3.00 that is in any way related to their employment with the County or from a person or entity who could benefit financially from the way you perform your job. See Iowa Code Chapter 68B for more information.

Title VI Compliance 3.19

Pursuant to Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987, and other nondiscrimination authorities, it is the policy of Webster County that discrimination based on race, color, national origin, sex, age, disability or income status shall not occur in connection with any of its programs or activities.

The County's efforts to prevent discrimination will address, but not be limited to, a program's impact upon access, benefits, participation, treatment, services, contracting opportunities, training opportunities, investigation of complaints, allocation of funds, prioritization of projects, and the functions of planning, project development, design, real property acquisition, construction and research.

Since a significant number of programs and activities of the County are funded in part by federal assistance, it is subject to the provisions of Title VI of the Civil Rights Act of 1964.

Discrimination by employees in the administration of County programs and activities is prohibited. An employee found to have committed an act of discrimination based on this policy may be subject to discipline up to and including termination of employment.

Public complaints of discrimination under Title VI shall be referred to the Human Resources Director.

Uniform/Clothing Allowance

3.20

In accordance with the Webster County Uniform/Clothing Allowance Policy, departments may choose to provide a clothing/ uniform allowance. The decision to provide uniforms/ clothing allowance is at the sole discretion of Webster County.

Some items utilized to determine the decision to provide a uniform allowance are:

1. The necessity for the general public to identify particular employees
2. The necessity for the employee to do all functions of their job
3. The health and safety of employees

Uniform/clothing allowance is generally made available to certain departments or programs; however, some employees in a given department or program may be excluded depending on their specific assignment.

Each department that provides for a uniform/ clothing allowance for employees may choose to:

1. Provide funds to reimburse the employee for the purchase, wear or maintenance of the uniform of clothing under a method that meets the rules of an IRS Accountable Plan (considered non-taxable); or
2. Buy clothing for the employee and issue it as a uniform or clothing (considered nontaxable).

The uniform/clothing allowance may not exceed the departmental designated amount for each qualifying employee per fiscal year, unless prior approved by department head.

Per IRS guidelines, uniforms or clothing, provided by Webster County or provided through an allowance to the employee, are excludable from taxable wages of the employee if they are:

1. Specifically required as a condition of employment and are;
2. Not worn or adaptable for general use as ordinary clothing.

For a uniform/clothing allowance meeting these requirements to be excludable from the taxable wages of the employee, the accountable plan rules must be met by the employee.

To meet the accountable plan rules, the employee must submit the original uniform/clothing purchase receipt for reimbursement, which identifies the uniform/ clothing purchased as approved by their respective department head. Uniform/clothing allowances will not be reimbursed to the employee without proper documentation of purchase of approval uniform/clothing.

The uniform/clothing shall at all times remain the property of Webster County.

Uniforms and clothing, provided by Webster County or provided through an allowance to the employee, are includable in taxable wages of an employee if they do not qualify for the exclusive above.

Allowances that are includable in the taxable wages of an employee will be reimbursed/ paid through payroll.

Section Four: Time Off Benefits

Holidays

4.1

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

New Year's Day	Veterans Day
Presidents' Day	Thanksgiving Day
Good Friday (one-half day, p.m.)	Day after Thanksgiving
Memorial Day	Christmas Eve (one-half day, p.m.)
Independence Day	Christmas Day
Labor Day	

County departments will be closed on the days listed above unless an alternative schedule is set forth by a collective bargaining agreement or governing body such as the Department of Public Health or Conservation Board. Certain departments may be open on the above holidays if so required by state law. In departments working Monday through Friday schedules, holidays falling on a Saturday are normally observed on the preceding Friday and holidays falling on a Sunday are normally observed on the following Monday. Departments working seven-day schedules will observe the actual holiday.

Pay for holidays not worked

1. **Regular full-time employees** who do not work on a holiday listed above will receive their regular salary (holiday pay) in the amount of their normal straight time hourly rate times their normal daily work hours, up to maximum of eight (8) hours.
2. **Regular part-time employees** who are regularly scheduled to work at least twenty (20) hours per week who do not work on a holiday will receive holiday pay in the amount of their normal straight time hourly rate times the number of hours regularly scheduled to work on the holiday. Part-time employees who work fewer than 20 hours per week do not receive holiday pay.

To be eligible for holiday pay, an employee must have worked the last full scheduled work day immediately before and the first full scheduled work day immediately after the holiday. If the employee is absent on either or both of the work days as a result of personal illness substantiated by written physician certification, an on-the-job injury, or with prior approval from his or her department head, the employee will be considered to be eligible for holiday pay.

Pay for holidays worked

Depending on the services provided by your department, you may be required to work on a holiday.

1. **Non-exempt regular employees** who work on any of the recognized holidays will receive holiday pay in the amount of their normal straight time hourly rate times their normal daily work hours plus time and one-half their straight time hourly rate for hours worked on the holiday. Eligibility for this benefit begins as of date of hire.

Holidays during paid leave

If a recognized holiday falls during your vacation, or any period of approved paid sick leave, it will be counted as a holiday and will not be deducted from your accumulated vacation or sick leave. However, an employee on leave due to an on-the-job injury or approved paid leave of absence will not receive holiday pay after the first 30 days of absence.

Holidays during unpaid leave or layoff

Employees on an unpaid leave of absence or lay off at the time of holiday occurs are not eligible for holiday pay.

Paid Time Off

4.2

The paid time off (PTO) program offers employees flexibility in using paid time for personal business, illness and leisure recreation. The amount of PTO time is based on employment status and years of service.

Webster County recognizes that providing employees with time off improves productivity and supports a quality work and personal life balance.

Regular full-time and part-time employees (part-time employees regularly scheduled 20 hours per week) annually accrue paid time off (PTO) based on hours paid, years of service, and employment status. PTO hours may be carried over from year to year. Maximum total accrual for any eligible employee is 280 hours. Employees who are starting their 10th year of service, the maximum total accrual increases to 320 hours.

All eligible employees may begin accruing PTO on their first day of employment and are eligible to use accrued PTO according to the procedures outlined below. PTO is granted to use for vacation, sick, personal, etc.

Employees may also transfer paid time off (PTO) benefits to a co-worker in need, because of a personal or family catastrophic illness/injury or disaster. Employees should refer to the Paid Time (PTO) Catastrophic Illness Donation policy to inquire as to the eligibility and requirements of PTO Donations to employees.

Eligible Employees:

- Regular non-exempt/hourly full-time employees
- Regular exempt/salary full-time employees
- Regular non-exempt/hourly part-time employees (part-time employees regularly scheduled 20 hours per week)

Non-eligible employees:

- Regular non-exempt/hourly part-time employees (part-time employees not regularly scheduled 20 hours per week)
- Regular PRN (as needed) part-time employees
- Regular temporary full-time or part-time employees

Paid Time Off Accrual

For each hour paid, up to a maximum of 80 hours per pay period, eligible employees accrue paid time off according to their employment status (full-time or part-time) and years of service.

The maximum total accrual is 280 hours. Employees who are starting their 10th year of service, the maximum total accrual increases to 320 hours. If the maximum total accrual is reached, no additional paid time off hours will accrue until the employee's paid time off balance is reduced through usage.

Active employees accrue PTO hours based upon their full-time or part-time status and accrual schedule for all hours paid up to a maximum of 80 hours per pay period.

Any unused PTO in an employee's PTO bank at the end of a year will roll over into the next year up to the maximum accrual of 280 hours or 320 hours, whichever maximum accrual the employee is eligible to be in.

How Paid Time Off is Calculated

The charts below show how PTO is calculated based on an employee's full-time and part-time employment status and years of service.

The accrual rate will change to the next level in the pay period following completion of the specified years of service.

Regular Full-Time and Part-Time Employees			
Years of Service Completed	PTO Accrual Per Hour Paid	Maximum Per Pay Period	Maximum Per Year
0 thru 1.00	.0500/hour	4.00/pay period	104 hours
1.01 thru 4.00	.0692/hour	5.54/pay period	144 hours
4.01 thru 9.00	.0885/hour	7.08/pay period	184 hours
9.01 and over	.1077/hour	8.62/pay period	224 hours

Using Paid Time Off

Paid time off (PTO) cannot be used before it is earned. An employee's accrued PTO is considered earned following completion of payroll processing each pay period, and is available for use the next pay period.

Employees may be able to use Paid Time Off (PTO) as soon as it is earned.

PTO is intended to pay for time away and may not be used to increase an employee's pay over their regularly scheduled hours. However, if an employee has pre-approved PTO and works additional shifts to meet the needs of the department, then the employee should be given the option of using PTO or saving it for future use.

An eligible employee must use PTO before using unpaid time. Employees are not required to use PTO when receiving short-term disability and long-term disability benefits.

Employee Paid Time Off (PTO) should be recorded in thirty (30) minute increments.

Employees who are eligible to receive worker's compensation benefits must use PTO for all normally scheduled worked hours until the first eligible day of worker's compensation benefits.

Departments have procedures for requesting and receiving approval for PTO. Employees should follow Webster County and/or department procedures.

Payout of Paid Time Off

Paid time off is paid at the employee's base rate of pay.

An employee will be paid for all of their unused PTO when they terminate, provided:

- Employee provides at least two weeks (14 calendar days) advance written notice of the intent to resign employment. An employee who fails to provide the required notice forfeits all unused and accrued paid time off (PTO) and no PTO will be paid out at the time of separation.
- An employee who leaves their employment before the end of the two week (14 calendar days) notice period, or is involuntarily terminated, shall, in the sole discretion of Webster County, automatically forfeit all unused and accrued PTO at the time of separation of employment.
- Webster County may require an employee who has given the required two week (14 calendar day) written notice to terminate before the scheduled termination date. In that event, the employee will receive their regularly scheduled pay and accrued PTO through the originally scheduled terminated date.

Payout of PTO balance may be paid out in the payroll check following the last regular paycheck the employee receives.

Paid Time Off Purchase Program

We anticipate for FY2024 (July 1, 2023 – June 30, 2024), the opportunity for employees to participate in a Paid Time Off Purchase Program. A Paid Time Off Purchase Program allows Webster County to “purchase” from eligible employees a limited number of hours accrued in their PTO bank at one or two designated times during the year.

Hours used or “purchased” from the PTO program are paid at the eligible employee’s base rate of pay, excluding any differentials or premium pay, and are not considered hours worked for purpose of calculating overtime.

Short-Term Disability

4.3a

Webster County provides full-time employees a continuing income when they are off work due to illness or non-work related injury. This is called Short-Term Disability Income. Full-time employees are eligible for short-term disability following completion of six (6) continuous months of employment.

Short-term disability starts on the eighth (8th) consecutive calendar day off work due to personal illness or injury. The employee is required to provide written documentation from the employee's physician regarding the nature of the medical problem and the need to be off work. An employee's failure or refusal to produce requested documentation and/or execute any necessary releases (if requested) may result in denial of short-term disability benefits. Before an employee may return to work, the employee must provide written documentation stating that the employee is physically and/or mentally capable of resuming their duties. The final decision on whether an employee is capable of performing their duties will be made by Webster County.

Short-term disability income benefits are as follows:

- Calendar 1 through 7 (Waiting Period): Employee will use their PTO hours.
- Calendar day 8 through 60: Short-Term Disability will be paid at 90% of the employee's base pay.
- Calendar day 61 through 120: Short-Term Disability will be paid at 80% of the employee's base pay.
- Calendar day 121 through 180: Short-Term Disability will be paid at 70% of the employee's base pay.

It is the responsibility of the employee to fill out the short-term disability forms through the Human Resources Department. Short-term disability checks will be issued by the Human Resources Department or their designee on the employee's regular pay day, unless payments are overdue.

Employees will accrue paid time off (PTO) while they are utilizing their own PTO during their short-term disability leave of absence. Employees will not accrue paid time off (PTO) while receiving short-term disability benefits paid by Webster County.

Unless applicable law requires otherwise, employees on short-term disability cannot be guaranteed reinstatement to employment to the same position or positions comparable in status and pay held prior to the medical leave, although every effort will be made to place the employee in the same position when they return from leave, subject to budgetary restrictions, the Webster County's need to fill vacancies, and the need to find permanent replacements.

Employees who qualify and receive short-term disability may stay in the group health insurance plan for a six (6) month period of time while they are on short-term disability, but must pay the employee participation rate. Following the six months, you will be eligible to participate in the group health insurance plan through COBRA.

Webster County provides Long-Term Disability Income insurance coverage for qualifying full-time employees.

Employees who have been on the short-term disability program for a period of six (6) months may make application to qualify for long-term disability benefits. Eligibility requirements are in accordance with the master insurance plan. Questions regarding eligibility and application for long-term disability benefits should be directed to the Human Resources Department.

Eligible employees who qualify for benefits will receive sixty percent (60%) of their covered monthly earnings up to a maximum of \$6,500, so long as you qualify for benefits under the master insurance plan.

ELIG.	Classes	N / A
	Class Definition	All Eligible Employees
BENEFITS	Monthly Benefit	60% of Covered Monthly Earnings up to a maximum of \$6,500
	Elimination Period	180 days
	Benefit Duration	Social Security Normal Retirement Age
	Own Occupation	24 Months
DEFINITIONS	Total Disability	As a result of injury or sickness during the Elimination Period and first 24 months, they cannot perform the material duties of their Regular Occupation and are incapable of earning 80% or more of their Predisability Earnings. After the 24 months, you cannot perform the duties on any occupation and are incapable of earnings 60% or more of their Predisability Earnings..
	Earnings	Monthly salary prior to any deductions
LIMITATIONS	Mental / Nervous Illness	Outpatient: 24 months / Inpatient: Lifetime
	Substance Abuse	Outpatient: 24 months / Inpatient: Lifetime
	Self-reported Conditions	No Limitations
	Pre-Existing Conditions	3 / 12
POLICY FEATURES	EAP	Included
	Work Incentive	12 Months
	Partial Disability	Included
	Social Security Integration	Family
	FICA Match / W-2 Preparation	Included / Included
	Contribution Requirements	100% Employer Paid

Exhibit provides an outline of the proposed insurance policy. Please refer to the policy itself for the actual terms and conditions.

In the event of a discrepancy, the insurance policies take precedence over this Insurance Summary.

Eligibility for and benefits under the long-term disability program are governed by the Webster County’s master insurance plan, therefore any inconsistencies between this policy and the master insurance plan are resolved in favor of the master plan.

Long-term disability benefits are coordinated with all other disability benefits that the eligible employee may be receiving through other insurance carriers as well as the Social Security

Administration. Questions regarding coordination of benefits should be directed to the Human Resources Department.

Transferability of Vacation and Sick Leave 4.4

When an employee transfers from one county department to another, they will retain all accrued, but unused, vacation and sick leave. The employee's anniversary date will continue to be the date they began employment with the original county department.

Catastrophic Illness Donation Policy 4.5

Webster County employees may contribute accrued vacation leave to benefit another county employee with a catastrophic illness, or a county employee who has a family member with a serious health condition.

Definitions

Employee means a non-temporary, part-time or full-time employee who is eligible to accrue vacation leave.

Catastrophic illness means a mental or physical illness or injury resulting in a medical condition causing a person to be either: confined in a hospital for 10 or more days, or in a treatment program requiring kidney dialysis, or in a treatment program requiring radiation or chemotherapy for cancer treatment, or diagnosed as terminally ill; and for which a physician has certified the condition as likely to result in the cessation of active work for 30 or more calendar days.

Family member means son, daughter, spouse or partner as those terms are defined for the purposes of the Family and Medical Leave Act.

Eligibility, Request and Approval

To be eligible to receive vacation leave donations, an employee or the employee's family member must have a catastrophic illness as defined above, and have exhausted all available paid leave, and not currently be receiving any other supplemental benefit payments from the County (e.g. workers' compensation).

An employee with a catastrophic illness or an employee whose family member has a catastrophic illness may request approval to receive vacation leave donations from their respective department head by using the county's form. Approvals or denials will not be final without a signature from the employee's Department Head. The employee's Department Head may require periodic reports on the employee's status and intent to return to work.

Solicitation

Soliciting vacation leave donations is the responsibility of employees and/or the union. For contract-covered employees, unions will be notified when an employee is approved to receive vacation leave donations under this provision. Solicitation must occur primarily as an off-duty activity; work time, official letterhead, and postage are not be used for solicitation.

How to Donate

Employees wishing to donate to a county employee already approved to receive donations shall complete a special form (available from their department head) and send it to the recipient employee's department head. Once the donation has been credited, a copy of the form will be sent to the donor and the recipient.

Administrative Restrictions

When the recipient is an employee with a catastrophic illness, vacation leave shall be donated in increments of one hour or more and shall be irrevocably credited to the recipient's sick leave account on a pay period by pay period basis. When the recipient is an employee with a family member who has a catastrophic illness, vacation leave shall be donated in increments of one hour or more and shall be irrevocably credited to the recipients vacation account on a pay period by pay period basis. Donations will be credited on a first-in, first-out basis according to the date and time on the "catastrophic illness contributions" form. Donations will be confidential per Iowa Code §22.7. The total amount of donations received by an employee each pay period shall not exceed the employee's regularly scheduled hours of work for that pay period. Recipients will not receive sick leave or vacation accruals on donated vacation leave. Donations are valid until the recipient receives a doctor's release to return to full-time work. If, after returning to full-time work, the employee or family member suffers a relapse, a new solicitation must be made.

Employees may not extend payment of the county's share of insurance premiums by using paid leave hours in reduced portions. The intent of this policy is that paid hours must be used in hourly increments equal to the hours the employee is regularly scheduled for work. Therefore, when adding donated hours to the recipient's sick leave balance or vacation balance the hours will be transferred in increments equal to the employee's regularly scheduled work hours on a pay period by pay period basis. All accrued leave must be included in the hours credited to the recipient before donations are used each pay period.

Leave will be credited retroactively to the date the employee exhausted leave if the employee has exhausted all available paid leave and is granted leave without pay, and no previous donations have been received.

The recipient has 30 calendar days from the date his/her accrued leave is exhausted to receive donated hours. If no donations are received during the initial 30 calendar days, no donated vacation leave hours will be accepted on behalf of the recipient after that date.

When a recipient does not have enough donated hours to cover his/her regularly scheduled work hours for the pay period, the amount that is left will be credited to his/her sick leave account or vacation account. After this, no more donated vacation leave hours will be accepted on behalf of the recipient.

Employees should check with the Human Resources office to see how catastrophic illness donations affect their normal benefits.

Work-related Injuries

4.6

Coverage

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

Employee and supervisor reporting requirements

An employee must report a work-related injury or illness to his or her department head or immediate supervisor immediately following the injury, or as soon as the employee has knowledge of the injury or illness. In all cases, an injury shall be reported in no less than 24 hours. Your failure to report a job-related injury or illness may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

1. In the event of a workplace injury, Company Nurse Injury Hotline is to be contacted by the employee (with supervisor present, if possible). The toll-free number is 1-888-770-0928. Company Nurse will gather information over the phone and refer the employee to appropriate medical treatment.
2. Complete a Webster County Employee Injury or Illness Notification form and submit to department head or supervisor. The department head/ supervisor will complete the "Employer Investigation Report" section of the form. Deliver the completed form to Human Recourses within 24 hours.
3. If the employee is unable to contact Company Nurse or complete the Webster County Employee Injury or Illness Notification and complete the form in as much detail as possible.

For a life-threatening injury or emergency situation, the department head or supervisor should call 911. Or if after contacting Company Nurse, an employee is referred to the emergency room, the department head or supervisor shall arrange transportation for the employee to Trinity Regional Medical Center's Emergency Room Department. An employee seen at the emergency room will be referred to UnityPoint Health – Occupational Medicine at Highland Park Center, 2520 9th Ave S. (Fort Dodge) for follow-up appointments.

If not an emergency, but medical attention is needed; or if the employee initially refuses to seek medical treatment but later feels that medical attention is necessary, please contact the Human Resources office at 515-573-1148 or 515-408-3152 to arrange an appointment with Webster County's designated medical providers at UnityPoint Health – Occupational Medicine. For non-emergencies outside of normal hours, the department head or supervisor shall call Company Nurse for referral to the appropriate leave of care.

Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, you must orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident. You may also use the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742). This will be the responsibility of the Department Head and Director of Human Resources.

Income replacement

An employee who is eligible for workers' compensation may use available sick leave for scheduled work days lost during the first three days following the injury or illness. If the employee continues to be eligible for workers' compensation, the employee will be paid at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability. If the employee is off work for more than 14 calendar days, the insurance carrier will then pay for the first three days following the illness or injury and the employee will be reimbursed on the employee's next regular payroll check. An employee may supplement workers' compensation benefits with accumulated sick leave (not to exceed normal take home income) if the employee requests the supplement in writing. The County will then compensate the employee for the difference between his or her regular wages and the workers' compensation payment. The employee's accumulated sick leave will be reduced accordingly.

An employee with a work-related injury who is eligible for worker's compensation benefits as a result of that injury will be considered continuously employed by the County for purposes of fringe benefits.

Workers' compensation and the FMLA

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

compensation payments and will continue on FMLA leave if the employee's condition qualifies as a serious health condition and the employee is eligible for leave under that policy.

Return to work

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

Temporary Light Duty or Alternate Work

4.7

Eligibility

The County may make temporary light duty or alternate work assignments for employees with work-related injuries or illnesses who are covered by workers' compensation or for qualified individuals with disabilities that prevent them from performing their normal job duties. In either case, eligibility for light duty is limited to employees for whom the assignment would be a progressive step in their return to work. Employees with work-related injuries will be given priority for light duty assignments over those with a non-work-related injury.

The Human Resources Director will coordinate a transitional light duty or alternate work program for employees with work-related injuries or illnesses and for qualified individuals with disabilities and will monitor the doctor's restrictions and duty assignments. The injured employee's department will be responsible for the payroll during this duty period, and should make every effort to develop transitional duty work assignments within the department. If work is not available within that department, the Human Resources Director will arrange assignments in other departments. This section applies to all employees covered by Webster County's worker's compensation policy.

An employee with a job-related injury or illness who refuses a light duty assignment will not receive wage replacement (workers' compensation) payments and will be placed on leave under Family and Medical Leave Act (FMLA) if the employee's condition qualifies as a serious health condition and the employee is eligible for leave under that policy. At that point, the employer may require the substitution of accrued paid leave from the date the workers' compensation benefits cease.

Duration of light duty and alternate work assignments

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

Medical certification

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

Light Duty/ Alternate Work Agreement

Before light duty or alternate work is assigned, the employee and his/her immediate supervisor shall enter into a written agreement detailing the employee's medical restrictions, the assignments they will be performing

while on light duty / alternate work, an employee acknowledgement that they understand and shall follow the restrictions, that the employee may lose temporary disability payments if they terminate the light duty / alternate work assignment, and that the employee may be subject to discipline for working outside of their medical restrictions.

Return to work

If, at the end of the temporary light duty or alternate work assignment, the employee is able to safely perform his or her normal job duties, the employee may return to his or her normal position. If, at the end of the temporary light duty or alternate work assignment, the employee is not able to perform his or her normal job duties, the County will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to work. If no reasonable accommodation is available to return the employee to his or her previous position, the County will then consider transferring the employee to a vacant position for which the employee is qualified. If no position is available, and all applicable FMLA leave has been exhausted, the employee may be terminated.

Family and Medical Leave

4.8

It is the policy of the County to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) of 1993 and amendments enacted as part of the National Defense Authorization Act of 2008. Whether or not a particular situation is covered by FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The County will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave.

Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees each 12-month period for any of the following reasons:

1. Because of incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth, or because of the placement of a child with the employee for adoption or foster care;
3. In order to care for the employee's spouse or parent with a serious health condition, in order to care for the employee's son or daughter under the age of 18 with a serious health condition, or if 18 years or older is incapable of self-care because of physical or mental disability; or
4. Because of the employee's own serious health condition that makes the employee unable to perform the functions of his or her job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arrangement for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave during a single 12 month period to care for the employee's spouse, son, daughter, parent or next of kin who is a covered military service member with a serious injury or illness. A covered service member is (1) a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list,

for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. The FMLA definitions of “serious injury or illness for current service members and veterans are distinct from the FMLA definition of “serious health condition”. The 26 workweeks is a combined total with other reasons for FMLA leave. For example, if an employee had used 6 weeks of FMLA leave for his/her own serious health condition; 20 weeks would be available during that 12 month period for service member leave.

Eligibility Requirements

To be eligible for FMLA (family and medical) leave, you must have worked for the County for at least 12 months, and for at least 1,250 hours during the 12 months immediately preceding the start of the leave.

Definitions

For Purpose of this 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 of whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or stepchild.

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

In loco parents includes day-to-day responsibilities to care for or financially support a child, or, in the case of an employee, a person who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

Spouse means a husband or wife as defined or recognized under state law for purposes of marriage in Iowa. Spouse does not include an unmarried domestic partner.

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. **Inpatient care** (i.e. an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care;
2. **Absence Plus Treatment** – a period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by a health care provider, or at least one treatment by a health care provider plus a regimen of continuing treatment;
3. **Pregnancy** – any period of incapacity due to pregnancy or prenatal care;
4. **Chronic Conditions Requiring Treatments** – any period of incapacity due to a chronic serious health condition which **a)** requires periodic visits for treatment by a health care provider, **b)** continues over an extended period of time (including recurring episodes of a single underlying condition, and **c)** may cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc);
5. **Permanent or long-term conditions** – a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
6. **Multiple Treatments (Non-Chronic Conditions)** – any period of absence to receive multiple treatments (including any period of recovery there from) by health care provider.

The “**12-month period**” during which the leave entitlement occurs is designated as the rolling 12-month period measured backward from the date an employee uses any FMLA leave.

Married employees

If you and your spouse are both employed by the County, and you are both eligible for family and medical leave, you and your spouse will be limited to a combined total of 12 weeks of family and medical leave per year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with you for adoption or foster care, or to care for the child after placement; or to care for your parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of your spouse or child, or because of your own serious health condition.

How and when leave may be taken

Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days you work per week, or hours per day. Intermittent or reduced schedule leave may be taken when medically necessary to care for your spouse, child, or parent with a serious health condition, or because of your own serious health condition. "Medically necessary" means that there is a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. You must provide the County with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule your intermittent or reduced schedule leave so as not to disrupt County operations. You may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits, which better accommodates the intermittent leave or reduced schedule.

Leave for childbirth, adoption, or foster care may not be taken intermittently or on a reduced leave schedule except in unusual circumstances and only if the employee's department head agrees to the proposed intermittent or reduced leave schedule.

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

Employee Notice Responsibilities

You must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable (for example, if you are planning to have surgery or you are pregnant), by completing a "Leave of Absence Request" form and checking the box that corresponds with the need for FMLA leave. When a 30 day notice is not possible, you must provide notice as soon as practicable (generally the day you learn of the need or the next business day) and you must comply with your department's normal call-in procedures. When the need for leave is foreseeable based on planned medical treatment for you or your covered family member, the County expects you to consult with your department head and to make a reasonable effort to schedule the treatment so as not to unduly disrupt County operations.

While you do not have to share diagnosis information, you must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave (for example, that you have been given antibiotics from a health care provider and told to stay home for four days). Once a condition has been approved for FMLA leave and you need additional leave for that condition, your subsequent requests must mention that condition or your need for FMLA leave. If you don't give the County enough information to know that your leave may be protected by the FMLA, your leave may not be protected.

You will need to inform the County if your need for FMLA leave changes while you are off work (for example, your doctor determines that you cannot return to work when originally expected). The County may also require you to provide periodic updates on your status and your intent to return to work.

Employer Responsibilities

After requesting leave, the County must inform you whether you are eligible under FMLA. If you are, the notice must specify any additional information required as well as your rights and responsibilities. If you are not eligible, the County will provide a reason for the ineligibility.

The County will inform you if leave will be designated as FMLA-protected and the amount of leave to be counted against your leave entitlement. If the County determines that the leave is not FMLA-protected, you will be notified.

Leave may be designated as FMLA-protected even if you have not requested it as such. If you are on leave and the County designates it as FMLA- protected, the County will provide written notification to you and require any necessary certifications.

Certification of Need for Leave

When leave is requested for any of the above reasons, you may be required to file the necessary certification forms provided by the County.

Medical FMLA Leave. To care for a child, spouse, or parent with a serious health condition, or because of your own serious health condition, the County may require written medical certification or recertification from the appropriate health care provider using a “Certification of Health Care Provider” form. This certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If you are seeking leave for your own health condition, the certification must also state that you are unable to perform the functions of your position. For leave to care for a family member, the certification must state that you are needed to care for the family member, and an estimate of the amount of time you will be needed. Other certification requirements apply in the case of intermittent or reduced schedule leave.

The County may require a second opinion on an initial certification at the County’s expense. If the first and second opinions differ, the County may request the opinion of a third health care provider, chosen by you and the County, at its own expense. The third opinion will be binding. The County cannot require a second or third opinion for a recertification.

The County may require recertification of a serious health condition at your expense under certain circumstances, including but not limited to a time extension of your leave, a significant change while you are on leave (i.e. complications, change in diagnosis), or other circumstances allowed by law.

Military Service Member Caregiver FMLA Leave. In addition to the certification requirements state above, the County may request proof of the ill or injured service member’s military status, the name of the service member for whom you are providing care, proof of your relationship to the service member and the service member’s military branch, a description of the care to be provided, and an estimated amount of time needed for leave.

Military Exigency FMLA Leave. For a military exigency leave, a certification form must be returned within fifteen (15) days after the County requests it. The County may require proof that you or a defined family member has received a call or order to active duty. The County may also require a separate certification for each exigency for which leave is requested (for example, one certification for financial and legal arrangements and another for arranging child care).

Employees have fifteen (15) days from the date of the County’s request to furnish medical or military certification, regardless of whether the leave was foreseeable or unforeseeable. If the certification or recertification is returned and is determined to be insufficient, you will be given seven (7) days to cure the deficiencies, unless it is not practicable to do so despite your good- faith efforts. FMLA leave may be denied if medical certification or recertification is not returned within 15 days and/or deficiencies in the form are not cured within 7 days.

Substitute of paid leave

Leave under the Family and Medical Leave Act will apply if the reason for the absence from work qualifies as FMLA leave. In other words, FMLA leave will run concurrently with any applicable paid time off available to the employee. The County will require you to use accrued paid leave while taking FMLA leave as follows:

1. You must use any accrued, unused vacation for any portion of the 12 week leave for the birth, adoption, or foster placement of a child, or to care for a child, spouse, or parent with a serious health condition. You may also use any accrued, unused **family** sick leave (you are allotted a maximum use of 3 days (24 hours) per calendar year for immediate family – see provisions of Section 4.3 to care for a child, spouse or parent with a serious health condition under the FMLA.
2. You must first use any awarded, unused sick leave, followed by awarded, unused vacation leave for any portion of the 12 week leave to care for your own serious health condition. Any situation in which you used paid sick leave or paid vacation because you are unable to work due to a condition that qualifies as serious health condition under this policy will be counted against your 12 week FMLA entitlement.
3. You must first use awarded, unused vacation leave for any portion of the 12 week leave to address certain qualifying military exigencies. If all application vacation leave is exhausted, you may use other available paid leave (compensatory time, floating holidays, etc. as applicable).

When you have used all applicable paid leave for any portion of an FMLA leave, the balance of the leave will be without pay.

Rights and benefits during leave

Regardless of the type of leave the employee is on (FMLA, medical but not eligible for FMLA, personal, etc.), seniority, vacation and sick leave will accrue provided that the employee has worked at least 96 hours (comprised of actual hours worked, vacation pay, jury duty, bereavement leave, and paid holidays).

During paid or unpaid FMLA leave, the County must maintain your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to pay the same cost of coverage as if you were actively at work. Employee contributions to the premium will be required either through payroll deduction or by direct payment to the Webster County Auditor's office by the 20th of the month prior to the month continued coverage is required. Loss of insurance coverage may result if the premium amount is more than 30 days late. If you miss a premium payment and the County pays your contribution, you will be required to reimburse the County for the delinquent payment upon return from leave. Under certain circumstances, if you fail to return to work after an approved FMLA leave, the County may require you to reimburse it for the amount the County paid for your health insurance coverage during the leave.

The County will continue to pay group term life insurance premiums during unpaid FMLA leave. The employee will be responsible for paying the premiums of all other insurance coverage obtained through the County's benefit program and/or making contributions to flexible spending account benefit plans during periods of unpaid FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave, if not depleted during the leave.

Returning to work

At the conclusion of your FMLA leave, you will, in most cases, be restored to your former position, if that position is vacant, or one with equivalent pay, benefits, and conditions of employment, provided you have complied with the requirements of this policy. However, if at the end of the twelve week period, you are unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition, you are not guaranteed reinstatement except as may be required by applicable law. Further, if you are a certain “key” employee, you may not be guaranteed reinstatement and business circumstances may prevent reinstatement.

Breastfeeding Lactation Requirements

4.9

The County will provide reasonable break times for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk. Webster County has a designated private space which may be used by an employee to express breast milk. Contact the Human Resources office for more information.

Unpaid Leaves of Absence

4.10

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

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

During an unpaid leave granted under this section, you do not receive compensation, do not accrue length of service, vacation, or sick leave, and are not eligible for paid holidays. The County does not make contributions to retirement programs for the duration of the leave. You may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the 20th of the month for the following month’s coverage. Failure to pay the premium on time will result in termination of coverage. During an unpaid leave granted under this section, you must reimburse the County for all voluntary benefit premiums such as vision, voluntary life, AFLAC policies, and related benefits if continuous coverage is desired.

Requests for extension of an unpaid leave must be submitted in writing to your department head. If you fail to return to work or contact the County regarding your status following granted unpaid leave, you will be considered to have voluntarily quit your employment as of the conclusion of the granted unpaid leave.

Return to work

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

Jury or Witness Duty

4.11

Any regular full-time employee required to report for jury duty shall receive a paid leave of absence for the time spent on duty subject to the employee's daily average hours and the requirements of this policy. Any regular part-time employee required to report for jury duty shall receive an unpaid leave of absence for the time spent on duty subject to the requirements of this policy.

Any full-time or part-time employee subpoenaed to appear as a witness in a civil or criminal proceeding in which that employee is not directly involved as a plaintiff or defendant shall be granted a leave without pay. Employees who must appear as a witness in a civil or criminal proceeding in which they are directly involved as a plaintiff or defendant may apply for an unpaid leave of absence under Section 4.10 of this handbook.

All employees summoned to jury duty or witness duty must submit a copy of the summons to their supervisor within two working days after receiving the summons. When released from jury duty, either temporarily or permanently, during working hours, an employee must report to work within one hour after the release.

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

While on paid jury leave, you will receive your wages at your regular rate of pay, but you must submit certification of the number of hours spent on jury duty and assign to the County any compensation you receive in connection with the duty, less any reimbursement for travel or meal expenses.

Bereavement Leave

4.12

Regular full-time and regular part-time employees may be granted up to three (3) days of paid bereavement leave at the discretion of the department head for the death of the employee's close family member, including the employee's spouse, daughter, daughter-in-law, son, son-in-law, stepchild, parent, step-parent, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, or grandchild.

Paid leave may also be granted to attend the funeral or memorial service of another Webster County employee.

In special cases involving unusual travel or other unusual circumstances, the department head may grant additional time off from work, which will be taken as paid vacation or unpaid time.

Only absence on days that would have been compensable workdays will be paid leave. No bereavement leave payment will be made during vacations, holidays, layoffs, or other leaves of absence. Payment will be made at the employee's regular rate of pay on the basis of the scheduled workdays missed.

If an employee is covered under a collective bargaining unit labor agreement, please refer to applicable labor agreement for bereavement leave provisions as they may differ from this policy.

Leave available

The County will grant leaves of absence for military service to regular full-time and regular part-time employees, to attend scheduled drills or training, or if called to active duty in accordance with applicable state and federal law. For purposes of this section, “regular employee” means a non-temporary employee. A full-time or part-time regular employee, who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of service. The first 30 calendar days of military leave each calendar year shall be without loss of pay. If the leave is for a period of less than 30 days, only those days the employee normally works will count toward the 30 days of leave. Any amount of military leave taken during any part of an employee’s scheduled workday, regardless of the number of hours taken, shall count as one day toward the 30 calendar days without loss of pay. Absences required for military service that exceed 30 calendar days per calendar year will be unpaid and shall be granted in accordance with the County’s policies on vacation, personal leave, compensatory time, or unpaid leave, and with applicable state and federal law.

Reemployment rights – eligibility

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

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable.
2. The cumulative length of the absence and all previous absences from your employment with the County for reason of military service must not exceed five years;
3. Your discharge from military service must be honorable; and
4. Employees on active duty training assignments or inactive duty training drills or other service of less than 30 days must report to work by the beginning of their first regularly scheduled workday that would fall eight (8) hours after you return home. Employees on longer military leave must apply for reemployment in accordance with applicable state and federal law.

Continuation of benefits during military service

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

1. An employee on leave for less than 31 calendar days is entitled to continued health insurance coverage, and will not be required to pay more than what an active employee would pay for coverage.
2. An employee that leaves employment for more than 30 calendar days is allowed to elect to receive continued coverage under the County’s health insurance plan for up to 24 months following separation from employment or until the employee’s reemployment rights expire, whichever event occurs first. The County may require the employee to pay up to 102% of the premium.

The County encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working

hours. However, if you do not have three consecutive nonworking hours between the opening and closing of polls in which to vote, you may submit a written request to your supervisor as soon as possible before the election for paid time off allowed under law. Your department head will notify you of the time you will be allowed to vote.

Leave of Candidacy

4.15

An employee who becomes a candidate for any elective public office shall be given a period of leave if the employee requests a leave. The leave may commence any time within the 30 days before a contested primary, special or general election, and continue until after the day following the election. Such leave shall be unpaid, or the department head may authorize the employee to use accrued vacation leave or accrued compensatory leave for the leave.

Volunteerism Time Off

4.16

The “Webster County Cares” Volunteerism Time-Off Policy allows all regular full-time and part-time employees up to eight (8) hours of paid time off from regularly scheduled work hours each fiscal year (July 1 – June 30) to perform volunteer community services. Webster County encourages all eligible employees to use their Volunteerism Time-Off to make a positive difference within their community and throughout Webster County by supporting eligible non-profit organizations.

Eligibility Requirements:

1. The Volunteerism Time-Off may be used only in one-half day (four hour increments) or full day (eight hour increments) during regular scheduled work hours. Volunteerism Time-Off hours can't be carried over from fiscal year to fiscal year.
2. Employees must participate in a community service with other Webster County employees. The Volunteerism Time Off policy is not intended for Webster County employees to volunteer on an individual basis, but rather volunteer as a group of Webster County employees.
3. Volunteer community services include any activity that you are involved in as an individual with other Webster County employees such as participation in non-profit organizations or committees, service clubs, religious groups, civic organizations, youth groups, etc. throughout Webster County.
4. Employees requesting Volunteerism Time-Off must complete the Volunteer Time-Off Form and submit the form to their department head for approval with reasonable advance notice of the proposed time off. The decision to approve a request is within the discretion of the department head, based upon the business and operational needs of the department.

Section Five: Benefit Programs

Because of the changing nature of insurance plans and benefits, the County reserves the right to alter, modify or terminate any of the insurance plans, programs and benefits that are listed below at any time, with or without notice, subject only to its obligation, if any, to bargain with an employee organization. The County reserves the right to change insurance carriers at any time. The insurance benefits for all plans that are referred to in this section are subject to the terms and conditions of the policies the County has with the insurance carrier.

Group Health Insurance

5.1

In order to protect both you and your family against the consequences of medical expenses caused by sickness or accidents, Webster County provides eligible employees with the opportunity to participate in a group health insurance program. The insurance program, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County. Details of the plan, including benefit levels and covered expenses, are explained in the County's group health insurance plan booklet and summary of benefits and coverage (SBC).

Eligibility and cost of premiums

Regular full-time employees who work at least 40 hours per week and their dependents are eligible to participate in Webster County's group health insurance program. Employee cost for single coverage will be established by the Board of Supervisors or applicable collective bargaining agreement. If eligible employees wish to cover their dependents, they shall pay the additional premium costs for such coverage as established by the Board of Supervisors or applicable collective bargaining agreement. The employee share of the premium, if any, will be deducted from your paycheck on a pre-tax basis upon your written authorization.

In accordance with the Affordable Care Act provisions effective January 1, 2014, employees who work an average of 30 or more hours per week are considered full-time employees for the purposes of the group health insurance program. Webster County will use an annual measurement period of May 1 through April 30 to determine eligibility of part-time employees for the following plan year beginning July 1.

Enrollment

Upon employment, you will receive an enrollment form to complete and sign. This form tells us whether or not you wish to enroll yourself and your eligible dependents in the plan. If you do not elect plan coverage for you or your dependents upon starting employment, you may enroll during the annual open enrollment period each May for a July 1 effective date of coverage. Outside of the May open enrollment, you will only be able to add or terminate coverage for yourself or your dependents due to a qualifying event (example: marriage, divorce, death, adoption, loss of coverage). Please notify the Director of Human Resources should you need to make a change due to a qualifying event within 30 days of the event

When coverage begins

When a new employee enrolls, insurance coverage will be effective the first day of the calendar month that begins more than 30 consecutive days after their first date of employment. For example, coverage for an employee hired on May 15 would be effective on July 1.

When coverage ends

Health insurance coverage ends on the last day of the month in which the employee terminates his/her employment.

Please review Section 5.4 of this handbook for details about continuing health insurance benefits after termination of employment. You will receive notification of when coverage terminates and when COBRA continuation may begin.

Life and AD&D Insurance

5.2

Webster County provides and pays the premium for a \$10,000 term life insurance policy on each regular full-time employee. Group health insurance participants are also eligible for an Accidental Death & Dismemberment policy with a maximum \$35,000 benefit. Information about the precise benefits of the plans is available at the Human Resources office.

Supplemental Voluntary Insurance Coverage

5.3

The County's benefit program permits an employee to add various types of supplemental health insurance coverage (e.g. group vision coverage, AFLAC short-term disability coverage) on a voluntary basis at the employee's own expense. Eligible employees can authorize a payroll deduction for such coverage.

Continuation of Medical Coverage

5.4

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

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

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

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

If this election for continuation of coverage is made, you and your dependents may have the option to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period. Please refer to the plan booklet for details concerning your continuation/conversion options.

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

You and your qualified beneficiaries are also responsible for notifying the Human Resources Director within sixty (60) days of qualifying for social security disability benefits.

Retirement coverage under Iowa Code Chapter 509A

Employees who retire from County employment before age 65 are eligible to continue in the County's group health insurance plan up to age 65. Coverage must be continuous (the employee must elect the same coverage at retirement) and the retired employee must pay the full cost of the premium. For purposes of this section, a retired employee is one who has applied for and is receiving a retirement allowance from the Iowa Public Employment Retirement System.

Flexible Spending Accounts

5.5

Flexible spending accounts allow you to pay for certain health care and dependent care expenses on a pre-tax basis. The County offers two types of flexible spending accounts:

1. **Medical** – used for reimbursement of qualifying out-of-pocket health care expenses not covered by insurance for yourself, your spouse or dependent children. Eligible expenses include deductibles, co-insurance, co-payments, prescription costs, and any out-of-pocket dental or vision expenses.
2. **Dependent Care** – used for reimbursement of eligible day care expenses. Employees may enroll upon starting employment or during annual open enrollment, and you must re-enroll every year to continue benefits. Changes can only be made during the open enrollment period or at the time of a qualifying event.

IPERS (Iowa Public Employees' Retirement System)

5.6

Public employment provides most employees with coverage under the Iowa Public Employees' Retirement System (IPERS). Participation in IPERS is mandatory for all public employees. The County is required to deduct a specified amount from your gross pay based on percentages determined by IPERS. Your deduction is contributed on a pre-tax basis for federal and state income tax purposes. In addition, Webster County contributes a specified amount to IPERS on your behalf.

Even if you do not retire under IPERS, the contributions you make will always belong to you. If you leave public employment before retirement age, you may withdraw your contributions and any accumulated interest or you may leave them in your account and retire when you reach normal retirement age as defined by IPERS.

You must be a vested member of IPERS to be eligible to receive a monthly retirement benefit. If you remain in public employment for at least seven (7) years, or you've reached age 65, you will be a vested member of IPERS. Your retirement benefit is calculated using your years of service in public employment and your highest five (5) years of covered wages. For more information, contact IPERS at 515-281-0020 or visit www.ipers.org.

Employee Assistance Program (EAP)

5.7

Through Webster County's association with ISAC (Iowa State Association of Counties), we are able to provide to all Webster County employees and their immediate family members the services of an Employee Assistance Program (EAP) through Employee & Family Resources. The program is designed to provide assistance with substance abuse problems, emotional and mental health, stress, personal and family relationships, and other issues that may affect work performance. Telephone consultations, in-person counseling, life coaching, legal service consultation, financial consultation, and eldercare resources are among the services offered. The EAP is available 24 hours a day, 7 days a week at no cost to the employee. The initial referral may be a self-referral, or a referral by a family member or a supervisor.

Eligible participants include you, your family members living in your home, and legal dependents who may live elsewhere. Employees may contact the EAP by calling 1-800-327-4692 (TTY 1-877-542-6488). All contacts with the EAP are strictly confidential.

Wellness Program

5.8

Webster County encourages employees and their families to be healthy by participating in the Webster County / ISAC Wellness Program and by encouraging participation in wellness activities. The two main goals of this voluntary program are to improve individual health and to decrease health care costs. Incentives may be offered to employees by the Webster County Wellness Committee for completing certain wellness activities. Please contact the Human Resources Director or a member of the wellness committee for information about current programs.

Appendix A: Employee Acknowledgement

Employee Handbook Acknowledgement and Receipt

I hereby acknowledge that I have received a copy of the Webster County Employee Handbook. I realize and understand that it will be my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. The handbook has been provided to me for informational purposes only, and the County may change or withdraw any policies, procedures, or benefit programs at any time. I also understand that if I do not understand any portion of this handbook, that it will be my responsibility to ask my supervisor or the Human Resources office personnel for an answer to my question(s).

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Webster County. By distributing this handbook, the County revokes any and all previous county-wide policies that are inconsistent with those contained herein. However, whenever the provisions of the policies in this employee handbook are in conflict with a Webster County labor agreement, the provisions of the labor agreement will prevail.

I further understand that employment at Webster County is an "at-will" relationship. This means the hiring of an employee does not create a contractual relationship between the employee and Webster County. Nothing in this Handbook or Personnel Policy Manual changes this "at will" relationship in any way.

I acknowledge that this handbook is not a contract of employment, express or implied, and that I am not guaranteed employment for any specific duration. Either the County or I may terminate my employment at any time with or without notice or cause

Employee's Signature

Date