

Wright County, Iowa



**Employee Information
Handbook**

Effective June 1, 2013

Wright County Employee Information Handbook

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Introduction

The terms "the Employer" or "the County" are used throughout this handbook to refer to the appropriate elected official, governing body, or agency.

Welcome to Wright 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 Wright County.

This handbook was written by Wright 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 the insurance carrier. 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 in the policies explained in the handbook are welcome. All County employees are covered by this handbook, except:

1. Elected officials;
2. Employees hired on a contractual basis;
3. Employees covered by a collective bargaining agreement;
4. Members of boards and commissions; and
5. Persons appointed to serve without compensation.
6. Landfill personnel

The policy prohibiting sexual harassment in County workplaces and all other non-discrimination policies apply to all Wright County employees, even those otherwise excluded from coverage.

DISCLAIMER

This handbook is provided for informational purposes only. The County may revise, add to, eliminate, or modify the policies, procedures, benefits, and plans described in the handbook at any time without prior 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

Wright 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, sexual orientation, gender identity, 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 Wright County to comply with the ADA. Wright 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, department heads, or the County ADA Coordinator.

Preventing Sexual Harassment in the Workplace

1.2

Purpose

It is the policy of Wright 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, as amended.

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. Nonverbal 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 for reporting incidents of sexual harassment.
3. The person receiving a complaint of sexual harassment shall immediately notify the Chair of the Board of Supervisors or the County Attorney who will 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 upon 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. Sexual harassment of employees by non-employees in the workplace is not acceptable and should be reported as above. In the event a non-employee subject 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 may 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 requires you to submit to a job-related medical examination by a physician designated by the County and at County expense after you have been offered a position, and before you begin work, and such examination is required of all entering employees in the classification. 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 file separate from other personnel files. *See Section 7.4 for the complete policy.

Employment of Relatives

1.5

It is the County's policy to hire the most 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. To avoid the appearance of favoritism and difficulties in administering discipline, the County will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the direct supervision of, or by, a family member. For purposes of this policy, "family member" includes the individual's mother, father, grandparent, spouse, daughter, son, sister, brother, grandchild, great-grandchild, 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 decision cannot be made by the two employees in a timely manner, length of service in the department will be the deciding factor and the least senior employee will be transferred if possible. Otherwise, the employment of the least senior employee will be terminated.

This policy applies to all County departments and all categories of employment, including full-time, part-time, and temporary classifications.

Personnel Files and References

1.6

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 performance appraisals, disciplinary records, and some beneficiary designations. Any information contained in the files will be released only if required by law, or if you make a written request for the County to release the information for reference purposes. The County will release any information relating to the results of federally required drug tests in accordance with the applicable law.

If you are interested in reviewing the contents of your 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.

Job Vacancies and Posting

1.7

Whenever a non-deputy position becomes available, a notice of such opening will be posted on the bulletin board at the main entrance of 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 should be submitted to the appropriate department head. Applicants, including current employees, will be considered on the basis of ability, performance, experience, training, aptitude, and other job-related qualifications. Military service may also be a factor in hiring decisions, as provide by Iowa's Veteran's Preference law.

Reemployment

1.8

All former employees of Wright County are considered new hires and have no accumulated benefits from previous employment. Transfer of an employee from one department to another County department shall not be considered reemployment. However, the transferred employee will not retain their current wage rate. The transferred employee will be paid the wage rate established for the position. If there is no wage rate established for the position, the transferring employee will be paid at a rate established by the hiring department head.

Termination of Employment

1.9

Your employment with the County may be terminated at any time by either you or the County. The County expects you to provide written notice to your department head at least two weeks before the effective date of your resignation. Employment records will reflect the last day worked as the date of termination. Your final paycheck will be issued on the next regularly scheduled payday, and will include pay through the last day worked and for any unused vacation and compensatory time to which you are entitled.

Staff Reduction

1.10

If, in the judgment of the County, it becomes necessary to reduce the number of employees, layoff in the affected classification will be accomplished with consideration to qualifications (which includes such factors as relevant training, education, job experience, skills and abilities) and past performance (which includes such factors as productivity, attendance and reliability).

Employees on layoff are not eligible for holidays, vacation, sick leave, or County group health insurance programs. County-paid medical insurance coverage terminates on the last day of the month in which employment is terminated. However, the employee may be eligible to continue coverage at his or her own expenses.

Probationary Period for New Employees

1.11

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

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

Section Two: Earnings and Hours of Work

Definition of Employee Status

2.1

“Full-time regular employee” means an employee hired to work the County’s normal full-time 35 to 40-hour workweek on a regular basis. 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.

“Part-time regular employee” means an employee hired to work fewer than 30 hours per week on a regular basis. Such employees may be exempt or nonexempt under the FLSA as defined below. Part-time regular employees are eligible for benefits described in this handbook on a prorated basis, except for health insurance.

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

“On-call or PRN employees” means an employee hired to work a non-regular schedule or on an “as needed” basis. On-call and PRN employees are not eligible for any benefits described in this handbook.

“Exempt employee” means an employee who is not required to receive overtime in accordance with the FLSA.

“Nonexempt employee” means an employee who is required to be paid at the rate of time and one-half (1½) their regular rate for all hours worked beyond 40 hours in a workweek in accordance with the FLSA. (Law enforcement employees are not subject to the 40-hour threshold. An explanation of overtime payments for law enforcement personnel is covered in Section 2.3 C)

Earnings and Hours of Work: General Provisions

2.2

Work Schedules

Daily and weekly work schedules may be changed at the discretion of the County official to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible. If your department requires 24-hour coverage, you may be required to work rotating shifts. Weekly schedules for part-time employees will be determined by the appropriate department head.

Payday

Wright County employees are normally paid by the end of the working day every other Friday. If a regular payday falls on a holiday, you will usually be paid on the preceding workday.

Pay Period

The pay period commences at 12:01 a.m. on Sunday and ends at 12:00 Midnight the following Saturday.

Recording Work Hours

All nonexempt employees must accurately record their hours worked for each pay period on a form provided by their department head.

Deductions

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

Overtime and Compensatory Time

Periodically, overtime work may be necessary to maintain County operations and services. The department head in each office shall determine whether it is necessary for employees to work overtime hours. All overtime hours must have prior approval from the department head.

If you are classified as a nonexempt employee (See Definition of Employee Status), you will receive compensation for approved overtime at the rate of time and one-half for each hour worked over 40 hours in the workweek. (Law enforcement and jail employees should refer to Section 2.3 C for an explanation of overtime eligibility.) Department heads may elect to grant compensatory time in lieu of overtime pay. In accordance with the Fair Labor Standards Act (FLSA), if the department head elects to grant compensatory time in lieu of overtime pay, compensatory time will be granted at a rate of one and one-half (1½) hours for each hour of authorized overtime worked.

An employee shall be permitted to use accrued compensatory time within a reasonable period after requesting to use compensatory time if use of compensatory time would not unduly disrupt the department's operations. Upon termination, payment for accrued compensatory time shall be calculated at the employee's final regular rate of pay.

Generally, paid leaves, holidays, or other paid non-work time should not be counted as work time for purposes of determining overtime.

Earnings and Hours of Work: Provisions by Department

2.3

A. Courthouse - Departments of Auditor, Treasurer, Recorder, Assessor, Economic Development, Community Services, the secretarial staff of the Sheriff's Office and the secretarial and supervisory staff of the Engineer's Office.

It is the policy of the County officials in the departments specified above to schedule regular full-time employees for 35 to 40 hours per week. Employees will normally receive an unpaid lunch period. The department head may allow an interruptible 15-minute rest break during each half of the work day, during which employees may be called back to work.

B. County Health Department

Employees of the County Health Department will be assigned work schedules as established by the Public Health Nurse Administrator, according to the needs of the client, which may include weekends, evenings or holidays. Public health employees normally receive a 30-minute unpaid lunch period. The Administrator may grant compensatory time in lieu of overtime pay; however, employees may not accumulate more than 10 hours of compensatory time.

C. Sheriff Department

The work schedule for Deputy Sheriffs and jail staff will be established by the Sheriff. Authorized overtime will be compensated at one and one-half (1½) times the Employee's regularly hourly rate for work in excess of one hundred and seventy one (171) hours within an assigned duty schedule of twenty eight (28) calendar days.

Reimbursable Expenses

2.4

Employees required to use private motor vehicles to fulfill County job requirements will be reimbursed for travel approved by the department head. The mileage allowance shall be the rate established by the Board of Supervisors for the use of private automobiles on County business. Meals, lodging, tuition and public transportation costs authorized and approved by the department head will be paid on an actual cost basis when receipts for these expenses are attached to the vouchers filed. The department head shall authorize, in advance, any meal expense to be incurred on trips, which do not require absence away from home overnight. The Board of Supervisors has established a per diem rate of \$25.00 per day for meal expenses incurred on trips, which require absence away from home overnight. Parking tickets and traffic citations are not reimbursable.

Severe Weather and Worksite Closing

2.5

Because Wright County serves the citizens of the County, the Courthouse will always remain open during regularly scheduled hours.* In case of severe weather, including a severe snowstorm, defined as blizzard conditions as determined by the National Weather Service, or other severe weather conditions, such as a tornado or flooding conditions, the following policy will be in effect:

1. An employee who is unable to get to work due to severe weather will be allowed to charge such an absence to accumulated vacation, compensatory time, or personal time. If no paid time is available, the employee may choose to take the time off without pay. In those departments where it is appropriate, alternate hours may be worked to make up for lost time at the discretion of the department head.
2. In the event severe weather conditions should occur the day before or on the day after one of the observed holidays, holiday pay would be paid to all eligible employees, whether or not they worked the day before or the day after the holiday.
3. An employee may request to leave work early because of severe weather conditions. If the request is approved, the employee may use accumulated compensatory 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.

*In extreme circumstances, the Board of Supervisors may determine that it is necessary to close the Courthouse and other County offices and facilities. When a decision has been made to stop work or decrease the hours of the scheduled shift, all employees available for work at that time will be compensated at their regular rate of pay to complete the normal work period, beginning at the time of closing. All employees who are on unpaid or paid leave at the time of the decision will remain on that leave. No employee will be paid overtime during a facility closing while receiving regular time.

Section Three: Time off Benefits

Holidays

3.1

Holidays Observed

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

New Year's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Labor Day	Christmas Day

Any changes to the holiday schedule will be announced by December 1st of each year. Holidays will be set by department heads and supervisors.

Floating Holidays

In addition to the holidays listed above, employees receive two floating holidays according to the following provisions:

Courthouse, Conservation, Sheriff, and Public Health employees: The Board of Supervisors will designate one floating holiday to be observed by all Courthouse, Conservation, Sheriff and Public Health employees. These employees will receive one additional floating holiday to be used on a date of their choice scheduled in advance and subject to department head approval.

Pay For Holidays Not Worked

Full-time regular employees who do not work on a holiday listed above will receive their normal daily compensation ("holiday pay") for the holidays listed above.

Regular part-time employees are eligible for prorated holiday pay based on the average hours worked over the previous six months. On-call, seasonal employees and PRN nurses and PRN Home Care Aides are not 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.

Holiday payment policy for Conservation Department employees: Seasonal employees are not eligible for holiday pay, but will be compensated at time and one-half the employee's straight time hourly wage rate for all hours worked on a holiday.

Holiday payment policy for Department of Public Health employees

All regular full-time, regular part-time, and PRN employees who are required to work on a holiday will receive holiday pay as described above and a premium hourly rate established by the Board of Health for all hours worked on the holiday. Employees may elect to take another day off in lieu of the premium rate

of pay if approved by the Administrator. In some situations, the Administrator may encourage the employee to take another 1½ day off in lieu of holiday pay.

When a Holiday Falls on a Saturday or Sunday

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Eligibility for Holiday Pay

To be eligible for holiday pay, you must work your regularly scheduled hours the workday preceding and the workday following the holiday.

Excused Absence Before or After Holiday

If you are absent due to illness or jury service on the day before or after a holiday, you may be required to present proof of illness or jury service satisfactory to the County in order to be eligible for holiday pay.

Holidays during Paid Leave

If a holiday falls during your vacation or any period of approved paid sick leave, it will be counted as a holiday and will not be deducted from your accumulated vacation or sick leave.

Holidays during Unpaid Leave

Employees on an unpaid leave of absence at the time a holiday occurs will not be paid for the holiday.

Vacation

3.2

Eligibility

Regular full-time employees who are actively employed are eligible for paid vacation based upon years of continuous service. A full-time employee begins earning vacation on the first day of employment.

Regular part-time employees are eligible for prorated vacation pay based on the employee's normal hours of work.

<u>Length of Continuous Service</u>	<u># of days</u>	<u>Rate per month</u>
During 1st year	6 days	1/2 day
During 2nd year	10 days	.834 day
During 3rd through 7th year	12 days	1 day
During 8th through 14th year	15 days	1.25 days
During 15th through 19th year	18 days	1.50 days
During 20th year and after	20 days	1.66 days

For purposes of this policy, "**length of continuous service**" shall mean an employee's length of continuous service with the County since the employee's most recent date of hire.

Accrual of Vacation during Unpaid Leaves

Vacation will not accrue during unpaid leaves of absence.

Scheduling Vacation

Vacations may be taken in weekly increments. Shorter increments may be granted with department head approval. Vacation requests must be submitted in writing to your department head. Vacation requests should be submitted as far in advance as possible. Vacation preferences are subject to staffing requirements as determined by your department head.

Carryover

Vacation leave may be accumulated to a maximum of 30 days.

Vacation Pay upon Termination

If your employment with the County is terminated for any reason during your first year of service, no vacation is due upon termination. If your employment is terminated for any reason, including being elected to Wright County office, after your first year of service, you will be paid for any accrued and unused vacation.

Personal Time

3.3

From time to time, employees may need time off to take care of emergencies, or to conduct personal business that cannot be scheduled during non-working hours. In order to accommodate these situations, a department head may grant up to eight hours of personal time, deducted from the employee's sick leave accumulation, per year to regular full-time employees. Personal time is intended to cover those situations, which require the employee to be away from work. Personal time is not automatic. All requests for personal time must include the reason for the request and must be approved by the department head.

Sick Leave

3.4

Eligibility and Accrual

Full-time regular employees accumulate paid sick leave at the rate of one and one-half (1½) days per month, with no limit on maximum accumulation. Full-time regular employees start to earn sick leave from their most recent date of hire. Sick leave does not accrue during any unpaid leave of absence or while an employee is receiving workers' compensation benefits.

Part-time regular employees are eligible for prorated sick leave based on the employee's normal hours of work.

Use of Sick Leave and Medical Certification

Sick leave is to be used for any non work-related illness, injury, or temporary disability, including pregnancy, which prevents you from performing your job duties. If it is not possible to schedule dental, optical or medical appointments outside of your workday, your department head may authorize use of sick leave for these appointments. Medical certification may be required to determine that an employee claiming sick leave is unable to work.

Medical certification satisfactory to the County may be required to verify fitness for duty following the employee's use of sick leave.

Use of Sick Leave for Family Illness

You may use up to five days of sick leave per year for absences due to the illness or injury and related medical care of your spouse, child, or parent.

Holidays during Sick Leave

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

Abuse of Sick Leave

If an employee appears to be abusing sick leave, the employer may require the employee to submit competent proof of the necessity for such absence. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination.

Conversion of Sick Leave upon Retirement

Retiring employees are eligible to be paid for unused sick leave at the rate of one dollar (\$1.00) per hour up to maximum of two thousand hours. A retired employee is one who has left County employment and is eligible for an IPERS retirement allowance.

Work-related Injury or Illness

3.5

Coverage

To provide for payment of your medical expenses and for 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 immediate supervisor 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. Employees are required to use the County's designated physician for all workers' compensation injuries or illnesses. The immediate supervisor shall call to have an appointment scheduled. In case of an emergency, employees should be taken to the nearest emergency room for treatment. (Refer to Section 7.4 III)

Income Replacement

Generally, an employee who is eligible for workers' compensation may use available sick leave for scheduled workdays 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.

Workers' Compensation and 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 assignment is not available, or where the employee has refused a temporary light duty assignment.

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 or the employee may elect to substitute accrued paid leave from the date the workers' compensation benefits cease.

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 work. If the County receives medical certification that the employee is unable to return to work, the employee's employment status will be reviewed. (Refer to 7.4 IV)

Temporary Light Duty

3.6

Eligibility

Temporary light duty assignments may be made 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.

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 department head 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 department head 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 Temporary 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 department head 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.

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, son, daughter, or parent with a serious health condition; or
4. A serious health condition that makes you unable to perform the functions of your job.
5. Because of any qualifying exigency (urgent need) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. 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.

Service Member Leave

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12 month period to care for the service member. 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 leave, you must meet all requisite elements of statutory eligibility. You must have worked for the County for at least 12 months and for at least 1,250 hours, excluding hours paid but not worked, 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 step-child.

“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; or
- a period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by a health care provider, or at least one treatment by a health care provider plus a regimen of continuing treatment; or
- 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 there from.

The “**12-month period**” during which the leave entitlement occurs is designated as the 12-month period measured forward from the date any employee’s first FMLA leave begins.

If you and your spouse are both employed by the County, and are both eligible for FMLA leave, you and your spouse will be limited to a combined total of 12 weeks of FMLA 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

FMLA leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days you work per week, or hours per day.

Intermittent or reduced schedule leave may be taken when medically necessary to care for your spouse, child, or parent with a serious health condition, or because of your own serious health condition. You must provide the department head 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. Intermittent or reduced schedule leave for the birth of a child or the placement of a child for adoption or foster care will be allowed only with department head approval. 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 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, you are expected 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 your department head with written medical certification from the appropriate health care provider. 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 also may require periodic medical recertification, and/or periodic reports from the employee during FMLA leave. Medical certification may be required when an employee is returning to work after leave for the employee's own serious health condition.

Use of Paid Leave

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

1. You must use any sick leave for any portion of a FMLA leave to care for your own serious health condition. You may use accumulated paid vacation or personal time for any portion of a FMLA leave to care for your own serious health condition.
2. You must use any accumulated family illness days (up to 5 days) for any portion of a FMLA leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition. You may use any accrued paid vacation and personal time for any portion of a FMLA leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition.

When you have used all required paid leave for any portion of a 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, which 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 family or medical leave, paid or unpaid, the County will continue your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to continue to pay your contribution to the premium to the Auditor by the 10th of the month for the following month's coverage.

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 premium during the leave.

Returning to Work

At the conclusion of your FMLA leave, you will be restored to your former position, 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 must provide certification from your health care provider that you are able to resume work and fit for duty.

Leaves Available

The County will grant leaves of absence for military service to full-time and part-time regular employees in accordance with applicable state and federal law. A full-time or part-time regular employee, who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of service. 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. 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. Absences required for military service that exceed 30 calendar days shall be granted in accordance with the County's policies on vacation, compensatory time, or unpaid leave, and with applicable state and federal law.

Reemployment Rights - Eligibility

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

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable;
2. The cumulative length of the absence and all previous absences from your employment with the County for reason of military service must not exceed five 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 according to the following schedule:

For service of less than 30 days you must report to work by the beginning of your first regularly scheduled workday that would fall eight hours after you return home.

For service of 31 to 180 days you must apply for reemployment within 14 days after completing service.

For service of 181 days or more you must apply for reemployment no later than 90 days after completing service.

Continuation of Benefits during Military Service

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

1. An employee 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 18 months following

separation from employment or until the employee's reemployment rights expire, whichever event occurs first. The County may require the employee to pay up to 102% of the premium.

Bereavement Leave

3.9

A full-time regular employee will be granted a leave with pay in the event of a death in the family according to the following guidelines:

Up to five days in the event of the death of the employee's spouse, child or step-child, parent, step-parent, or parent substitute, sister, or brother;

Up to three days in the event of the death of the grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, and sister-in-law, son-in-law or daughter-in-law;

Up to one day in the event the employee is acting as a pallbearer or honorary pallbearer.

Payment will be made only for those days, which you would have worked. If a death in your family occurs, please notify your supervisor/department head as to the expected length of your absence. Department Heads may request documentation from the employee that supports the request for such leave.

Any employee may request additional unpaid leave in addition to the paid leave granted under this policy. Any employee may also request unpaid leave to attend the funeral of a friend or relative not covered by this policy. Unpaid leave is subject to the approval of the department head.

Part-time employees will be granted the leave outlined above, and will be paid for the hours they were scheduled to work.

Jury and Witness Duty

3.10

Any full-time or part-time regular employee required to report for jury duty shall receive a paid leave of absence for the time spent on duty subject to the following limitations.

All employees summoned to jury duty must submit a copy of the summons to their supervisor within two working days after receiving the summons. All employees on jury duty are expected to promptly return to work when released from service.

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, the County will continue your regular salary, but you must submit certification of the number of hours spent in jury service and assign any compensation you receive in connection with such duty, less any reimbursement for travel or meal expenses, to the County.

Employees 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 with pay up

to a maximum of two days per calendar year. Additional days shall be 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 3.12 of this handbook.

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 supervisor will designate and notify you of the time you will be allowed to vote.

Unpaid Leaves of Absence

3.12

Unpaid leaves of absence may be granted in certain circumstances. If you have exhausted all applicable sick leave, vacation, compensatory time, personal 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 10th of the month for the following month's coverage. 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 the 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. Approval of the extension is at the discretion of the department head.

Donated Leave Policy

3.13

Policy

Wright County offers to employees the ability to receive and donate accrued vacation leave due to a personal or immediate family member's catastrophic illness or injury.

I. Definitions

- A. Employee: a full-time or part-time employee who is eligible to accrue vacation.
- B. Immediate Family Member: the employee's child, spouse, or parent.
 - 1. Child: a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.
 - 2. Spouse: a husband or wife as defined or recognized under Iowa law.
 - 3. Parent: the biological parent of an employee or an individual who stands or stood in loco parentis to an employee when the employee was a child.
- C. Catastrophic Illness: a physical or mental illness or injury of an employee or an immediate family member, as certified by a licensed physician, that will result in the inability of the employee to report to work for more than 30 work days due to the need to attend to the immediate family member on a consecutive or intermittent basis.
 - 1. Physical or mental disability or injury: a physical or mental impairment that substantially limits one or more of the major life activities of an individual.
 - 2. Intermittent Leave: leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. (Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.)
- D. Donated Leave: vacation leave hours donated to employees as a monetary benefit only. Recipients will not accrue vacation or sick leave benefits based on donated leave hours.

II. Program Eligibility

- A. In order to receive donated leave for a catastrophic illness, an employee must:
 - 1. have a catastrophic illness or have an immediate family member with a catastrophic illness; and
 - 2. have exhausted all paid leave for which they are eligible; and
 - 3. not supplement workers' compensation with donated leave, to the extent that it exceeds more than 100 percent of the employee's pay for his or her regularly scheduled work hours on a pay period by pay period basis; and
 - 4. not be receiving long-term disability (LTD) benefits; and

5. be approved for and using, or have exhausted, Family and Medical Leave Act (FMLA) leave hours if eligible; and
 6. be on approved leave without pay for the medical reasons of their own or an immediate family member during any hours for which they will receive donated leave.
- B. The physician's statement on the "Donated Leave for Catastrophic Illness Application" is the basis for determining if the requirements of the catastrophic illness definition have been met. The County Department head will determine if the employee meets eligibility requirements and will distribute a notice to all departments indicating that an employee is eligible to receive donated leave.
 - C. The County may, at their own expense, require second opinions or updates from physicians regarding the status of the employee's or employee's immediate family member's illness or injury.

III. Program Requirements

- A. Vacation hours will be donated in whole-hour increments but may be credited to the recipient in other than whole hour increments. All of the recipient's accrued leave for which he or she is eligible must be used before donations will be credited to the recipient. Hours will be credited in increments not to exceed the employee's regularly scheduled work hours on a pay period by pay period basis. Recipients will not accrue vacation or sick leave on donated leave hours.
- B. An employee can donate a total of no more than 40 hours of vacation leave during their employment year (anniversary date to anniversary date).
- C. Donated leave will be paid at the appropriate wage rate of the recipient regardless of the pay rate of the donor.
- D. Approval for use of donated leave shall be for a period not to exceed one year either on an intermittent or continuous basis for each occurrence.
- E. Donated leave shall be irrevocable after it is credited to the recipient. Donated leave hours not credited to the recipient will not be deducted from the donor's vacation leave balance.
- F. Donations shall be credited on a first-in/first-out basis according to the date and time the "Contribution Form – Donated Leave for Catastrophic Illness" form is submitted to the Administration Office.
- G. The period of probationary status and the pay increase eligibility date will be extended by the amount of time the employee receives donated leave. Donated leave for catastrophic illness will not "restrict" the right to terminate probationary employees.
- H. Leave without pay provisions shall apply to the following benefits: health, dental, life, long-term disability insurances, deferred compensation, holiday pay, sick leave and vacation leave accruals. If, however, FMLA leave and donated leave for a catastrophic illness are used concurrently, FMLA provisions for benefits will apply.
- I. Employees may choose to continue or terminate their optional deductions e.g., supplemental life insurance, family health and dental premiums) while using donated leave. Mandatory deductions are taken from gross pay first, and then optional deductions as funds are available and as authorized by the employee.
- J. This policy does not apply to employees that belong to the bargaining unit.

Section Four: Insurance Benefits

Health Insurance

4.1

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

Eligibility and Share of Premium

All eligible full-time regular employees and their eligible dependents may participate in our group health insurance program. (Eligible dependents consists of spouse by marriage decree and/or any children bound by that marriage) The County pays the majority of the premium cost, with employees contributing an amount toward the cost of the premium. This amount is determined by the Board of Supervisors on an annual basis. **Part-time employees are not eligible to participate in the group health insurance program.**

When Coverage Begins

Coverage for eligible employees is effective on the first day of the month following the employment date. For example, coverage for an eligible employee hired on September 15th who is accepted for coverage begins on October 1st.

When Coverage Ends

Insurance coverage terminates on the last day of the month for which the premium has been paid. Please review the policy set forth in this handbook regarding continuing health insurance benefits after termination of employment.

Continuation of Health Insurance

4.2

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

If this election for continuation 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.

The Auditor will contact you concerning these options at the time termination occurs or your work hours are reduced. The Auditor 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 Auditor to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the Auditor within 60 days of qualifying for social security disability benefits.

Continuation Coverage under Iowa Code Chapter 509A

Employees who retire from County employment before age 65 (or a different Medicare eligibility age incorporated into Iowa law after the effective date of this handbook) 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 IPERS.

Employee Assistance Program (EAP)

4.3

EMPLOYEE ASSISTANCE PROGRAM (EAP)

All employees and their spouses, and family members are eligible to receive short-term, confidential counseling through Employee & Family Resources (EFR). EFR counselors are available to assist with the following range of personal problems:

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

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

Soliciting on County Premises

5.3

County policy forbids solicitation, buying or selling of any kind during working hours. These activities should be conducted during non-working hours and must be approved by the appropriate department head. 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. Employees are required to dress for work in appropriate, job-related business attire. The wear of political attire and material is prohibited during working hours. 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.

Investigations

5.5

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

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

Maintaining Licenses and Insurability

5.6

An employee who is required by his or her job duties to have and maintain a valid license to operate a motor vehicle is also required to be insurable under the County's liability policies for the operation of motor vehicles. Failure to maintain a valid license and insurability will result in termination of employment. On an annual basis department heads will be responsible for ensuring each employee in this category have the valid license(s) and insurance card.

Suspension of License

An employee who is required to maintain a drivers license as a condition of his or her employment and whose driver's license is suspended, denied or revoked for 30 days or less, shall also be suspended from work without pay during the period of suspension, denial or revocation.

In the event that the employee has accumulated vacation time available, the employee may elect to use such vacation time during the suspension. If the employee does not have vacation time available, and he or she is therefore not receiving compensation from the county from which the employee's medical insurance premium can be paid, the employee shall be responsible to pay to the county any amount necessary to pay the medical insurance premium during the period of suspension to avoid a lapse of the policy.

Reinstatement Following Suspension

Following the period of suspension, the employee shall be eligible for reinstatement when the employee has regained his or her privilege to operate a motor vehicle and is certified by the county's insurance carrier as insurable under the county's liability insurance policy. Failure or inability of the employee to so qualify for reinstatement promptly shall result in the employee's termination.

Alternative Employment

An employee who fails or is unable to qualify for reinstatement may, at the county's sole discretion, be employed in a position that does not require a motor vehicle license and insurability, if such position is available. This employment may be full-time or part-time and may

be at a lower rate of pay consistent with the new duties being performed. Such continued employment is discretionary with the county and not a matter of right of the employee.

Substance Abuse Treatment

Wright County strives to maintain a stable and responsible group of employees. Repeated suspensions of employees for failing to maintain motor vehicle licenses and insurability is disruptive and detrimental to the necessary functions of the county. Therefore, the county believes that the following provision is required for the betterment of the county and the employee.

In the event that the suspension, denial or revocation of an employee's license to operate a motor vehicle as a result of a test refusal or test failure under Iowa's laws regarding operating motor vehicles while intoxicated and implied consent procedures, the employee shall be required to obtain a qualified substance abuse evaluation and agree to comply with the recommendations for treatment, if any, prior to reinstatement. Reinstatement shall be conditioned upon the employee successfully completing the recommended treatment. Failure to do so may result in termination.

In the event that the employee is required to submit to, and successfully complete, an approved inpatient program, the employee shall be entitled to use accrued sick leave or vacation time during such treatment.

Workplace Privacy and Searches

5.7

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

Guidelines for Employee Conduct and Discipline

5.8

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

These rules can be modified by the County as changing conditions warrant. The department head may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not included in the following list. You must understand that any offense, whether or not it

is included in these work rules, may result in disciplinary action, up to and including discharge, without prior warning.

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

Work Rules

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

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records.
3. Violating the County's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism.
5. Engaging in excessive, unnecessary, or unauthorized use of County property or supplies, particularly for personal use or conducting personal business during working time.
6. Reporting to work intoxicated or under the influence of non-prescribed drugs.
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
8. Bringing or using alcoholic beverages on County property or using alcoholic beverages while engaged in County business off of County premises.
9. Fighting or using obscene, abusive, or threatening language.
10. Stealing property of coworkers, customers, clients, or the County.
11. Having unauthorized firearms on County premises or while on County business.
12. Disregarding smoking, safety or security regulations.
13. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers.
14. Failing to follow County job instructions or to perform work requested by a supervisor or manager.
15. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
16. Failing to maintain confidentiality of County, client, patient, or customer information.
17. Failure to keep and maintain necessary licenses and/or certifications.
18. Failure to maintain required motor vehicle insurability. Loss of insurability may be the result of motor vehicle violations and/or accidents both on the job and on an employee's own personal time.

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

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.

As additional disciplinary action, department heads may place employees back in a probationary status at any time as a way to more closely monitor their performance and conduct.

Unpaid disciplinary suspensions of exempt employees shall be for one or more complete work weeks in accordance with the Fair Labor Standards Act.

Employees are free to resign from 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 Resolution Procedure

Complaint Resolution Procedure

6.1

Misunderstandings, conflicts, problems, or other question 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, certain complaints may fall under resolution procedures established by state law. For other complaints, the County has adopted the following procedure to respond to your concerns.

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

If your department head is not an elected official, and you are not satisfied with your department head's decision, you may prepare a written summary of your concerns and request that the matter be reviewed by the appropriate governing body. After a full examination of the facts (which may include a review of the written summary of your statement, discussions with all individuals concerned, and further investigation if necessary), the Chairperson or his/her designee will normally advise you of the governing board's decision within 15 days. The decision of the governing body will be final.

Wright County will not engage in or allow retaliation or discipline against any employee who makes a good faith complaint or participates in an investigation. Employees are protected by this policy, as well as state and federal whistleblower protection legislation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to your Department Head, Elected Official, or any member of the Board of Supervisors.

Section Seven: Wright County Policies

Risk Management Policy Statement

7.1

Wright County recognizes the need to manage public funds prudently. It further recognizes that municipal government, with its full range of services, is considered a high-risk operation.

Wright County is dedicated to managing the risks of providing services for its citizens and will do all it can to prevent losses and create a safe work place for employees. Recognizing that losses will inevitably occur, Wright County considers no losses acceptable and will make efforts to identify and treat all loss exposures.

The risk management committee is empowered to make decisions concerning all operations of Wright County that affect the safety and well being of employees, officials, and citizens.

Every employee and elected official will adhere to the policies and practices established by the risk management committee.

Safety Policy Statement

7.2

It is the policy of Wright County to provide every employee with a safe work environment. Accidents cause needless injury, suffering, financial loss and property damage. These are the underlying reasons for a functional Loss Control program.

It is our desire to implement a functional and effective Loss Control program, which assists in the elimination of potential safety hazards, detects unsafe acts, and instills safety awareness for every job and activity. It is incorrect to think accidents are unavoidable and will always happen. A positive attitude toward safety will allow us to achieve our goal of complete loss prevention.

Although profit is not the purpose of Wright County, the same efficiency is necessary to ensure maximum utilization of each available dollar. To achieve this efficiency, the elimination of unnecessary loss is a responsibility we all share. The conservation of Wright County resources, including safety of every employee, is a matter of great concern, which demands maximum effort by everyone.

It is with this knowledge we share the great responsibility for the safety of all Wright County employees and the conservation of resources. With a well-managed loss control program and a pro-active approach, losses can be prevented or reduced.

In an effort to advance this goal, the Wright County Safety Committee has implemented monthly safety training for employees under the county health insurance and/or workers' compensation policy. Employees are required to attend the monthly safety meetings. In the event that an employee misses three (3) or more training sessions, he or she will be required to attend the new employee safety training, which will cover the missed material. The trainers will work with the safety committee and department heads to track attendance.

Drug and Alcohol Use in the Workplace

7.3

Policy on 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.

The County recognizes that drug and alcohol dependency and abuse pose major health, safety and security problems. Employees needing help with such problems are encouraged to use the County's employee assistance program (EAP).

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, threatens the County's ability to function effectively and efficiently, and undermines the public's trust in our operations. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in County business off the County's premises is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that in the opinion of the County, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the County.

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

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

Drug testing of employees required to possess a commercial driver's license (CDL) shall be conducted in accordance with applicable state and federal law.

Employee Health Supervision Policy

7.4

POLICY:

The Board of Supervisors will assure that employees are qualified to perform the essential functions of their position descriptions and assist employees to achieve and maintain optimum health status. Medical examinations are required as a condition of employment and may be required during active employment. Guidelines will be provided for employees injured on the job or those who develop work-related health problems and are unable to return to their regular position upon returning to work.

PROCEDURE:

I. Designated Health Care Provider

- A. Iowa Specialty Hospital – Clarion, Iowa Specialty Hospital – Belmond, and McFarland Clinic have been approved by the Board of Supervisors for drug testing for job applicants & for drug/alcohol testing for post accidents & reasonable suspicion for all county employees.
- B. Wright County Transit drivers are exempt from this policy as it relates to drug/alcohol testing. The Transit Policy is intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs. The Federal Transit Administration (FTA) has published 49 CFR Part 655 (Prevention of Alcohol Misuse and Prohibited Drug Use in Transit), as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. Full policy may be obtained from the Transit Coordinator or MIDAS Council of Governments in Fort Dodge.
- C. McFarland Clinic has been approved by the Board of Supervisors for treatment and rehabilitation of work related injuries (with therapy being done locally at Iowa Specialty Hospitals) and return to work evaluations for employees.
- D. Local emergency care will be provided as necessary when accidents occur.

II. Post-Offer/Pre-employment Medical Examination

- A. The supervisors may not ask a job applicant to have a medical examination before making a job offer.
- B. All persons offered employment shall receive a post-offer/pre-employment examination from a designated occupational health board certified doctor. The Department Head shall be responsible for securing the appointment for the potential employee. Employment is contingent upon favorable evaluation from the designated health care provider.
- C. The post-offer/pre-employment medical examination will be at the expense of Wright County. Wright County will not be responsible for time and mileage.
- D. When the evaluation identifies extenuating circumstances, it will be the responsibility of the potential new hire to provide Wright County's designated health care provider with additional information that may be pertinent to the situation.
- E. Position Descriptions will be provided to the designated health care provider. The Department Head will determine, with the designated health care provider, the relevancy of communicable diseases to the work environment, physical, and mental (cognitive) requirements for the position.
- F. Function Capacity Evaluations will be appropriate for special job titles (such as Home Care Aide, Secondary Roads, and Custodian).
- G. After an employee is hired, Wright County will not ask whether the employee has a disability or ask the degree of severity of a disability, but will focus on the ability of the employee to fulfill the duties and responsibilities of the position.

If there is a concern regarding safety to the employee, to his fellow workers or to the client/customer, the Supervisor does have the right to request a medical

examination from the designated health care provider at the expense of Wright County, to include time and mileage.

- H. Drug & Alcohol Screening will be provided, according to the Drug Free Workplace Act of 1988 and current policies and procedures. If a Drug Screening test comes back with a "dilute" result, the applicant will be allowed a second test. If the second result is the same, "dilute", the applicant will not be eligible for hire.

III. Work-Related Injury or Illness

- A. The employee must report all work related injuries and occupational illnesses to the Department Head and **Company Nurse** within 24 hours. In the event the employee loses any time from the job as a result of a work-related injury or illness, compensation will be paid in accordance with the Worker's Compensation Laws of the State of Iowa.

- 1. Injured worker notifies supervisor.
- 2. Supervisor/Injured worker immediately calls injury hotline.
Company Nurse Injury Hotline: 1-888-770-0928 Search Code: IA495
- 3. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

- B. The Department Head will acknowledge the need for medical treatment if the injury warrants. In the event of an emergency, first get the medical attention for injured employee(s). After the employee receives the necessary attention, the Department Head will follow-up on the incident. Note: If there is the slightest doubt as to the well-being of the injured employee, the employee will be sent for medical attention.

- C. If a serious injury or fatality occurs, it is imperative the IMWCA loss control coordinator is notified within eight (8) hours. This will be the responsibility of the Department Head. Designee should contact Safety Committee Chair. A serious injury includes heart attacks, compound fractures, loss of limb, etc. If a fatality occurs, or if an accident occurs that requires in-patient hospitalization of three or more persons, the industrial commissioner, and OSHA must also be notified within eight (8) hours by the Department Head.

OSHA 515-281-3606
Industrial Commissioner 515-281-5934
IMWCA Office, Ed Morrison, Loss Control Coordinator 515-244-7282
317 Sixth Avenue, Suite 1400 or
Des Moines, Iowa 50309-4122 800-257-2708
Fax: 515-288-3848
Wright County Safety Committee Chair

- D. The Department Head and Company Nurse will arrange for a medical examination with the designated health care provider for a work-related injury. The Department Head must complete the Iowa Specialty Hospital Employer Authorization form if the injured employee is sent or transported to this hospital or clinic.
- E. When the examination cannot occur on the date of the work related injury, and the injury results in a workers compensation claim and/or days off work, the employee will be instructed to obtain a script from the designated health care provider retroactive to cover the days off work, between the injury and the examination.

For non-work related injuries or illness, the employee will be responsible to obtain a script from the treating physician to cover any days off work, according to department policy regarding sick leave/PTB, between the injury and the examination, anticipated treatment plan, and anticipated date of return to work at full capacity.

- G. Employees will be responsible for following treatment recommendations, timely attendance at physical therapy and alternative treatment for work related injuries or illness. Rehabilitation is mandated as an extension of the work place. Non-compliance could result in termination of benefits. The employee will be compensated according to workers compensation rules.
- H. Appointments cannot be changed for inappropriate reasons. The designated health care provider will contact the Department Head to schedule or change an appointment. If the employee should happen to be contacted by the designated health care provider, he/she must notify the Department Head of the new appointment date.
- I. The designated health care provider will determine the course of treatment following a work related injury and/or recommendations for return to work. The employee's treatment plan may include time off work, or altering required work duties.
- J. The employee will be evaluated for Return of Work by the designated health care provider at the County's expense. The designated health care provider will be given the employee's Position, Description and supporting documentation in order to determine the employee's ability to participate in the Return to Work program.

IV. Return to Work Program

A. When available, modified or alternate work may be provided for employees on the job, who are unable to temporarily or permanently return to the essential functions of their original position. Modified and alternate work may be provided as available in compliance with the American's with Disabilities Act (ADA) and Iowa Worker's Compensation Act.

B. Reasonable accommodations will be made to assist employees to perform their job duties unless the accommodations impose undue hardship on the County. The employee must be able to perform the essential functions of the job with or without reasonable accommodations.

When discussing accommodations for work related and non-work related injuries, it is helpful to inform employees that it is their responsibility in non-work related injuries to ask the employer for reasonable accommodations.

C. The feasibility of reasonable accommodations will be determined on a case-by-case basis, taking into consideration the employee, the specific physical or mental impairment, the essential functions of the position, the work environment, and the ability of Wright County to provide accommodations.

D. Objectives of the Program:

1. To return employees who experience work-related injury or illness to work as soon as possible when there is not significant risk of substantial harm to themselves and others.

2. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury or illness.

3. To assist employees to return to work at a level as close as practicable to their pre-injury earnings and productivity.

4. To retain qualified and experienced employees.

5. To reduce the cost of work-related injury and illness benefit programs.

E. Temporary Alternate Duty (TAD):

1. TAD is defined as modified duties or hours assigned to an employee with a work-related injury or illness, when the designated health care provider indicates the employee can return to work but is not yet capable of handling pre-injury/illness assignments (the employee is still recovering from the effects of a work injury or illness).

2. TAD assignments are intended to allow injured or convalescing employees to return to a productive employment status by gradually returning to work without further compromise of the injury.

a. Alternate duty is not intended to be an unlimited benefit for employees.

b. TAD may be available when medical prognosis indicates that the employee is expected to return to full capacity assignments following a course of medical treatment.

c. In a workers compensation claim, Wright County will be responsible for the employee's rehabilitation process to the point of maximum medical improvement, impairment rating, and clarification of permanent restrictions.

d. Wright County is not required to create a new job position for an employee recovering from the effects of an injury or illness.

3. Employees on TAD are not guaranteed and may not receive the same number of hours as they received prior to the injury or illness.

4. TAD assignments are made only on the authority of designated health care providers, and will be consistent with the employee's physical and mental abilities, and qualifications required for the alternate duty.

5. The employee's TAD status should be reviewed after each medical appointment. TAD assignments may be made for up to eight (8) weeks. An extension of TAD may be granted for no more than four (4) weeks, only in very specific situations, authorized by the designated health care providers. Employees will be expected to return to full duty capacity by this time or will be re-evaluated for a disabling condition according to ADA.

6. Employees who have been on TAD are not guaranteed return to their original assignments or number of hours when returned to full capacity, unless the employee applies for and is granted FMLA leave and is, therefore, entitled to equivalent benefits and rights.

7. Employees unable to return to full capacity after TAD assignments are completed will be counseled regarding the employment opportunities for the individual based on his/her current status. Employees unable to return to full duty may receive an accommodation, which may not allow for the same type of duties and/or assignments and/or number of hours due to staffing accommodations that were made in their absence.

8. Any employee on TAD assignment who experiences further pain, dysfunction (physical or mental) or a new injury as a result of his/her employment should notify the Department Head immediately before continuing work. If it is determined that the employee needs medical attention, the employee should follow the steps as outlined for any employee injury or illness.

F. Compensation during TAD:

1. Because TAD is intended to return an employee to work as a full capacity, productive employee of Wright County, a sliding payment system is in place to encourage employees to return to work as soon as their condition allows.

2. Employees on TAD are to complete their Daily Time Sheets per usual practices. Department Heads will verify Time Sheets for correctness per usual practices, before submitting payroll.

3. Employees experiencing work-related injury or illness will be compensated 100% of their salary/hourly rate (dependent on Job Classification) up to four (4) weeks of TAD.

a. An employee who remains on TAD longer than four (4) weeks will receive 85% of his/her pre-injury/illness salary/hourly rate until the employee is able to return to full capacity, either in his/her original position or in another position.

b. Employees who transfer to a new position at any time will be paid according to the established wage range for that position, as long as the employee is completing the assignments at full capacity.

4. Any additional amounts paid through the worker's compensation carrier due to an employee's inability to maintain his/her previous level of work hours will be determined by the worker's compensation carrier, not Wright County. Hours worked will be turned in to the worker's compensation carrier, if appropriate, for their calculation of benefits.

5. Sick Leave, Paid Time Benefit and/or Personal Sick Leave hours (appropriate to the Department) may be used for time not covered by Worker's Compensation and to make up the difference between Worker's Compensation and regular pay.

6. If a TAD assignment is offered to an injured employee and it is refused by the employee, the employee will not be compensated by Wright County or by the worker's compensation carrier and may be terminated from employment.

G. Temporary Alternate Duty Case Management:

1. Department Head or Worker's Compensation Designee:

a. Informs treatment health care provider and designated health care provider about the TAD program.

b. Informs the employee about the TAD program.

c. Informs Worker's Compensation Adjuster of employee's availability to TAD program (when applicable)

d. Obtains information regarding medical condition of employee from treatment and designated health care provider(s):

*release to return to work on alternate duty

*restrictions placed on the injured employee (if any)

- *recommended number of hours to be worked each day
- *expected date the alternate duty may begin
- *next examination date
- *expected date for return to full duty

2. Human Resource Manager and/or Worker's Compensation Designee (when applicable):

- a. Identifies essential functions, physical demands, environmental conditions, and hazards exposures allowed by the employee's condition.
- b. Develops work assignments on a case-by-case basis, if applicable and depending on restrictions
- c. Develops appropriate TAD assignments, and monitors on-going medical and work adjustments.
- d. May meet with the employee to review TAD status.

3. Employee:

- a. While on TAD the employee remains responsible for following all the policies and procedures of Wright County. Any employee on TAD who fails to follow policies and procedures will be subject to disciplinary action, up to and including termination according to policies for all employees.
- b. Reviews and signs Return to Work Agreement Reports.
- c. Reports any problems with TAD assignment to Department Head, Program Director or worker's compensation designee (when applicable)
- d. Provides copy of release or revised Return to Work Agreement from treatment and designated health care provider to Department Head.
- e. Assists in identifying reasonable accommodations.
- f. Ensures proper communication with Department Head to ensure payment is made for bills associated with a work-related injury or illness. Failure by the employee to follow proper procedures may result in the employee assuming responsibility for unauthorized service costs.
- g. Employees on TAD for any length of time will be evaluated for performance by the Department Head of the department in which the TAD assignments occur. Evaluations will be given monthly and/or at the time the employee returns to full capacity/regular duty. The Department's standard evaluation form will be used, in addition to the employee's ability to follow instructions and/or restrictions while on TAD.

4. Employees who have experienced work-related injury or illness may receive a variety of benefits under the worker's compensation system. Any and all benefits received through the worker's compensation system, including payment of bills for treatments and examinations, payment for time missed from work due to an injury, etc. are under the complete control of the worker's compensation carrier.

5. The worker's compensation carrier determines which health care providers are to see employees with work-related injury or illness, which bills will be paid (only those previously authorized) and what percentage of wages is paid to employees off work due to any injury.

Wright County must abide by the decisions of the worker's compensation carrier, as its insurance agent.

6. Payment of wages for time completely off work is computed through the worker's compensation carrier based on the number of days missed by the injured/ill employee. The Iowa Insurance Commission determines the guidelines by which actual wages are figured for payment. Wright County has no control over the amount paid to employees by the worker's compensation carrier.

7. Employees off work due to a work-related injury or illness will receive a weekly check from the worker's compensation carrier. The check is mailed to the Wright County Auditor's office for processing, where it will be prepared to be picked up or delivered to the employee. Wright County has no control over when the check is cut, sent or received from the worker's compensation carrier.

V. Health Promotion

A. All Wright County employees:

1. Influenza vaccine will be made available to employees at county expense. Td (tetanus/diphtheria) will be made available to employees at county expense whose job description may expose them to a deep or dirty wound (e.g. contaminated with dirt, feces, saliva). Employees included would be the secondary roads, jailers, sheriff & deputies, custodians, Transit drivers, and county conservation. If the employee prefers to receive the Tdap (tetanus/diphtheria/pertussis) if indicated, the employee will be responsible for the difference in cost between the Td & the Tdap.

2. All Wright County employees are encouraged to have annual physical examinations from a provider of their choice.

3. All Wright County employees will be required to attend safety programs.

4. Employees involved in tasks with exposure to blood, body fluids, or tissues are encouraged to take part in the Hepatitis Immunization program (as identified by Blood borne Pathogens Exposed Classifications) at no cost to the employee. A series of three injections will be offered. The second and third dose will be given one and six months respectively after the first dose. Records will be kept in employee health files. The employee will either sign a consent form after reading the vaccine information sheet or a waiver depending on the employee's decision regarding immunization.

B. For the Engineer/Secondary Roads Department:

1. Annual Hearing tests will be conducted.

C. For the Department of Health:

1. A community health nurse may conduct a screening on any Department of Health employee to detect any potential problematic health areas and to circulate disease prevention/risk reduction information to promote health and safety:

2. Tuberculin tests will be given every 4 years. Refer to the Iowa Tuberculosis Control Manual.

3. Immunizations will be provided at county expense for healthcare personnel and staff who work closely with children as established by the Wright County Board of Health.

VI. Nondiscrimination

Wright County will not use the results of a medical examination in a discriminatory manner. An offer of employment will only be withdrawn on the basis that the post-offer, pre-employment medical examination revealed conditions that effect the individual's ability to perform the duties and responsibilities of the position; and/or the safety and well-being of the potential client, other employees and clients cannot be maintained; and/or accommodations cannot be made to suitably adjust the work environment to the potential employee's needs without creating undo expense or hardship for the Department.

VII. Confidentiality

Wright County will treat the results of the medical examination and all other health-related information in a confidential manner. The Department Head will collect all information obtained during the medical examination and other health related situations, enter this information on separate forms and store in separate files from general personnel information.

VIII. Release of Information

Wright County will only release information from the medical information to the employee to which it pertains and authorized personnel:

- Supervisors and managers who need to be informed about necessary accommodations and/or restrictions in the duties of the employee
- First-aid and safety personnel if the employees' disability might require emergency treatment
- Government officials investigating compliance with the ADA

IX. Review

The Department Heads and governing bodies will review policies governing medical examinations and employee health supervision annually.

X. Related Policies (Department of Health)

Personnel/Health Records
Performance Appraisals
Disciplinary Action
Family and Medical Leave
Safety Program
PPE Policy
Substance Abuse Policy and Procedures

WRIGHT COUNTY MOTOR VEHICLE OPERATORS POLICY

7.5

Motor vehicle operation represents one of the largest liability exposures. All employees who regularly operate member vehicles or their personal vehicles to conduct member business as a condition of their employment should be required to provide a copy of their current driver's license, copy of their declarations page or pocket insurance card if they are operating their private vehicles to conduct member business, and submit to a motor vehicle records review (MVR). The review shall be considered confidential, and a file of MVR's shall be maintained by the department head. Safe driving practices protect the employee, fellow employees and citizens of the community. The employee, fellow employees and citizens of the community could be affected anytime an employee operates a private or public vehicle to conduct member business.

PURPOSE

To ensure that an acceptable standard of performance and safety is met by all employees who operate their private or public vehicles to conduct member business.

MINIMUM QUALIFICATIONS FOR THE OPERATION OF MEMBER-OWNED MOTOR VEHICLES AND PRIVATELY OWNED MOTOR VEHICLES WHILE CONDUCTING MEMBER BUSINESS

1. Personal vehicles may be used for official member business with prior approval. Employees using their personal vehicles will be reimbursed at the prevailing rate.
2. All employees whose duties require the operation of a member-owned motor vehicle or who operate a privately owned motor vehicle while conducting member business as a part of their employment must possess a valid state driver's license and a safe-driving record.
3. Employees who regularly operate vehicles on member business shall submit to a motor vehicle record (MVR) review prior to employment and thereafter on an Annual basis. If the MVR review indicates violations in excess of the recommended guidelines, the applicant or employee may be required (at the member's discretion) to complete defensive driving training based upon the seriousness of the violations. If a disability or health-related reason caused the adverse driving record, the employer will consider such information and may use such information in making reasonable accommodation decisions.
4. If during the course of employment, an employee exhibits a disregard for acceptable safe-driving procedures, the member may deny future authorization to operate a vehicle, while representing the member.
5. Any employee who operates a privately owned vehicle to conduct member business is required to maintain automobile liability insurance coverage's on their privately owned vehicle of at least the minimum amount in accordance with the State of Iowa liability recommendations. Employees who do not maintain minimum liability coverage will not be allowed to operate their privately owned vehicle for member business.
6. Any employee performing work which requires the operation of a member vehicle or private vehicle on member business is required to report to the employee's supervisor or risk management director if his or her license is allowed to expire, is suspended or revoked. Any employee who fails to report such information is subject to disciplinary action.

REQUIREMENTS

Due to liability exposures of operating a motor vehicle while on member business, it is recommended that employees provide a copy of their driver's license, verification of insurance, and submit to a motor vehicle record review (MVR).

1. Valid Driver's License

All employees driving member vehicles or their own vehicles on member business shall possess a current valid Iowa Driver's license of the appropriate type.

2. Vehicle Liability Insurance Coverage

All employees who are required to operate their private vehicles to conduct member business shall maintain adequate insurance to meet the recommended liability limits. Employee shall provide verification of insurance if requested by department head.

3. Motor Vehicle Records Review (MVR)

All employees are required to submit to a motor vehicle records review initially and annually.

RECOMMENDED MOTOR VEHICLE RECORD (MVR) GUIDELINES

1. No more than two convictions for moving traffic violations within any 12-month period.
2. No more than two moving traffic violations that contribute to accident within any 12-month period.
3. Conviction of any traffic violation that is defined as serious by Iowa Code.
4. No OWI's (operating while intoxicated) within five years.

Employees who are convicted for moving traffic violations equal to or exceeding the recommended guidelines may be subject to personnel action to include defensive driving courses at the employee's expense, or suspension of member driving authorization.

The member's board of supervisors may require employees who drive on member business to attend driver's training whenever the aforementioned determines the training to be necessary, even though guidelines have not been exceeded.

CELL PHONE POLICY

7.6

Cellular phones and other wireless communication devices are provided to enable county employees to transact county business in the most efficient and cost effective method possible. Departments are required to review their wireless communications plans annually to ensure cost effectiveness. Departments may implement more restrictive policies and procedures, but may not adopt any that are less restrictive. Employees shall secure all county owned telecommunication equipment to prevent unauthorized use, theft or damage and shall notify their supervisor immediately of any loss or damage. An employee may be held financially responsible for the amount of damage to or loss of county telecommunications equipment due to negligence. Upon termination of employment, all county provided wireless telecommunications equipment must be returned to the County.

CELL PHONE ALLOWANCE

An employee seeking a cellular phone allowance must submit an "Authorization for Business Use of Personal Cell Phone" form to their department head for approval. The department head will enter the allowed amount on the form and submit to the County Auditor. The monthly allowance shall be in multiples of \$5.00, not to exceed \$60.00. The monthly cell phone allowance shall not exceed the cost of the employee's monthly cell phone plan or the monthly charge for a shared plan containing the employee's cell phone number. The allowance shall be paid to the employee after documentation has been submitted to the County Auditor that a personal cell plan is in effect and a cost incurred or obligated. The cellular allowance shall be reviewed no less frequently than annually for adjustment of the reimbursement. When an allowance is provided, the County will not pay for equipment such as phone, batteries, handsfree equipment, etc.

COUNTY PROVIDED CELL PHONES

All County provided cellular phone equipment and services shall be used for conducting legitimate County business. Occasionally, with the approval of the department head, personal use may be allowed for work schedule changes or family emergencies, if the use does not violate the terms and conditions of this policy. Employees must pay all associated costs for personal use. Other costs resulting from misuse of cell phones shall also be the responsibility of the employee. County issued cell phones are not to be used as a replacement for a personal cell phone. All county provided cell phone bills will be reviewed and approved by each department head prior to submission to the Auditor for payment.

PERSONAL CELL PHONES

With the approval of the department head, the County will reimburse an employee for occasional use of a personal cell phone for county business. Reimbursement will be at actual cost and copies of itemized call detail submitted for reimbursement are subject to public disclosure.

SAFETY

Use of a cellular phone while operating a county vehicle is discouraged, except in the case of an emergency.

POLICY VIOLATIONS

Violations of this policy may result in disciplinary action, up to and including termination.

Use of Workplace Technology: (Including E-mail and the Internet)

7.7

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 purposes, 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 workplace technology, including the Internet, e-mail systems and other electronic communication equipment, during nonworking time as approved by department heads.

Employees shall maintain the highest professional ethics and conduct while on the County's electronic communication systems. If personal use is approved by a department head, employees must restrict such use to occasional use that does not interfere with the County

business. Authorized personal use must be limited in frequency and duration. Authorized personal use of County technology must not interfere with job activities of the employee or the employee's coworkers, nor result in any expense to the County.

All communications over and activity conducted 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. Also, some electronic communications such as electronic mail and computer files may exist on back-up tapes after the user deletes them. Simply deleting a message or file may not fully eliminate the message from the system. The use of personal passwords or access codes does not restrict the 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. The County may enter and copy any computer file, may examine and copy any computer communication, may monitor and record any telephone communication, and may examine and copy or record any voice mail communication. Your use of the electronic mail, Internet, voice mail or other computer systems, and your continued employment constitutes your consent to the interception and recording of any of these communications. All messages should be composed with the expectation that they will be made public.

Employees must inform their department heads 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.

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. The County's workplace technology is not to be used by employees for their personal gain, advertising or commerce.

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

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

Credit Card Policy

7.8

Each Elected Official/Department Head shall be responsible for credit cards issued to their department. Said credit cards shall carry no annual fees. Cash advances and purchases of alcoholic beverages on the departmental credit card are not allowed under any circumstances.

The Elected Official/Department Head shall authorize all credit card usage within their department.

Credit card usage is restricted to the following uses:

1. Motel/hotel expenses and guarantee of reservations
2. County vehicle expenses
3. Meals
4. Airline reservations
5. Car rental
6. Registration fees
7. Expenses incurred in the execution of a Court Order or Warrant
8. Departmental expenses as approved by Elected Official/Department Head
9. Other expenses with prior approval of the Board of Supervisors

Any employee charging through the credit card system is responsible for arranging the sales tax exempt status of Wright County. Any tax charged due to failure of employee to arrange for tax exempt status will be the responsibility of the employee.

All credit card statements must be immediately submitted for payment to avoid finance charges. All credit card statements shall be accompanied by **detailed itemized** receipts. Charges not accompanied with a receipt will be the responsibility of the employee. Employees using county credit cards authorize Wright County to withhold any amount deemed to be the responsibility of the employee from their wages if necessary.

County credit cards shall not be used for the employee's personal purchases or any family member's expenses.

Any misuse of a county credit card may result in disciplinary action, including termination.

Employees who have county credit cards in their possession shall be responsible for protecting the credit cards from unauthorized use. Lost or stolen credit cards shall be immediately reported to the Elected Official/Department Head so that the proper procedure is followed to cancel the card. The Elected Official/Department Head shall also notify the Auditor's office.

All employees of Wright County, all elected officials, all members of citizen boards and commissions, all independent contractors, and all volunteers shall be covered by this policy.

Smoking, the use of chewing tobacco and nicotine based products, excluding nicotine patches and gum used as an aid to quit smoking, is strictly prohibited in all Wright County buildings, in all Wright County vehicles and on Wright County property in accordance with Iowa Code Chapter 142D, the Smoke-free Air Act. Employees who violate this policy will be subject to discipline, up to and including discharge.

Iowa Code Chapter 142D, "Smoke-free Air Act" became effective on July 1, 2008 for the State of Iowa and its political subdivisions, including Wright County, Iowa.

The State law was created to "...regulate smoking in public places, places of employment, and outdoor areas in order to protect the public health and the health of employees".

- "Public building" means an enclosed area owned, leased, or operated by or under the control of the state government or its political subdivisions.
- "Public place" means "an enclosed area to which the public is invited or in which the public is permitted"; and an "enclosed area" means "all space between a floor and ceiling that is contained on all sides of solid walls or windows, exclusive of doorways, which extended from the floor to the ceiling".
- "Entrance" means "any doorway to an enclosed area used by the public or employees for ingress to any public place or place of employment, but does not include any doorway designated for use as an exit in an emergency only".

The purpose of the State law is "to reduce the level of exposure by the general public and employees to environmental tobacco smoke in order to improve the public health of Iowans".

"Smoking" means "inhaling, exhaling, burning, or carrying any lighted cigar, cigarette or pipe".

Indoor Areas

Smoking inside is not allowed in an enclosed public place, in vehicles, or in motorized equipment owned or operated by Wright County.

The following provisions will govern the signage posting requirements of the law:

- "No Smoking" signs will be posted at each entrance to the public place and place of employment that may be utilized by the public or the employee to enter or exit an enclosed facility.
- "No Smoking" signs will be posted in vehicles and in motorized equipment used to transport the public or the employee, such sign will be visible from the exterior, and smoking is prohibited regardless of where the vehicle or motorized equipment is located.

Wright County excludes unmarked Sheriff vehicles from the requirement to post “No Smoking” sign.

- Smoking will continue to be a prohibited activity in all Wright County automotive garages or bays used either for equipment maintenance or storage including the Sheriff’s sally port; and will continue to be prohibited in all hazardous storage areas, or where flammable or toxic materials or fumes are present.

Outdoor Areas

Smoking is not allowed on the grounds of any public building. The grounds of any public building means an outdoor area of a public building that is used in connection with the building, including but not limited to, a sidewalk or driveway immediately adjacent to the building.

Wright County shall not retaliate against any employee, applicant for employment, or customer that exercises any rights under, registers a complaint regarding, or attempts to prosecute a violation of Iowa Code Chapter 142D.

The Iowa Department of Public Health has designated the law enforcement authorities of Wright County as a political subdivision of the state to assist with the enforcement of Iowa Code Chapter 142D. A law enforcement officer may issue a citation in lieu of arrest pursuant to Iowa Code Chapter 805 against a person who smoked in an area where smoking is prohibited pursuant to Iowa Code Chapter 142D.

Employee Acknowledgments

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I have received my copy of the employee handbook. I understand that the handbook has been provided to me for informational purposes only, and that the County has the right to change or terminate 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 cause.

DRUG-FREE WORKPLACE POLICY WITHIN THIS HANDBOOK

I hereby certify that I have read 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.

WORKPLACE TECHNOLOGY POLICY WITHIN THIS HANDBOOK

I have read a 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; and 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