

WEBSTER COUNTY, IOWA

**Employee Information
Handbook**

Effective August 1, 2006

TABLE OF CONTENTS

Section	Topic	Page Number
	INTRODUCTION	1
SECTION 1	EMPLOYMENT POLICIES	
	1.1 Equal Employment Opportunity, Harassment and ADA Compliance	2
	1.2 Preventing Sexual Harassment in the Workplace	3
	1.3 Proof of Employability	5
	1.4 Medical Examinations	5
	1.5 Employment of Relatives	5
	1.6 Job Posting	6
	1.7 Reemployment and Transfer	6
	1.8 Orientation Period	6
	1.9 Length of Service	7
	1.10 Reduction in Force	7
	1.11 Termination of Employment	7
	1.12 Personnel Files, References and Other Employee Records	7
	1.13 Inclement Weather	9
SECTION 2	EARNINGS AND HOURS OF WORK	9
	2.1 Definition of Employee Status	9
	2.2 Earnings and Hours of Work: General Provisions	10
	2.3 Reimbursable Expenses	11
SECTION 3	TIME OFF BENEFITS	12
	3.1 Holidays	12
	3.2 Vacation	13
	3.3 Sick Leave	14
	3.4 Work Related Injuries	16
	3.5 Temporary Light Duty	17
	3.6 Family and Medical leave	18
	3.7 Unpaid Leaves of Absence	21
	3.8 Jury or Witness Duty	22
	3.9 Bereavement Leave	23
	3.10 Military Leave	23
	3.11 Voting Leave	24
	3.12 Leave for Candidacy	24
SECTION 4	INSURANCE BENEFITS	25
	4.1 Group Medical Insurance	25
	4.2 Life Insurance	26
	4.3 Supplemental Health Insurance Coverage	26
	4.4 Continuation of Health Insurance Coverage	26

SECTION 5	WORK RULES AND DISCIPLINE	27
	5.1 General Employee Obligations	27
	5.2 Employee Licenses and Certifications	27
	5.3 Soliciting on County Premises	27
	5.4 Dress and Grooming	28
	5.5 Drug and Alcohol Use in the Workplace	28
	5.6 Investigations	29
	5.7 Workplace Privacy and Searches	29
	5.8 Use of County Property	29
	5.9 Use of Workplace Technology	30
	5.10 Guidelines for Employee Conduct and Discipline	31
SECTION 6	COMPLAINT PROCEDURE	33
APPENDIX A	EMPLOYEE ACKNOWLEDGEMENTS	35

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 written by Webster County management personnel, including elected officials 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. You should refer to those documents for more information.

The policies described in this handbook are presented as a matter of information only. The plans, policies, and procedures described here are not conditions of employment. The statements contained in this handbook are subject to change and may be revised from time to time, without prior notice, by County officials. Any suggestions you may have for changes 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; and
5. employees covered by a collective bargaining agreement.

The policy prohibiting sexual harassment in County workplaces applies to all Webster County employees, even those otherwise excluded from coverage of this handbook.

DISCLAIMER

This handbook is provided for informational purposes only. 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.

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

Section 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, color, sex, age, national origin, disability, or any other characteristic protected by local, state, or federal law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, training, transfers, promotions, and benefits.

Harassment

Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, color, sex, age, national origin, disability or any other characteristic protected by local, state, or federal law is strictly forbidden. Harassing conduct in the workplace includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts or words; and written or printed materials, 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) prohibits discrimination against qualified individuals on the basis of disability. It is the policy of Webster County to comply with the ADA. 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 applicants or employees to make suggestions regarding reasonable accommodations to their supervisors and/or department heads.

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 that could be viewed as sexual harassment. This policy has been prepared in accordance with the Equal Employment Opportunity Commission's directives and reaffirms that sexual harassment in the workplace is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.

Definitions

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

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

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

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

Procedures

1. Employees are encouraged to express their objection to behaviors that could constitute sexual harassment to the person engaged in the behavior.
2. Any employee who has a complaint of sexual harassment at work, by anyone, including supervisors, department heads, co-workers, or visitors to the workplace, should immediately bring the problem to the attention of their department head, the County Attorney, or any member of the Board of Supervisors. Employees are assured that they will not be retaliated against as a result of reporting a complaint about sexual harassment.
3. The person receiving a complaint of sexual harassment shall immediately notify the County Attorney or the Chair of the Board of Supervisors, who shall promptly name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible.
4. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency.
5. Any employee determined after investigation to have harassed another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The County will take appropriate action intended to punish the offender and to prevent further harassment.
6. In the event a non-employee subjects an employee to sexual harassment in the workplace, the employee's 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 on the first day of employment and to submit proof of employability and identity within three days of hire.

Medical Examinations

1.4

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. The cost of County required medical exams will be paid by the County. Medical examinations will be conducted after you have been offered a position and before you start work

You may also be required to submit to a job-related medical examination when necessary to determine if you are still able to perform the essential functions of your position, and to any fitness for duty examinations 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.

Employment of Relatives

1.5

It is the County's policy to hire the best-qualified person available for each position. Relatives of current employees are eligible for employment with the County, subject to limitations of state law governing the employment of relatives of public officials and employees and the terms of this policy. This policy applies to all County departments and all categories of employment, 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 of, 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 Posting

1.6

Whenever a department head determines that there is a non-deputy, non-temporary opening in his or her department, a notice of such opening will be posted in the Courthouse for at least ten calendar days before the deadline for filling the position. The notice will contain the position title, a brief job description, and minimum hiring specifications.

Application forms are available from and shall be submitted to the appropriate department head. Applicants, including current employees, shall be considered on the basis of job-related qualifications, including attitude, skills, ability, 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.

Reemployment and Transfer

1.7

All former employees of Webster County who are rehired in any County department are considered new employees and have no accumulated benefits from previous employment. Transfer of 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.

Orientation Period

1.8

Each new nonexempt employee will serve an orientation period of six months, during which time he or she will be paid at 90% of the position's regular rate. The employee's department head may extend an employee's orientation period. Upon satisfactory completion of the orientation period, the employee will be put on the Length of Service List and from that point on will receive wages at the position's regular rate. The employee's length of service will be determined from the most recent date of hire.

Successful completion of the orientation period does not alter the at-will status of your employment relationship with the County, nor does it guarantee continued employment with the County for any definite period of time.

Length of Service

1.9

“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.

Reduction in Force

1.10

If, in the judgment of the County, it becomes necessary to reduce the number of employees, layoffs will be accomplished with due consideration to status, qualifications, length of service, past performance, and job classification. Employees who have not yet satisfactorily completed their orientation period shall be reduced before any other department employee.

Employees on layoff are not eligible for holidays, vacation, sick leave, or County group insurance programs. County-paid medical insurance coverage terminates on the last day of the month for which premiums have been paid. However, the employee may be eligible to continue coverage at his or her own expense, as explained in Section 4.4 , Continuation of Health Insurance Coverage.

If an employee does not return to work within three working days of being notified to report to work, his or her employment will be terminated. It is the employee’s responsibility to inform the County of his or her current address and telephone number. Employment will be terminated for employees who have not been called back to work within six months of the date of layoff.

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 expects 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 will notify the Auditor immediately so that the appropriate forms may be completed. An exit interview will be conducted for all employees who resign. Employment records will reflect the last day worked as the date of termination. You will receive pay through the last day worked.

Personnel Files, References and Other Employee Records

1.12

The County maintains personnel files on each employee in accordance with record keeping requirements established by state and federal law. 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. The County will release any information relating to the results of federally required drug tests in accordance with applicable law.

Personnel files

If you are interested in reviewing the contents of your personnel file, you may do so at a time mutually agreed upon by you and your department head. You will not have access to or be able to review letters of reference received or furnished by the 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 whenever there are any changes in your home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents.

Employee personnel files may contain, but are not limited to, the following: personal information, including name, address, telephone number, emergency numbers, birth date, and name of spouse; letter of appointment; individual employment contracts, if applicable; evaluations; application and resume; copies of required licenses and certifications; education transcripts; job descriptions; disciplinary records; commendations; and records of required training.

Health and medical records

Employee health and medical records will be kept in a file separate from employee personnel files. Access to employee health and medical records is limited by state and federal law. In the event of an emergency, these records may be provided to health care professionals. Employee health and medical records are retained in the Auditor's Office, except for those of Health Department employees, which are retained in the Health Department.

Employee health and medical records may contain, but are not limited to, the following: signed physical examination forms, if required for the position; sick or long-term disability leave applications and records; workers' compensation claims; records of requests for reasonable accommodations and accommodations provided; employee medical histories; employee emergency information; and Family and Medical Leave requests and medical certifications.

Payroll and insurance records

Employee payroll and insurance records are retained in the Auditor's Office, except for those of the Health Department employees, which are retained in the Health Department. Payroll and insurance records may contain, but are not limited to, the following: any required I-9 forms; Form DD-214 for veterans; salary history; leave records; insurance and benefit records; federal and state withholding records; and records of receipt of employee handbook and other policies.

Inclement Weather

1.13

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 sever storm should occur the day before or on the day after one of the observed holidays, holiday pay would be paid to all eligible employees whether or not they worked the day before or the day after the holiday.
3. An employee may request to leave work early because of 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 may determine that it is necessary to close 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 and KVFD so citizens and employees can be notified. Employee 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 courthouse is closed.

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 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 no less than 20 hours per week, but less than 40 hours per week. Such employees may be exempt or nonexempt under the FLSA as defined below.

“Part-time employee” means an employee who is regularly scheduled to work less than 20 hours per week.

“Temporary employee” means an employee who is hired to work for a period of six months or less.

“Seasonal employee” means an employee who is hired to perform seasonal work.

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

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

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

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 will establish rest periods and meal periods.

Recording work hours

All employees 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.

Payday

County employees are normally paid by the end of the working day every other Friday. Direct deposit is available. Please see the Auditor for details.

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 life insurance premiums, the Webster County Savings Fund, United States Savings Bonds, and a tax sheltered annuity program, will be automatically withheld from your paycheck.

Overtime – general provisions

Overtime work may be necessary to maintain County operations. The department head in each office shall determine whether it is necessary for employees to work overtime. All overtime 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 40 hours in the form of monetary compensation at the rate of one and one-half times your straight time hourly wage rate or compensatory time at the rate of one and one-half hours. (Law enforcement personnel may establish a higher threshold). Vacation hours, holidays, and sick leave taken during a work week shall be counted as time worked for the purpose of determining overtime.

Employees who are classified as exempt from the overtime provisions of the Fair Labor Standards Act and are not eligible for overtime payments.

Reimbursable Expenses

2.3

Use of personal automobile

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. 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.

Out-of-town travel

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

In general, employees are eligible for reimbursement for the cost of the noon meal, if the employee is attending a meeting or training session. Other meals may be reimbursed depending on the circumstances and approval of the department head. In all cases, appropriate documentation must be submitted to the department head.

Wages

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.

Section Three: Time Off Benefits

Holidays

3.1

Webster County recognizes certain days of importance as holidays and pays regular full-time and part-time 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
President's Day
Memorial Day
Independence Day
Labor Day

Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
One-half day before Christmas Day
Christmas Day
One-half day Good Friday afternoon

Pay for holidays not worked

Regular full-time employees who do not work on a holiday listed above will receive holiday pay in the amount of their normal straight time hourly rate times their normal daily work hours.

Regular part-time employees 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.

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 medical 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

Nonexempt regular employees who work on a holiday will receive holiday pay in the amount of their normal straight time hourly rate times their daily work hours plus time and one-half their straight time hourly rate for hours worked on the holiday.

When a holiday falls on a Saturday or Sunday

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.

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 layoff at the time a holiday occurs are not eligible for holiday pay.

Vacation

3.2

Webster County grants annual paid vacations to regular full-time and part-time employees according to the following eligibility and accrual rules.

Regular full-time employees earn vacation according to the following schedule:

<u>Years of continuous service</u>	<u>Accrual per calendar month</u>
During the 1 st year of employment (including the orientation period)	3.34 hours
During the 2 nd through 4 th years	6.67 hours
During the 5 th through 9 th years	10 hours
After the 9 th year	13.34 hours

Regular part-time employees earn prorated vacation based upon the number of hours they regularly work. For example, an employee with 3 years of service who regularly works 30 hours per week accrues 5 hours per calendar month.

Vacation pay

Vacation pay is computed by multiplying the employee's straight time hourly rate by the appropriate number of hours.

Leaves of absence

Vacation will accrue during the period of time you are actively at work and during paid leaves of absence up to a maximum of 2 months. An employee will not accrue vacation for any calendar month during which he or she has worked less than 96 hours, or during any unpaid leaves of absence, lay-off, or suspensions.

Scheduling and carryover of vacation

A vacation request form must be submitted to and approved by the employee's department head before an employee may take vacation. The department head has the discretion to approve or deny requests to use vacation based upon the department's ability to conduct its business or appropriately deliver services to County residents. At least 30 days before an employee wants to take vacation of one week or more in length, the employee should submit a written vacation request to the department head. The department head may require the rescheduling of vacation when, in his or her judgment, it is necessary for the efficient operation of the department. The department head will resolve any conflicts between employees over the scheduling of vacation.

Vacation is commonly taken in no less than 1 day increments. An employee may take up to one week of vacation in hourly increments. However, vacation requests for less than 1 day of vacation should be approved by the department head at least two days before the day on which the vacation will be taken.

An employee may accrue vacation up to a maximum amount equal to 12 times the employee's monthly accrual rate. Vacation amounts above the maximum will be forfeited.

Catastrophic Illness Donation

Under certain circumstances, employees may donate their accrued vacation to a fellow employee. Employees should see their department head for details.

Vacation pay upon termination

Upon retirement, resignation, or termination from County service for any reason, employees will be paid for all earned but unused vacation, up to the maximum carryover allowed (see above for maximum carryover allowances).

Sick Leave

3.3

Regular full-time employees are eligible to earn and use paid sick leave as provided in this policy.

Eligibility and accrual

Regular full-time employees accrue paid sick leave at the rate of ten hours for each calendar month worked, up to a total of 1,000 hours of sick leave. Sick leave will be earned for the calendar month if the employee works 96 hours in the calendar month.

For purposes of this policy, work days used for vacation, jury duty, bereavement leave, and paid holidays count as time worked. Sick leave does not accrue while an employee is on sick leave, or during unpaid leaves of absence, suspension, or layoff.

After accumulating 1,000 hours of sick leave, an employee will earn one day of paid vacation for each 80 hours of sick leave accrued in excess of the 1,000 hour maximum accumulation.

Use of sick leave

Eligible employees may use sick leave for any non-work related illness, injury, or temporary disability, including pregnancy, that prevents the employee from performing their job duties. Employees may use sick leave for medical, dental, surgical, or optical examinations or treatments. An employee may use up to 24 hours (3 days) of accrued sick leave each calendar year for the illness of the employee's parent, spouse or child.

To be eligible for sick leave, you must notify your department head as far in advance as possible. In the event of unexpected absence due to illness or injury, you must notify your department head or supervisor prior to the start of your work shift and indicate the nature of the illness and expected duration of your absence.

Before returning to work after using paid sick leave, an employee may be required to submit a medical certification, obtained at the employee's own expense, stating that the absence was due to the employee's own health condition or other reason stated above, and that the employee has been released to return to work. If the absence is due to the employee's own health condition and need for the leave is known in advance, the County may require the employee to provide medical certification in advance of the leave. The County may require an employee on sick leave or returning to work from sick leave to obtain a second opinion of the employee's condition at County expense.

Use of sick leave is not automatic and must be approved by your department head.

Sick leave may be used for a work-related illness or injury as provided in Section 3.4 of this handbook.

Payment for sick leave

Payment for sick leave will be computed by multiplying the employee's straight time hourly rate by the appropriate number of hours absent from the employee's scheduled shift.

Leaves of absence

Sick will accrue during the period of time you are actively at work and during paid leaves of absence up to a maximum of 2 months. An employee will not accrue sick leave for any calendar month during which he or she has worked less than 96 hours, or during any unpaid leaves of absence, lay-off, or suspensions.

Holidays during sick leave

If a County holiday falls when you are on a paid sick leave day, you will be paid holiday pay and sick leave will not be deducted from your accumulated sick leave.

Sick leave upon termination

Upon termination of employment for any reason, including resignation or retirement, no payment is made for accumulated sick leave.

Work-related injuries

3.4

Coverage

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

Employee's reporting requirement

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

Income replacement

Generally, an employee who is eligible for workers' compensation may use 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. The County will then deduct the pay for those first three days from the employee's next regular payroll check. An employee may supplement workers' compensation benefits with accumulated sick leave 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.

Workers' compensation and the FMLA

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). Normally, workers' compensation leaves will run concurrently with applicable FMLA leaves. An employee who refuses a light duty assignment will lose workers' compensation payments and will continue on an 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

3.5

Eligibility

The County may make temporary light duty 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.

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

Duration of light duty assignments

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

Medical certification

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

Return to work after light duty

If, at the end of the temporary light duty assignment, the employee is able to perform his or her normal job duties, the employee may return to his or her normal position. If, at the end of the temporary light duty assignment, the employee is not able to perform his or her normal job duties, 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.

Family and Medical Leave

3.6

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. 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.

Leaves available

An eligible employee will be granted up to 12 work weeks of unpaid, job-protected leave each 12-month period for any of the following qualifying reasons:

1. The birth of and/or need to care for your newborn child;
2. The placement of a child with you for adoption or foster care;
3. The need to care for your spouse, child, or parent with a serious health condition; or
4. A serious health condition that makes you unable to perform the functions of your job.

Eligibility requirements

To be eligible for family and medical leave, you must meet all elements of statutory eligibility. 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.

General provisions

For purposes of this policy:

"Child" means a son or daughter under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or stepchild.

"Parent" does not include parents-in-law.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves

- inpatient care in a hospital, hospice, or residential medical care facility;
- 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;

- any period of incapacity due to pregnancy or prenatal care;
- chronic serious health condition;
- long-term conditions for which treatment may not be effective; or
- multiple treatments and recovery therefrom.

“Spouse” does not include an unmarried domestic partner.

The **“12-month period”** during which the leave entitlement occurs is designated as the 12-month period measured forward from the first date of 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 a 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 be 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 be taken intermittently or on a reduced leave schedule only if the employee’s department head agrees to the proposed intermittent or reduced leave schedule.

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

Notice requirements

If you know in advance that you will be taking leave because of birth, adoption or placement of a foster child in your home, or because of planned medical treatment for

you or a covered family member, you must notify your department head in writing using a “Request for Family/Medical Leave” form at least 30 days in advance. If circumstances require that the leave begin in less than 30 days, you must notify your department head as soon as is practicable.

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

Medical certification

When leave is requested to care for a child, spouse, or parent with a serious health condition, or because of your own serious health condition, you must provide the County with written medical certification from the appropriate health care provider using a physician certification form available from your department head. 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.

Generally, employees should provide the certification before the leave begins if the need for leave is foreseeable. Otherwise, employees have 15 days from the date of the County’s request to furnish medical certification.

The County may require periodic medical recertification and periodic reports from the employee during leave. The County may require medical certification when an employee is returning to work after leave for the employee's own serious health condition.

Use 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 paid leave as part of your FMLA leave as follows:

1. You must use any accrued, unused vacation for any portion of an FMLA leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition.
2. You must use any accrued, unused vacation and sick leave for any portion of an FMLA leave to care for your own serious health condition.

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

Rights and benefits during leave

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

While you are on FMLA leave, paid or unpaid, the County will continue your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to pay the same cost of coverage as if you were actively at work by the 20th of the month. 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.

Returning to work

At the conclusion of your FMLA leave, you will be restored to your former position, if that position is vacant, or one with equivalent pay, benefits, and conditions of employment, provided you have complied with the requirements of this policy.

Upon returning to work from leave due to your own serious health condition, you are required to provide certification from your health care provider that you are able to resume work and are fit for duty.

Unpaid Leaves of Absence

3.7

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.

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. Failure to pay the premium on time will result in termination of coverage.

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 leave was for anything other than medical reasons or military service, the department head will attempt to restore you to the position you held at the start of the leave, or in a comparable position, if possible. If no such position is available, your employment will be terminated.

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

If the unpaid leave was for military service, reinstatement will be governed by applicable state and federal law.

Requests for extension of an unpaid leave must be submitted in writing to your department head.

Jury or Witness Duty

3.8

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 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 3.7 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 two hours 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

3.9

Regular full-time and regular part-time employees may be granted up to three 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 will 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.

Only absence on days that would have been compensable workdays will be paid leave. No 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.

Military Leave

3.10

Leaves available

The County will grant leaves of absence for military service to regular full-time and regular part-time employees 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. 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 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. When you return from military service, you must report to work or submit a timely application for reemployment. 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 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

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

1. An employee that leaves employment for less than 31 days is entitled to continued health insurance coverage, and will not be required to pay more than what an active employee would pay for coverage.
2. An employee that leaves employment for more than 30 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.

Voting Leave

3.11

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 of up to three hours to vote. Your department head will notify you of the time you will be allowed to vote.

Leave for Candidacy

3.12

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.

Section Four: Insurance Benefits

Group Health Insurance

4.1

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.

Eligibility and cost of premiums

Webster County will pay the full amount of the single coverage premium for a regular full-time employee. Regular full-time employees wishing to cover their families will pay an additional amount toward the family coverage premium. The employee contribution toward family coverage is determined annually by the Board of Supervisors.

Regular part-time employees may participate in the health insurance program at their own expense.

Enrollment

Upon employment, you will receive an application 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 at time of employment, but wish to enroll at a later date, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County.

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 4.4 of this handbook for details about continuing health insurance benefits after termination of employment.

Life Insurance

4.2

Webster County provides and pays the premium for a \$10,000 term life insurance policy on each regular full-time employee.

Supplemental Health Insurance Coverage

4.3

The County's health insurance program permits an employee to add various types of supplemental health insurance coverage on a voluntary basis at the employee's own expense. Eligible employees can authorize a payroll deduction for such coverage.

Continuation of Health Insurance Coverage

4.4

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 percent. Failure to make timely payments may result in termination of coverage.

If this election for continuation of coverage is made, you and your dependents may have the 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 Auditor's Office will contact you concerning these options at the time termination occurs or your work hours are reduced. The County Auditor's Office 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 County Auditor to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the County within 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 policy, a retired employee is one who has applied for and is receiving a retirement allowance.

Section Five: Work Rules and Discipline

General Employee Obligations 5.1

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 activity outside of their employment with the County that would adversely affect their performance on the job or involve a possible conflict of interest. Employees must maintain the confidentiality of any protected information revealed to them during the course of their employment with the County.

Employee Licenses and Certifications 5.2

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

Soliciting on County Premises 5.3

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.

Dress and Grooming

5.4

Employees are responsible for maintaining appropriate standards of personal grooming and are expected to be clean and neat. 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.

Drug and Alcohol Use in the Workplace

5.5

Drug and alcohol use in the workplace

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

Drug free workplace

It is the policy of the County to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and threatens the County's ability to function effectively and efficiently, and undermines the public's trust in our operations. 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.

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

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.

Investigations

5.6

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

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

Workplace Privacy and Searches

5.7

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

As part of your employment, a desk or work space may be made available to you. The desk and work space are County property. Because the desk and work space are County property, not your personal property, the desk and work space 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 or work space that is assigned to you.

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

Use of County Property

5.8

An employee's use of personal use of County equipment and property, where authorized in advance by the department head, must be limited in duration and frequency so that it

does not interfere with the employee's work responsibilities or adversely affect the productivity of the employee or the employee's co-workers. The use of County property that results in an identifiable increase 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 bylaw.

Use of Workplace Technology

5.9

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 Data Processing Administrator.

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.

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

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, 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 their department heads and the Data Processing Administrator 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 Data Processing Administrator. 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

5.10

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 will be disciplined, the following are examples of inappropriate, unacceptable conduct:

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records.
3. Violating the County's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism, or failing to report for work without notification to the County.
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 nonprescribed drugs, alcohol, or other substances.
8. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
9. Bringing or using alcoholic beverages to or in County workplaces or using alcoholic beverages while engaged in County business off of County premises.
10. Fighting or using obscene, abusive, or threatening language.
11. Stealing property of coworkers, customers, clients, or the County.
12. Having unauthorized firearms 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, coworkers, supervisor, or managers.
15. Failing to follow County job instructions or to perform work requested by a supervisor or manager.
16. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
17. Failing to maintain confidentiality of County, client, patient, or customer information.
18. Failing to maintain necessary licenses and/or certifications.
19. Failing to maintain required motor vehicle insurability.
20. Violating any policy included in this employee information handbook, or any other County policy or work rule.

Discipline

The County may use whatever discipline it decides is appropriate in any situation, up to and including discharge, without regard to the progressive discipline guidelines explained below. Situations that the County believes may respond to corrective discipline may be handled as follows:

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

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

Section Six: Complaint Procedure

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

STEP ONE: Immediate Supervisor

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

STEP TWO: Elected Official, Board of Supervisors, or Governing Body

You may prepare a written summary of your concerns and request the appropriate Elected Official, Board of Supervisors, or the appropriate governing body to review the matter.

Employees of the Auditor, Treasurer, Recorder, Sheriff, or County Attorney may direct their complaint to the appropriate elected official. Employees of the Secondary Road Department may direct their complaint to the Board of Supervisors. Employees of the Department of Public Health, Conservation Department, Management Information Services, General Relief, Central Point of Coordination, or Assessor may direct their complaint to the appropriate governing body.

After a full examination of the facts (which may include a review of the written summary of your statement, discussions with all individuals concerned, and a further investigation if necessary), the elected official, Board of Supervisors, or appropriate governing body will normally advise you of its decision within 15 days. The decision of the elected official, Board of Supervisors, or governing body shall be final.

Appendix A : Employee Acknowledgments

Employee Acknowledgment of Receipt of Handbook

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

Drug Free Workplace Policy Acknowledgment

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

Acknowledgment of Receipt of Workplace Technology Policy

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

Employee's signature

Date