

DALLAS COUNTY, IOWA

EMPLOYEE HANDBOOK



July 1, 2020 (amended version)

This Employee Handbook supersedes all previous editions.

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SCOPE AND PURPOSE OF THIS HANDBOOK

This employee handbook has been prepared to give you general information about some of the work rules, work environment, and policies under which we operate. More extensive information is available from your Department Head, or Human Resources staff should you have questions concerning interpretation of specific sections. From time to time, you may receive updated information concerning changes in policy. The policies contained in this handbook may be changed or amended at any time, with or without prior notice. Programs and eligibility for programs may vary by employee classification, agreement, state or county law. To verify your eligibility for any program, contact Human Resources at (515)993-6800.

This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, either you or the Dallas County may terminate this relationship at any time, for any reason, with or without cause or notice. This at-will relationship remains in full force and effect, except as otherwise required by law or by the terms of a collective bargaining agreement. When a conflict exists, the employee handbook supersedes department policy manuals.

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

All County elected officials and employees, whether at-will, appointed or volunteer, are expected to conduct themselves in a manner that supports the workplace expectations outlined within this handbook. All employees will be expected to adhere to State and Federal laws and regulations. Where there are differences between a collective bargaining agreement and this employee handbook, the collective bargaining agreement prevails for employees covered under that contract. Issues not addressed within a collective bargaining agreement will be addressed through the employee handbook. Where there are differences between this employee handbook and the Iowa Administrative Code and Iowa Code, the Iowa Administrative Code's and Iowa Code's rules and policies prevail. Any promises, representations, or actions by a County official or employee which are contrary to this handbook are not the official policy of the County, and are of no force or effect. This handbook supersedes and cancels the effect of any previous versions of policies or employee handbooks.

COUNTY INFORMATION

It's a pleasure to welcome you to Dallas County! We hope that you find your work here rewarding and satisfying. This section introduces you to Dallas County's history, purpose and goals. Please read it carefully so that you can better understand who we are, where the county has been and what the county strives to be. Dallas County is a wonderful place to live and work -made all the more so by the hard work and dedication of our employees.

1.1 COUNTY HISTORY

Approximately 15,000 years ago the Des Moines Lobe of the Wisconsin Glacier stopped and retreated in what is now known as Dallas County, Iowa. The land that makes up all of Iowa was purchased by the United States when Thomas Jefferson signed the "Louisiana Purchase" in 1803. This land is rich in the history of Native Americans, pioneers, and early river towns.

Dallas County is named after George Mifflin Dallas, who served as mayor of Philadelphia, as a United States Senator from Pennsylvania, and as Vice President under James K. Polk.

The county was established in 1846. The first county elections were held in a schoolhouse on April 15, 1857 east of present day Adel. The county seat was originally called Penoch or Panouch, an Indian word meaning "far away." In 1849 the name was changed to Adel. The county seat has remained in Adel, but not without fights from Dallas Center, Perry and Waukee.

The first courthouse was a simple log cabin built by Buel Lathrop in 1848. This building was replaced in 1853 by a 20-foot x 40-foot, one story frame building. Although it was better than the previous courthouse, it was only used until 1858, when a third courthouse was constructed. The third courthouse was two stories high and constructed of brick. The \$20,000 building was located on the town square.

In 1902 the fourth and present courthouse was dedicated. The building is constructed of the best quality Bedford (Indiana) limestone. Huge blocks weighing three and a half tons go to make the main wall. It was designed by the Des Moines firm of Proudfoot and Bird and constructed for a total cost of \$109,243. The tower is 128-foot-tall with a clock that was donated by the citizens of Adel. It is decorated by statues and a stone engraving of the 1853 courthouse. This courthouse is listed on the National Register of Historic Places.

In 1993, a restoration project was started which uncovered artwork and stenciling throughout the public hallways and courtroom areas of the courthouse. Restoration architect William Wagner of rural Dallas Center assisted in the project while restoring hidden faux marbling on the wainscoting in the district courtroom. Dallas County is very proud of our district courtroom and the magnificent chandelier manufactured by St. Louis Antique Lighting.

Restoration of the courthouse is an ongoing project for the county. In July of 2005 the Dallas County voters passed a 10 million dollar bond referendum to modernize and expand the usable space within the courthouse. It also provided for new steel, stone and exterior work to allow our courthouse to maintain her majestic presence in the town square for another 100 years.

GENERAL EMPLOYMENT

2.1 EMPLOYEE CLASSIFICATION

Employees are classified as either a part-time or a regular full-time employee based on the number of hours per week an employee is regularly scheduled to work. It is necessary that employees understand which of these classifications they fit into as it determines the benefits and paid leave time available to the employee.

Regular Full-time employees: Employees who are regularly scheduled to work at least 40 hours per week, or as otherwise bargained by a collective bargaining agreement, are considered regular full-time employees. Regular full-time employees may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) as defined below. Regular full-time employees are eligible to participate in any of the County's benefit programs, and can earn or accrue leave, such as vacation leave or sick leave.

Elected Officials: An Elected Official is a County Supervisor, the County Sheriff, the County Treasurer, the County Auditor, the County Recorder, and the County Attorney. Elected Officials are not classified as employees but are considered full-time and exempt. They may be eligible to participate in any of the County's benefit programs but do not accrue any leave, such as vacation leave or sick leave. Elected officials will, however, receive all benefits mandated by law.

Part-time employees: Employees who are regularly scheduled to work fewer than 40 hours per week are considered regular part-time employees. Part-time employees may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) as defined below. These employees will, however, receive all benefits mandated by law. Please check with Human Resources to verify eligibility for County benefit programs.

Temporary, Seasonal, PRN or Work Study employees: Employees that are hired to perform a job or to work on a project that has a limited duration of less than six months or an irregular schedule. Typically, this happens in the event of a special project, special time of year, abnormal workload or emergency or to fill open shifts. These employees may be eligible to participate in any of the County's benefit programs but do not typically accrue any leave, such as vacation leave or sick leave. These employees will, however, receive all benefits mandated by law. Please check with Human Resources to verify eligibility for County benefit programs.

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

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

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

Essential: For the purposes of the policies in this handbook, essential employees are those of the EMS and Sheriff's department excluding office personnel that are required to be staffed twenty four hours per day as well as employees of the Secondary Roads department.

Classification is not a guarantee or limitation of the number of hours one may be required to work. Employees are also classified as either exempt or nonexempt as defined by the Fair Labor Standards Act.

Exempt employees: employees who **are not eligible** to receive overtime pay and receive not less than \$648 per week on a salary basis. These employees are defined by the FLSA to qualify under the executive, administrative, professional, computer or outside sales exemption.

Deductions from pay are permissible for exempt level employees when the employee is absent from work for one or more full or half days for personal reasons. These reasons may include vacation, sickness or disability in accordance with County practice; to offset amounts employees receive as jury or witness fees or for military pay; or for unpaid disciplinary suspensions of one or more full week imposed in good faith for workplace conduct or safety rule infractions. The employer may also pay a partial salary for the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under FMLA.

The County prohibits improper deductions of pay and requires exempt employees to contact the Human Resources Director if an employee believes that an improper deduction has been taken from their salary. The Human Resources Director will be responsible for reviewing the situation and making the final decision as to the validity of the deduction under the FLSA guidelines.

Non-exempt employees: employees who **are eligible** to receive overtime pay at the rate of 1½ times their hourly wage for any hours worked in excess of 40 within a work week. The 40 hours of work within a work week **do not** include any time away from work with pay such as holidays, vacation, sick, jury duty or funeral leave unless dictated otherwise through a collective bargaining agreement.

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

2.2 ORIENTATION PERIOD

The Dallas County New Employee Orientation Program is designed to welcome new employees into the spirit and culture of Dallas County. The first six months of employment is considered to be your orientation period. The department head and your immediate supervisor will be working closely with you to familiarize you with your new positions, clearly establish performance expectations and set the stage for your success at Dallas County.

Upon the first day of employment, new employees will participate in an orientation program conducted by several representatives of Dallas County, including the Department Head and a staff member in Human Resources. During orientation, employees will receive important information regarding compensation, benefit and safety programs, basic Dallas County policies, the performance requirements of the position, plus other information necessary to acquaint employees with their job and Dallas County. Employees will also be asked to

complete all necessary paperwork at this time, such as, medical benefits plan enrollment forms, beneficiary designation forms, and appropriate federal, state, and local tax forms. At this time, if an employee has not previously done so, they will be required to present information establishing their identity and their eligibility to work in the United States in accordance with applicable federal law. Employees will not be allowed to continue working unless this information has been provided within three business days after their first day of work. Prior to the end of the orientation period, your immediate supervisor will have a one-on-one meeting with you to discuss your performance progress. This performance review will be documented and retained in your personnel file.

2.3 WORKING HOURS

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

2.4 FLEXIBLE SCHEDULING

Dallas County understands that many employees have to balance the demands of their job with the needs of their families and other outside commitments. Therefore, a Department Head may offer employees the opportunity to work a flexible schedule. Because not all jobs are suitable to flexible scheduling, and because Dallas County must ensure that our staffing needs are met, the County cannot guarantee that a request for flexible scheduling will be granted and/or continued for any given week.

2.5 MEAL AND REST BREAKS

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

Rest Breaks

Rest breaks are considered to be part of your paid work day. Employees will be permitted to take a fifteen (15) minute rest break with pay during every four (4) hour work period. Rest breaks should be scheduled as close to the middle of the work period as possible. The rest breaks may not be used to extend the meal period or to shorten the workday.

Lactation Breaks

Dallas County provides reasonable break times for an employee to express breast milk for her nursing child for up to one (1) year after the child's birth each time such employee has the need to express milk. A private space, other than a bathroom, which is shielded from view and free from intrusion will be provided upon request. See your Department Head or Human Resources for room arrangements at your work site.

Meal Breaks

Meal breaks are generally unpaid. However, employees who are required to work or required to remain at their stations during the meal break will be paid for that time. As noted above, the rest periods may not be used to extend the meal period or to shorten the workday.

2.6 ATTENDANCE

To maintain a safe and productive work environment, Dallas County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place an undue burden on the other employees and on the County. In the rare instances when you cannot avoid being late to work or are unable to work as scheduled, you should notify your supervisor as soon as possible in advance of the anticipated tardiness or absence. In these cases, you must personally contact your immediate supervisor prior to the start of your regularly scheduled shift. If you are unable to speak directly with your supervisor, you will be expected to leave a phone number where your supervisor may return your call. Excessive or unwarranted absenteeism and/or tardiness will result in disciplinary action, up to and including termination of your employment.

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

If you are a non-exempt employee, you are considered late if you are not ready to perform your job at your designated start time or after meal periods. You will be considered absent if you are missing from work during your normally scheduled work hours for any reason other than those authorized by your supervisor. If you do not report to work and/or do not communicate your work status to your supervisor for three consecutive days, your employment will be terminated and will be considered a voluntary termination of employment.

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

2.7 TELECOMMUTING

Dallas County supports telecommuting as an alternative to traditional working arrangements by partially replacing the employee's worksite commute. The purpose of a telecommuting agreement is to allow, where appropriate, the use of telecommuting in order to attract and retain a talented workforce, reduce costs, reduce workplace traffic, improve employee morale and productivity, and better address work and personal demands.

Eligibility Requirements

Telecommuting arrangements are not suitable for all positions therefore it is at the discretion of the Department Head to authorize and direct such arrangements on a case-by-case basis. Once authorization is granted by the Department Head, the request must go to the Information Services Director for final approval.

Request & Approval Process

Employees desiring to request a Telecommuting arrangement shall make a request in writing to their Department Head including: the days and hours they are requesting to telecommute from a home office, the location of said home office, the reason for the request, the equipment necessary to suitably equip a home office (i.e. laptop, printer, etc.) and any other information pertinent to the request. Upon receipt of the employee's request, the

Department Head will take into consideration their workforce needs and budgetary limitations before approving or denying it. The Department Head's decision will be communicated in writing within ten working days, when possible, of the employee's original request. Telecommuting agreements shall be reviewed at least once each fiscal year for viability of its continuation. Department Heads reserve the right to revoke the Telecommuting agreement at any time and without advanced notice.

Performance Expectations

The employee is expected to communicate regularly and effectively with supervisors, coworkers and customers to the same degree that would be achieved if working from their County located worksite. The employee must demonstrate a conscientiousness about time management, productivity and accountability for their work quality and deadlines. Telecommuting shall not be used as a substitute for dependent care or sick leave. Employees who telecommute are expected to make dependent care arrangements during the workday.

Employees may, at the discretion of their immediate supervisor or Department Head, be called to work at their County located worksite during their telecommuting workday to meet workload demands. If an employee is telecommuting and during the workday they come in to their County located worksite, the time traveling from the employee's home to the worksite must be treated as job site travel and therefore be counted as hours worked and compensated accordingly.

Employees are responsible for maintaining a safe and ergonomic working environment while telecommuting. Workers compensation will not apply to non-job related injuries that occur in the home. Dallas County will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises. In the event of a work related injury, the employee will allow home office inspections conducted by the County.

Telecommuting employees shall not hold business meetings with internal or external customers or colleagues at their personal residence. Employees shall not conduct any unauthorized (non-County) work during their telecommuting work schedule. The employee's immediate supervisor and/or Department Head may regularly request progress reports to check on the status of the employee's work from home. Dallas County reserves the right to monitor network access logs to verify activity.

Hardware, Software & General Office Supplies

General office supplies, such as pens and paper, will be provided by the County. Other out of pocket expenses, such as hardware, including but not limited to printers, scanners, fax machines, ink cartridges, etc; as well as office furniture to make the home office a suitable telecommuting site will not be covered by the County.

Telecommuting employees may use their own personal computer equipment. Employees may consult with the County's IS department for access to the County's network, however the IS department will not directly support non-County owned equipment. Employees will be responsible for the maintenance and repair of their own equipment. Employees must conform to the County's software and security standards. Departments will consult with their department support staff to ensure that the software needed conforms to the County's software policies.

Remote access to the County's network may be provided to the employee at the discretion of the employee's Department Head after consulting with the IS department. Employees who telecommute from home are subject to the same internal County policies regarding the use of County provided equipment and services as that of

employees at the County located worksite. The County will not purchase or reimburse employees for the cost of an internet service provider or internet use. County information stored on an employee's personal computer may be subject to public disclosure requirements.

Dallas County will not reimburse the employee for long distance phone calls incurred due to a Telecommuting Agreement. Department Heads may approve a monthly cell phone allowance at the discretion of their budget.

Upon separation of employment, the employee shall return all County owned equipment and supplies within twenty-four hours.

Confidentiality

It is the employee's sole responsibility to maintain the confidentiality and proper storage of County information, to prevent unauthorized access to any County system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the County.

Violation of the Telecommuting Policy will result in revocation of telecommuting privileges and disciplinary action, up to and including termination of employment.

2.8 DRESS CODE

Employees contribute to the reputation of Dallas County by the way they present themselves. Good grooming and appropriate dress reflect employee pride and inspire citizen confidence in the abilities of our employees. Due to the nature of our business, each department has a specific set of dress code rules based on service and safety concerns. The Department Head will set specific dress codes for his/her department(s). Please speak with your immediate supervisor if you are unclear as to the dress code expectations for your department.

As an employee of Dallas County, you are expected to present a clean and professional appearance when you represent the County. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. It is essential that you act in a professional manner and extend the highest courtesy at all times to co-workers, visitors, customers, vendors and citizens of the County.

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

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

As stated earlier, if you have questions about the dress code expectations for your department, please speak with your immediate supervisor.

2.9 EMPLOYEE CONDUCT

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

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

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

As a reminder, employment with Dallas 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.

2.10 PROGRESSIVE DISCIPLINE

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

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

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

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

2.11 INTERNAL POSTING AND APPLICATION PROCEDURES

Whenever a position becomes available, a notice of such opening will be posted on the County's website for internal and external applicants for at least fourteen calendar days before the position's closing date.

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

Employees must complete an application before the position's closing date. Prior to submitting an application, internal candidates are required to notify their current manager that they are applying for another position within the County. All applicants for a posted vacancy will be considered on the basis of their qualifications, ability to perform the job successfully, past performance, disciplinary record and length of service. Veteran status may be taken into consideration, as specified by Iowa Code Section 35C.1. Human Resources or the hiring manager will notify internal candidates who are not selected for the position. All employees who are transferred to a new position will enter into the applicable orientation period for the new job.

2.12 PERSONNEL FILES

Human Resources shall maintain personnel files on each Dallas County employee in accordance with record keeping requirements established by state and federal law. These files contain job-related information including, but not limited to, the employee's original application for employment, employment offer letter, performance appraisals, disciplinary records, and beneficiary designations. It is the obligation of the Department Head to supply the original copy of all employment related documents, including but not limited to performance related information, to Human Resources for the master personnel file. Any information contained in the files will be released only if required by law, or if an employee makes a written request for the County to release the information for reference purposes. The County may also be required to release information relating to the results of federally required drug tests in accordance with the applicable law. Furthermore, public employers are required to release information related to demotions, terminations and resignations in lieu of terminations pursuant to the Iowa Code. A demotion is defined as involuntarily moving to a lower classification after disciplinary meetings have begun. Likewise, a resignation in lieu of termination is defined as an employee's voluntary resignation after disciplinary meetings have begun.

Employees may review the contents of their personnel file by submitting a written request to Human Resources. Once that request has been received, a time and date that is mutually agreeable to the employee and Human Resources will be set aside for the review of the file. The County reserves the right to have a representative

present during the viewing of the personnel file. Employees may, at their own expense, request and receive copies of their file, and the County may charge a reasonable fee for copying the requested items.

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

2.13 PERSONAL INFORMATION CHANGES

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

- name
- mailing address
- phone numbers
- number and names of dependents
- marital status
- emergency contacts

If your position is governed by Federal DOT rules, it may also be necessary for you to disclose arrests, traffic violations, or any change that impacts your ability to possess a valid drivers' license.

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

2.14 EMPLOYEE LICENSES AND CERTIFICATIONS

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

2.15 TERMINATION OF EMPLOYMENT

Employment with the County may be terminated at any time for any reason by either the employee or the County. If you choose to terminate your employment, the County expects that you provide a written notice stating the reason for the resignation to your immediate supervisor and Human Resources at least two weeks before the effective date of the resignation. All non-bargaining Exempt employees as defined in Section 2.1 of this Employee Handbook, as well as all Exempt and Non-Exempt Public Health Department employees are expected to provide at least thirty days' notice before the effective date of their resignation. In the event of a **foreseeable retirement**, employees are expected to provide at least thirty days' notice before the effective date of their retirement. In **unforeseeable retirement events**, you must provide notice as soon as possible. Employment records will reflect the last day worked as the date of termination. If the required notice is not provided, the employee will not be paid for unused accrued vacation and will not be eligible for re-hire with the County.

It is the employee's responsibility to notify the employee's immediate supervisor of the resignation in a timely manner. Failure to report to work and/or do not communicate your work status to your leader by the beginning of your third scheduled work day, your employment will be terminated and will be considered a voluntary termination of employment. Employees may not use accrued Vacation time during their notice period unless pre-approved by their manager. Accrued leave time shall not be used to extend an employee's last day of employment. An employee's last day will be considered their last actual working day.

If an employee becomes an Elected Official, this change will be treated as if the employee resigned his/her current position. Some benefits may continue after the status change from employee to Elected Official, however, accrued but unused vacation hours will be paid out upon the change in status in accordance with the termination policy. If an Elected Official applies to be reinstated as an employee after his/her term has ended, the years served as an Elected Official will count toward years of service for the accrual of benefits (vacation leave, sick leave, etc.), however, any previous accrued time prior to becoming an Elected Official will not be reinstated.

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

Time-Off Benefits: You will be paid for accrued but unused vacation hours if you provide a written resignation at least two (2) weeks or thirty (30) days (depending on your position) prior to the effective date of resignation, continue employment duties through the date of resignation, and return all County property by the date of resignation. If you do not work through the full notice period, do not return all company property and/or are involuntarily terminated, earned but unused vacation hours will not be paid to the employee. Other legal remedies available to Dallas County may also be taken to recoup unreturned County property.

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

Exit Interviews: Upon notification of your resignation, Human Resources may schedule an exit interview to discuss why you are leaving and/or your employment experience with the County. If you have not been contacted for an exit interview by your final date of employment, please call Human Resources at 515-993-6800.

Final Checks: All employees leaving employment with the County will receive their final paycheck on the next regularly scheduled pay day following their last day of employment. Final checks will include any pay for hours worked and any additional pay out for benefits earned (if eligible). Please refer to the sections of this handbook under 'Time Away from Work' for more information on benefits earned.

Reference Checks: All requests for references on current or former employees should be sent to Human Resources for response. Please contact Human Resources at 515-993-6800. Only dates of employment, job title and re-hire status will be disclosed. Any requests for income verification must be accompanied by a release of information document signed and dated by the employee.

2.16 REHIRE STATUS

It will be left to the discretion of the County to determine the rehire status of any past employee. In a case where a past employee is deemed to be at an active rehire status, the County may require that individual to present specific documentation regarding past employment, training courses or other pertinent information prior to interviewing that individual. All employment decisions are based on individual merit, qualifications and competence as they relate to a specific position.

Beginning January 1, 2015, credit for previous employment will be given if the non-bargaining employee voluntarily resigned, meets the criteria to be re-hire eligible and returns to work in one year or less from the separation date. In this case the employee will be re-stated to their previous benefit eligibility, less the number of months absent from employment at the County, unless otherwise noted by the collective bargaining agreement. If the employee returns more than one year from the separation date then the employees service time, including anniversary and benefits, will start over from the most recent date of hire.

LAWS AND REGULATIONS

3.1 PRIVACY AND CONFIDENTIALITY

During the course of our daily routine, many of us come in contact with private information about citizens or other employees. All employees are responsible for compliance with County policies and with the laws and regulations relating to the collection, use and release of such information. We must balance the privacy interests of our employees and our citizens with our legitimate business needs for this confidential information. If you work with or gather confidential and private information:

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

If you are unsure what is considered confidential information, it is your responsibility to check with your immediate supervisor.

3.2 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

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

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

To further the County's policy of nondiscrimination in our employment practices, the County has developed and implemented an affirmative action plan for women, minorities, veterans and people with disabilities. This plan supports the County's commitment to EEO and describes the policies and procedures used in the County's operations.

3.3 DISABILITY NONDISCRIMINATION POLICY/ADA COMPLIANCE

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

If you believe that you have a physical or mental disability that affects your ability to perform the essential functions of your job, contact Human Resources at 515-993-6800.

When there is a concern regarding your ability to perform the essential functions of your job due to a disability, you may be contacted to determine what portions of the job you have difficulty in performing, if any. The County may offer reasonable accommodations if you have a qualifying disability and are not able to perform the essential functions of the job without such accommodations. In the course of analyzing whether you have a qualifying disability or require a job accommodation, you may be asked to sign an Authorization of Medical Information, it is your responsibility to ensure that the County receives the medical or other information needed to evaluate the issues in a timely manner.

If you have non-job related concerns regarding building access, transportation, etc., contact your immediate supervisor, Department Head or Human Resources. If you need communication aids or an interpreter, talk with your immediate supervisor.

3.4 GENETIC INFORMATION NONDISCRIMINATION POLICY

The County respects all employees' privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. The County does not tolerate discrimination, harassment, or retaliation on the basis of genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment. Additionally, the County will never use genetic information to make an employment decision.

According to the Equal Employment Opportunity Commission, genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e. an individual's family medical history). Family medical history is included in the definition of genetic information because it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future.

The County also maintains compliance with the federal Genetic Information Nondiscrimination Act (GINA) which generally makes it illegal for health insurance companies, group health plans, and most employers to discriminate against employees based on employees genetic information.

The County will also maintain all genetic information in a confidential manner and in a separate medical file by the Human Resource Department so as to prevent any unlawful disclosure.

3.5 RESPECTFUL WORK ENVIRONMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

- acts of physical isolation.

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

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

Firearms and Weapons: Refer to the Courthouse Security policy regarding whether firearms and/or weapons are allowed in the County Courthouse.

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

Nothing in this policy requires any person complaining of harassment, sexual or otherwise, to report the matter to the individual who is the subject of the complaint. There will be no retaliation for filing or pursuing a harassment claim. Employees who knowingly file a false report will be subject to disciplinary action up to and including termination of employment.

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

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

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

Retaliation: In no case will Dallas County tolerate retaliation against any person raising concerns in good faith under these policies. Retaliation can include verbal, written or physical conduct or other action that is directed toward an individual for complaining about harassment or discrimination behaviors. Retaliation can also

include adverse action taken against an employee who participates as a witness or other participant in the complaint process.

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

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

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

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

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

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

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

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

- Disclosures that do not qualify as PHI-protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting

or enforcement purposes, disclosures to workers' compensation providers and those authorized by the workers' compensation providers.

- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation and/or short- or long-term disability and medical information received to verify ADA or FMLA status.

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

COUNTY POLICIES

4.1 EMPLOYMENT OF RELATIVES

It is the county's policy to hire the most qualified candidate for each position based on the individual's merit, qualifications and competence. Relatives of current employees are eligible for employment with the county, subject to limitations of state law governing the employment of public officials and employees and the terms of this policy. This policy applies to all county departments and all categories of employment in those departments, including regular full-time, part-time, and temporary classifications. Elected officials shall also comply with the restrictions on hiring close relatives set forth in Iowa Code Chapter 71.1.

Immediate family may not be hired if employment would:

- Create a supervisor/subordinate relationship with a family member
- Have the potential for creating an adverse impact on work performance
- Create either an actual or potential conflict of interest

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, domestic partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, or grandchild. This policy may also apply to close personal or dating relationships, including two members of the same household.

Employees who become immediate family members or establish a close personal/dating relationship may continue employment as long as it does not involve any of the scenarios listed above. If, however, one of the conditions outlined should occur, only one of the employees will be allowed to keep his or her current position. The other employee will be given the option of transferring to another position, if one is available, or resigning their position with the county. The employees involved will first be given the opportunity to make this decision. However, if the decision is not made in a timely manner, the County reserves the right to make the decision. Therefore, the employee with the least seniority within the department will be transferred, if possible, or terminated.

Only employees engaged in a supervisory/subordinate relationship with a relative as defined in this policy on or before the effective date of November 7, 2000 (effective date of this policy), are exempt from this policy.

4.2 COUNTY PROPERTY

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

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

When employment with the County ends, employees must return County property clean and in good repair. This includes but is not limited to all manuals and guides, documents, phones, computers, equipment, keys and tools. Failure to return a piece of property may result in the employee being charged to replace it. Dallas County also reserves the right to take any other lawful action necessary to recover or protect our property.

4.3 COUNTY VEHICLES

Dallas County has invested in County vehicles so that employees can use them while performing duties directly related to their job or will be attending a function as a representative of the County. Upon hire, you will receive a copy of the full Motor Vehicle Use Policy for Dallas County and will be expected to adhere to the guidelines within that policy.

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

Employees must immediately report any accidents, mechanical problems or other problems to the employee's immediate supervisor. Dallas County will try to have County vehicles repaired or serviced as soon as possible.

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

Employees must have a valid driver's license to use County vehicles, and Dallas County expects its employees to drive in a safe and courteous manner. Employees are responsible for taking care of any tickets for parking violations or moving violations that the employee receives.

Violating the Motor Vehicle Use Policy for Dallas County in any way may result in disciplinary action, up to and including termination.

4.4 COMMUNICATION SYSTEMS

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

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

- Materials exhibiting, soliciting, or promoting any illegal activities or ideas, unless with the express permission of a supervising staff member for a justifiable reason.
- Material of explicit sexual or pornographic nature.

- Commercial use of the Internet; advertisement, buying or selling, or using materials with the purpose of personal financial gain.
- Political lobbying or campaigning
- Transmitting inappropriate, intimidating, or threatening messages to anyone at any time
- Using County technology to violate any other provision of this handbook, including the prohibition on sexual harassment
- Additional materials expressly forbidden by a supervising staff member

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

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

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

Employees have no expectation of privacy with respect to County communication systems. Even when a message is erased, it may still be possible to retrieve it from a backup system. Therefore, employees should not rely on erasure of messages to guarantee that a message remains private. The County reserves the right to listen to employee voice mail and read e-mail messages and to access employee computer files to ensure compliance with these rules. This may be done without notice to any employee and in the employee's absence.

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

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

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

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

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

4.5 SOCIAL MEDIA

Dallas County has determined that social media is a tool that can be used to further our mission and goals. Social media can provide a cost-effective means of disseminating information and engaging community discussion when used appropriately. Employees are cautioned that there is no expectation of privacy while using the internet to express their views. Employees will be responsible for their own comments. The County expects everyone who participates in online commentary to do so in a respectful and relevant manner which advances the mission of the County. Participation in blogs and/or social media sites must not interfere with County work productivity and employees must either omit their affiliation with the County or clarify that the employee is not speaking on behalf of the County. While an employee may disagree with the County's actions, employees may not personally attack or post material that would violate the County's harassment policies.

The guidelines set forth in this policy apply to employees who create or contribute to blogs, social networks, comments on news websites, and any other kind of electronic media who identify themselves as employees of Dallas County or comment on the County.

1. Be transparent and state your role at Dallas County. If you have a vested interest in what you are discussing, be the first to say so.
2. Never represent yourself or Dallas County in a false or misleading way. Substantiate your posts.
3. Post meaningful and respectful comments. Avoid spam and remarks that are off-topic or offensive.
4. Protect sensitive and personal information. Make sure your efforts to be transparent don't violate the County's confidentiality policy.
5. When posting opposing commentary on a topic, keep it polite and professional.
6. Avoid commenting on anything related to legal matters.
7. Employees may not represent or speak on behalf of the County unless specifically authorized in advance to do so.

Nothing in this policy is intended to limit an employee's right to free speech or an employee's right to engage in concerted activity aimed at affecting a change in the workplace, as protected by the Public Employment Relations Act.

Employees shall refrain from using social media while on work time unless it is work-related and prior authorization is given by an employee's immediate supervisor.

4.6 SEARCH POLICY

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

4.7 DRUG AND ALCOHOL FREE WORKPLACE POLICY

Statement of Purpose

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

Our substance abuse policy seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug and alcohol free environment. Our intention is to prevent and eliminate substance abuse in our workplace. Dallas County encourages those who use drugs or who abuse alcohol to seek help in overcoming their problem before it results in loss of employment. With these basic objectives in mind, Dallas County has established the following program and policies for a drug and alcohol free workplace. Employees who perform work duties covered by the DOT and FMCSA regulations are also subject to DOT Drug and Alcohol regulations.

Definitions

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

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

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

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

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

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

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

If any definition listed is in conflict with Iowa Law, the County will interpret this policy in accordance with the applicable law.

Work Rules

A. Legal Drugs

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

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

Except as otherwise provided in this policy, an employee bringing or attempting to bring onto the County's premises or property, or to a County worksite, having possession of, using, consuming, selling, transferring, or attempting to sell or transfer, any alcoholic beverage or any prescription drug or any form of controlled substance, or any "look alike" substance, while on County business, on County premises, while operating County vehicles or other equipment is guilty of gross misconduct and is subject to discipline including discharge or suspension without pay, even for the first offense.

C. Impairment During Work Hours

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

Drug and Alcohol Testing Programs

A. Pre-Employment Substance Abuse Screening Program

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

The prospective employee may provide any information which may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. To the extent feasible, all precautions will be taken to ensure that the testing only measure, and the records concerning the testing only, make use of information regarding illegal or improper drugs in the body.

Prospective employees who refuse to take the required drug test, who fail to cooperative in any aspect of the testing procedure, or who test positive for any of the designated drugs will be ineligible for County employment and will be removed from all eligibility lists.

The following is a list of some of the drugs, for which testing maybe conducted:

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

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

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

B. Employee Substance Abuse Screening Program

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

1. **Reasonable Suspicion.** A specific active employee may be required to submit to a drug or alcohol test if the County has evidence that the employee is using or has used alcohol or drugs in violation of the

County's written policy. This evidence must be drawn from specific objective and articulable facts and reasonable conclusions drawn from those facts. Examples that might support such are:

- * Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired by alcohol or drug use.
- * Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- * A report, by a reliable and credible source, of alcohol or drug use.
- * Evidence that an individual has tampered with any alcohol or drug test during the individual's employment with the current employer.
- * Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88, or resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars.
- * Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drug while working, or while on the employer's premises or while operating the employer's vehicle, machinery or equipment may be cause for termination.

- **Pre-Result Suspension.**

Prior to the County receiving the results of the employee's drug test, the employee's employment with the County will be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay as provided in Iowa Code §730.5(10)(b).

2. **Accidents - Injuries.** The County may conduct drug or alcohol testing in investigating accidents which result in an injury (greater than first aid) or resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars.

- **Pre-Result Suspension.**

Prior to the County receiving the results of the employee's drug test, the employee's employment with the County will be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay as provided in Iowa Code §730.5(10)(b).

3. **Unannounced Testing of Current Employees.** Employees may be subject to drug and alcohol testing which is conducted on a periodic basis, without advance notice and without individualized suspicion.

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

*The entire employee population (both hourly & salaried) at a particular work site with the exception of employees who are not scheduled to be at work at the time the testing is to occur, because of the status of the employees (i.e. leave of absence, layoff, vacation, Short Term Disability, LTD, etc.) or who have been excused from work pursuant to the County's policies prior to the time the testing is announced to employees.

Levels

A. Alcohol Testing

The County has determined to conduct alcohol testing in an attempt to prevent employees from abusing alcohol. An alcohol concentration level of .04 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath, or its equivalent, is considered a positive alcohol test result and violates this policy. At the time the sample is collected, the employee may provide any information

which may be relevant to the alcohol test. Such information may include identification of prescription or nonprescription medication currently or recently used or other relevant medical information.

B. Drug Testing

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

C. Test Scheduling

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

D. Test Costs

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

Employee Discipline in Connection with a Drug or Alcohol Test

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

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

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

- ii. The employee testing positive for alcohol must have been employed by the County for at least 12 of the previous 18 months from the date of testing to qualify for mandatory rehabilitation. If this requirement is not met, the employee will be terminated.

B. Second Violation.

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

Employee Assistance Program

This County is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include emotional and mental disorders, family and marital difficulties, abuse of alcohol or drugs, etc.

Employees whose job performance problems are not related to a lack of skill may be in need of the attention of professionals. If the underlying problems or situations are ignored, they may worsen with time, eventually rendering the person unemployable. With proper treatment, many troubled employees can be restored to a satisfactory level of job performance.

To help avoid this waste of human resources, the County offers an Employee Assistance Program (EAP) for employees and their dependents as part of its employee services. The EAP provides confidential evaluation, referral and short-term counseling at no cost to employees whose personal or health problems are interfering with their job performance. Confidentiality is a priority and information regarding the nature of the personal problem will be made available to Supervisor/Facilitators only on a "need to know" basis.

The purposes and practices of the County's disciplinary rules and the role of the EAP are distinctly separate in their applications. An employee's decision to seek prior assistance from the EAP will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. On the other hand, the fact that an employee has been using the EAP will not be a defense to the imposition of disciplinary action where facts showing a violation of the County rules are obtained outside the EAP.

Through the EAP, the County will provide appropriate evaluation and referral to rehabilitation, treatment or counseling. Employees undergoing such treatment will be granted leave with a conditional return to work depending on successful completion of the appropriate treatment regimen.

Except as otherwise required by law, the cost of the substance abuse treatment itself is the responsibility of the employee. However, the individual's medical expense benefit plan may cover all or a part of this cost.

It is the responsibility of each employee to seek assistance before disciplinary action. Once a violation of the County's rules has come to the County's attention, subsequently using the EAP or other outside agencies on a voluntary basis will not necessarily lessen disciplinary action and may, have no bearing on the determination of appropriate disciplinary action.

4.8 TOBACCO POLICY

The Iowa Smokefree Air Act of 2008 prohibits smoking on the grounds of any public building and enclosed areas within places of employment including within the confines of any public buildings owned, operated or leases by the County, all County-provided vehicles and roads equipment. For more information about the law or to report any violations, call 1-888-944-2247 or visit www.IowaSmokeFreeAir.gov or reference Iowa Code 142D.

Employees seeking assistance with tobacco cessation may contact our Employee Assistance Program at 1-800-327-4692 or Quitline Iowa at 1-800-784-8669 or <https://www.quitlineiowa.org>.

4.9 POLITICAL ACTIVITY

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

4.10 SOLICITING ON COUNTY PREMISES

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

4.11 CONFLICTS OF INTEREST

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

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

- working for a customer or vendor as a part-time employee, regular full-time employee, consultant, independent contractor or in any other capacity if the secondary employment adversely affects the quality of an employees' work as determined by his/her Department Head in consultation with Human Resources.
- owning an interest in a customer or vendor organization or anyone else who seeks to do business with the County
- using the resources of the County for personal gain
- using your position in the County for personal gain

Employees who violate this policy face disciplinary action, up to and including termination. If you are unsure about whether an activity might violate this policy, or if you have any questions at all about this policy, please talk to your immediate supervisor and/or Human Resources.

4.12 OPEN DOOR POLICY

Dallas County recognizes that issues may arise during the course of employment. It is the desire of the County to see that every problem is handled promptly. To this end, the County will endeavor:

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

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

4.13 COMPLAINT PROCEDURES

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

Step 1: An employee shall present a complaint or problem in writing to their immediate supervisor within 5 working days following the occurrence or within 5 working days of when the employee knew, or should have known of its occurrence, in an effort to resolve the problem in an informal manner. The immediate supervisor will typically answer the employee’s complaint in writing within 5 working days. If no answer is given within 5 days, or if the employee disagrees with the decision, the employee may proceed to Step 2. Failure of the employee to take further action within 5 days after receiving a decision, or 10 working days from making the original complaint, the complaint will be considered abandoned.

Step 2: If the complaint is not resolved in Step 1, the employee may present the complaint to the Human Resources Director within 5 working days following the immediate supervisor’s written answer. Within 14 working days, the Human Resources Director will arrange a meeting with the department head and the employee. The Human Resources Director will issue a written decision to the employee and Department Head. The written decision will typically be available within 14 working days after the meeting.

Step 3: If the complaint is not settled in Step 2, the employee may present the complaint in writing to the appropriate governing body, such as the Chair of the Board of Supervisors, appropriate Elected Official, or appropriate governing board, within 5 working days following the Human Resource Director’s written answer. If reviewed, the Board of Supervisors, Elected Official or appropriate governing body may either issue a written decision or schedule a hearing to review the complaint within 14 days after receiving the employee’s written statement. If it is determined that a hearing is necessary, the hearing will proceed in this order: a review of the

employee's written statement, a review of the written statements from all other individuals concerned, and a fact-finding discussion directed by the Chair of the Board of Supervisors, the Elected Official or the Chair of the appropriate governing body. Once the hearing has been closed, a written decision will be issued to the employee, Department Head and Human Resources within 14 days following the end of the hearing. The decision of the Board of Supervisors, Elected Official or appropriate governing body shall be final.

Dallas County will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. 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, Human Resources Director, or any member of the Board of Supervisors.

4.14 COOPERATION IN INVESTIGATIONS

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

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

4.15 PRE-EMPLOYMENT REVIEW/BACKGROUND CHECKS

To ensure that individuals who join the County are well qualified and to ensure that the County maintains a safe and productive work environment, it is the County's policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form, a criminal history background check, a check of any relevant abuse registries, a check of the applicant's driving record, and any other check deemed to be relevant by the County.

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

If information obtained in a background check would lead the County to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. If the County's background check includes a criminal record check and the check indicates that the applicant has a criminal history, the applicant will be given an opportunity to provide information regarding his/her criminal history. A criminal conviction does not automatically bar an applicant from employment.

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

The County also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

COMPENSATION AND BENEFITS

5.1 EMPLOYEE WAGES

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

5.2 PERFORMANCE REVIEWS

Performance reviews will be given annually so that you may receive feedback from your Department Head on how well you perform your job accountabilities and whether or not you are meeting job expectations. Your review is used in determining your eligibility for merit increases, promotions, and transfers. Performance reviews will typically be provided at the close of each fiscal year and will be added to your personnel file.

5.3 TIMESHEETS/PAY DAY

Employees are paid bi-weekly, and will receive a paycheck every other Friday. If a payday falls on a holiday, employees will receive their paycheck on the last workday immediately before the scheduled payday unless otherwise noted on the annual payroll calendar distributed by the Auditor's office. The County does not allow employees to receive pay advances. Beginning January 1, 2015 all paychecks are required to be direct deposited for any employee hired after July 1, 2005.

All non-exempt employees shall submit an accurate record of their hours, including start and end times and all employees shall submit an accurate record of any leave time taken, for each biweekly pay period on the electronic timesheet form. Employees shall sign and submit their timesheet to their supervisor the workday immediately following the end of the pay period. Falsification of a timecard by any employee or manager may result in disciplinary action up to and including termination of employment. More information regarding the administrative payroll process can be found in the County's Financial Policy by requesting a copy from the Director of Finance/Operations.

5.4 PAYROLL DEDUCTIONS

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

If you have any questions about your deductions, or wish to change the number of exemptions on your federal or state withholding form (Form W-4), contact Human Resources at 515-993-6800.

5.5 WAGE GARNISHMENTS

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

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

5.6 OVERTIME

On occasion, your Department Head, or their designee, may ask employees to work beyond their regularly scheduled hours due to the requirements of the job. Dallas County may expect employees to work a reasonable amount of overtime when assigned. A variety of variables are considered when an employee is asked to work overtime, including but not limited to, the amount of work and number of trained employees to ensure the work is done safely and efficiently. Dallas County will try to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance.

Exempt employees are not eligible to receive overtime. Non-exempt employees are entitled to payment for overtime, according to the rules set forth below.

- All overtime work must be approved in writing, in advance, by the employee's Department Head, or designee. Working overtime without permission violates County policy and may result in disciplinary action, up to and including termination.
- For purposes of calculating how many hours an employee has worked in a day or week, our workweek begins at 12:01 a.m. on Tuesday and ends at midnight on Monday. Our workday begins at 12:01 a.m. and ends at midnight each day. Regular full-time employees must actually work 40 hours per work week before overtime is paid.
- Only time actually spent working counts as hours worked. Vacation time, compensatory time, sick days, holidays or any other paid time during which an employee did not actually work will NOT count as hours worked.
- Non-exempt employees will be paid one and one-half (1 ½) times their regularly hourly rate of pay for every hour worked in excess of 40 hours per work week (as defined above) or in the form of compensatory time at the rate of one and one-half (1 ½) hours for each hour of overtime worked in excess of 40 hours per work week (as defined above).
- Compensatory time off must be requested in advance and approved by the Department Head, or their designee. Employees shall be permitted to use accrued compensatory time within a reasonable period after requesting to use compensatory time if such use would not unduly disrupt the department's operations. Any unused compensatory time will be paid to the employee if it is unused by the last day of the last pay period within the fiscal year, except that the employee may choose to carry over a maximum of eight (8) hours. Beginning July 1, 2018, employees may earn a maximum of forty (40) hours of compensatory time in a fiscal year. Additional overtime hours must be paid rather than earning as comp time for the remainder of the fiscal year.
- Call back pay: One and a half (1 ½) times an employee's regular rate of pay with a minimum of two (2) hours.

An essential hourly Secondary Roads employee qualifies for call back pay if they are called into work outside of their regularly scheduled shift and the time worked does not run continuous with their regular schedule.

For example, if an essential hourly employee is called into work early and/or is asked to stay late, they will not qualify for call back pay because the time worked runs continuous with their regular schedule. However, an essential hourly employee will qualify for call back pay if they are called into work on a day they are not regularly scheduled to work or when the time worked does not run continuous with their regular schedule.

5.7 EXPENSE REIMBURSEMENT

From time to time, employees may incur expenses on behalf of Dallas County. Dallas County will reimburse the actual work-related expenses incurred, as long as those expenses are reasonable. Employees must follow these procedures to get reimbursed:

- Get permission from the employees Department Head or their designee, before incurring an expense.
- Keep a receipt or some other proof of payment for every expense.
- Employees must submit their receipts, along with an expense report, to their Department Head or their designee, for approval within 30 days of incurring an expense.

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

Mileage Reimbursement: If a county employee is required to use private transportation to fulfill the requirements of his or her job, a mileage allowance will be authorized as established by resolution of the Board of Supervisors. The mileage reimbursement rate may be subject to change as determined by the Board of Supervisors. Parking fees are not included in the mileage rate, but may be reimbursed separately. Parking tickets and traffic citations are not reimbursable and will be charged to the employee responsible for the citation.

Travel /Meal Reimbursement: Employees shall be allowed meal expenses when they are required to attend a meeting in or out of the County. The meal reimbursement rate will be authorized as established by resolution of the Board of Supervisors. Tips are not reimbursable. This policy shall not limit meal reimbursement related to required meetings when greater reimbursement amounts are required for meeting attendance and have been approved by the Department Head.

Employees shall be allowed lodging and meal expenses when they are required to travel outside the county of their work location if approved by the Department Head. In the case where an employee is require to travel out-of-state, the Department Head shall notify and seek approval of the Board of Supervisors prior to the event.

5.8 HEALTHCARE BENEFITS

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

Eligibility: Dallas County will make available to each eligible regular full-time employee as defined by the employee handbook or collective bargaining agreement, elected official, or individual otherwise eligible under the minimum standards of the Affordable Care Act, coverage under a group medical, dental and vision care insurance program of the County's choice. If the eligible employee desires family coverage, it may be obtained by authorizing a payroll deduction for the added cost of the family coverage as determined by the Board of Supervisors.

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

Effective Dates of Coverage: Insurance coverage for employees enrolling in the plan will be effective the first day of the month following your first 30 days of employment. Insurance coverage will end on the last day of the month in which employment is terminated. Termination is defined as the employee's last day of work.

Change in Status: Effective July 1, 2019, in the event an employee moves from a regular full-time position to a part-time position, he/she will be eligible to continue health coverage for the first three (3) months following the change in status. This is only applicable if the part-time position being taken would be considered part-time if the employee originally had been hired into that position. The employee may be dropped from coverage at the beginning of the 4th month, if they did not work 30 hours or more per week during the initial three (3) months in the part-time position. Upon termination of benefits, an offering of continuation of benefits (see section 5.9 below) will be made, as with any other employee termination.

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

5.9 CONTINUATION OF HEALTH BENEFITS UNDER COBRA

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

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, an employee who is out on a military leave of absence will retain their health insurance coverage for the first 3 months of uniformed service. Employees out on military leaves of absence which extend beyond the 3 months will be eligible for COBRA benefits for up to 24 months.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a 2 percent administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or becomes eligible for Medicare. In the event a Deputy Sheriff is killed in the line of duty, COBRA premiums will be waived for qualified beneficiaries for twelve months following the fallen officers' death.

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

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

5.10 LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

The County provides each eligible regular full-time employee with coverage under a group life insurance plan in an amount determined by the Board of Supervisors. This plan shall be from a company selected by the County. Coverage under the plan becomes effective the first day of the first month following the first 30 days of employment. The employee may elect additional coverage of term life and accidental death and dismemberment insurance. The optional employee life insurance is portable upon termination of employment.

5.11 DISABILITY INSURANCE

Short-Term Disability: Eligible full-time employees may elect to enroll in voluntary Short Term Disability (STD) coverage. This benefit covers qualified employees who become disabled because of a non-work related injury or sickness for a temporary period of time.

Long-Term Disability: The County will provide each regular full-time employee with coverage under a long-term disability protection plan provided by a company of the County's choice.

5.12 WORKERS' COMPENSATION

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

Coverage: If you suffer from an illness or injury that is related to your work, you may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness.

Employee's Reporting Requirements: If you are injured or become ill through work, please inform your supervisor immediately following the injury or illness, or as soon as you have knowledge of the injury or illness, regardless of how minor the injury or illness might be and call the Company Nurse hotline at (888) 770-0928 right away. The Company Nurse hotline will triage your care to the designated physician. Employees are required to use the County's designated physician for all workers' compensation injuries or illnesses. However, in case of an emergency employees should be taken to the nearest emergency room for treatment.

Your failure to report a job-related injury or illness may result in the appropriate worker's compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection the with injury or illness.

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

Appointments: Employees are expected to schedule appointments in connection with the injury or illness before or after working hours whenever possible. In the event that the appointment must be scheduled during the employee's work day, it shall be scheduled at the beginning or end of the work day whenever possible in order to cause the least disruption to the departments' workflow. Employees must communicate work restrictions and/or work release the same day as the appointment to their immediate supervisor. Documentation of the work restrictions and/or work release must be provided to the Human Resources department within 24 hours.

Workers' Compensation and the Family Medical leave Act (FMLA): A workers' compensation absence may constitute a leave covered by 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.

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

To find out more about workers' compensation, contact the Human Resources Department at 515-993-6800.

5.13 UNEMPLOYMENT BENEFITS

Employee's whose employment is terminated by the County may be eligible for unemployment benefits. Application should be made to your local Iowa Workforce Development Center. Employees on seasonal layoff are ineligible for unemployment benefits during those periods.

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

5.14 IPERS (Iowa Public Employees' Retirement System) under Iowa Code Chapter 509 A

Public employment provides most employees with coverage under the Iowa Public Employees' Retirement System (IPERS). The County is required to deduct a specified percentage from your gross pay. Your deduction is contributed on a pretax basis for federal income tax purposes and effective January 1, 1999, will be contributed on a pretax basis for state income tax purposes as well. (Pretax contributions lower your taxable income.) In addition, the County contributes a specified percentage to IPERS on your behalf. Even if you do not retire under

IPERS, the contributions you make will always be your money. If you leave public employment before retirement age, you may withdraw your contributions and any accumulated interest or you may leave them in your account and retire when you reach 55. Effective July 1, 1999, vested members who receive refunds also receive a portion of their employer's contributions and accumulated interest. You may put the money in another retirement plan or into your own savings. You must be a vested member of IPERS to be eligible to receive a monthly retirement benefit. Before July 1, 2012 you become vested when you have four years (16 quarters) of service or when you reach age 55 while in covered employment, whichever occurs first. Beginning July 1, 2012 you become a vested member when you have seven years (28 quarters) of service or when you reach age 65 while in covered employment, whichever occurs first. As a vested member you are entitled to a retirement benefit:

- if you have terminated public employment and are at least age 55; or
- before age 55, if you are determined disabled by Social Security Disability; or Railroad Retirement; or
- without terminating public employment, if you are age 70.

Your retirement benefit is calculated using your highest three years of covered wages and your years of service in public employment. Please contact IPERS for more information. The phone number is 1-800-622-3849.

Employees should:

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

5.15 EMPLOYEE ASSISTANCE PROGRAM (EAP)

All employees and their spouses, domestic partners 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.

The EAP can be contacted at 1-800-327-4692 or 515-244-6090. If you have any questions, please feel free to talk with someone in Human Resources at 993-6800 or see their brochure for more information.

5.16 VOLUNTARY BENEFITS

Voluntary benefits are offered through Reliance Standard Life, AFLAC, Voya, Valic, and Nationwide. Employees may sign up for these benefits during the benefits open enrollment period. If you have questions regarding these programs, please contact Human Resources at 515-993-6800.

TIME AWAY FROM WORK

6.1 VACATION

Dallas County offers a paid vacation program to all regular full-time employees. Vacation time begins to accrue from your date of regular full-time hire. Employees must complete 90 days of employment before requesting vacation. After that, employees can request to use any earned vacation time, including the time that was accrued during the first 90 days of employment. Vacation time may not be assigned or transferred to another employee. For information on employee classifications, see Section 2 of this Handbook.

It is important to note that employees must give the appropriate termination notice (please refer to section 2.15 – Termination of Employment) to be paid for any unused vacation earned through the last day of work. If an employee fails to give the appropriate termination notice or is involuntarily terminated, any unused, earned vacation time will be forfeited.

Employees must schedule their vacations in advance, with their Department Head (or designee), and will not be allowed to use more vacation time than what they have accrued. Due to the need to staff our departments appropriately and our desire to provide quality service to the citizens of the County, employees are not guaranteed that a request for vacation will be granted.

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

Years of Continuous Service	Accrual Rate	Approximate Hours per Year	Capped Hours
1 st Year	1.54 Hours per pay period		
During the 2 nd – 5 th Years	3.08 Hours per pay period	80 Hours	120 Hours
During 6 th – 14 th Years	4.62 Hours per pay period	120 Hours	160 Hours
During 15 th and more Years	6.15 Hours per pay period	160 Hours	200 Hours

Employees whose job descriptions fall under the Department Head classification, excluding Elected Officials, will accrue vacation time according to the following schedule:

Years of Continuous Service	Accrual Rate	Approximate Hours per Year	Capped Hours
During the 1 st – 5 th Years	3.08 Hours per pay period	80 Hours	120 Hours
During 6 th – 14 th Years	4.62 Hours per pay period	120 Hours	160 Hours
During 15 th and more Years	6.15 Hours per pay period	160 Hours	200 Hours

For the purposes of this policy, County positions considered Department Heads include the Assessor, Director of Community Services, Conservation Director, EMS Director, Emergency Management Coordinator, Director of Public Health, Director of Finance/Operations, Director of Human Resources, Director of Information Services, Director of Planning and Development, Director of Veteran Affairs and the County Engineer.

Employees of the EMS department that work a 24-hour or 48-hour shift will accrue vacation time according to the following schedule:

Years of Continuous Service	Accrual Rate	Approximate Hours per Year	Capped Hours
1 st Year	2.31 Hours per pay period		
During the 2 nd – 5 th Years	4.62 Hours per pay period	120 Hours	180 Hours
During 6 th – 14 th Years	6.92 Hours per pay period	180 Hours	240 Hours
During 15 th and more Years	9.23 Hours per pay period	240 Hours	300 Hours

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

6.2 HOLIDAYS

The County observes the following holidays each year:

Regular employees:	Essential employees (EMS & Sheriff’s office only):*
New Year’s Day	New Year’s Day
President’s Day	President’s Day
Friday Before Easter	Easter Sunday
Memorial Day	Memorial Day
Independence Day	Independence Day
Labor Day	Labor Day
Veterans Day	Veterans Day
Thanksgiving	Thanksgiving
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Day + one day determined by the Board of Supervisors	Christmas Eve Day + Christmas Day

Regular full-time employees who are not scheduled to work on a holiday listed above shall receive holiday pay in the amount of their straight time hourly rate for the day. Regular full-time non-exempt employees required to work on a holiday listed above receive holiday pay plus straight time for any hours worked on the holiday. Essential employees will be paid time and a half for hours worked on the actual holiday (not observed holiday) in addition to holiday pay at their regular hourly rate. Some departments, such as Veteran Affairs who works on the Veterans Day holiday, may allow employees to choose another day off in lieu of holiday pay. Regular full-time EMS employees will receive 11.2 hours of straight time pay for each holiday.

If a holiday falls on a weekend, the County will inform you when the holiday will be observed. Ordinarily, holidays falling on a Saturday will be observed the preceding Friday; holidays falling on a Sunday will be observed the following Monday.

If a recognized holiday falls during an employee’s scheduled vacation or any period of approved paid sick leave, it will be counted as a holiday and will not be deducted from the employee’s accumulated vacation, sick leave or comp time. Employees on an unpaid leave of absence or layoff at the time a holiday occurs are not eligible for holiday pay.

6.3 FLOATING HOLIDAY

Each regular full-time employee shall be granted a floating holiday at the beginning of each fiscal year. Scheduling of the floating holiday must be approved in advance by the employee's department head or supervisor, and employees will not be permitted to work on their floating holiday. The floating holiday must be taken prior to the last pay period of the fiscal year in which it is granted and may not be carried over to the following year. No compensation will be paid for an unused floating holiday at the end of the fiscal year or upon termination of employment.

6.4 SICK LEAVE

The County provides paid sick days to regular full-time employees who have completed at least 90 days of regular full-time employment. Elected Officials, part-time, temporary, seasonal, and PRN employees are not eligible for paid sick leave. For information on employee classifications, see Section 2 of this Handbook. Sick time may not be assigned or transferred to another employee.

Eligibility and Accrual of Sick Leave: Regular full-time employees begin accruing sick leave as of their hire date. Eligible employees accrue 18 sick days per year at the rate of 5.54 hours per pay period (144.04 hours per year) with a maximum of 880 hours. EMS employees working a 24-hour or 48-hour shift accrue at the rate of 7.75 hours per pay period (201.6 hours per year) with a maximum of 1232 hours.

Use of Sick Leave: You may be granted sick leave when you are unable to perform job duties as a result of personal illness (includes accident, injury, pregnancy or childbirth, or other medical conditions); have an appointment with a health care provider; or must care for an immediate family member. An immediate family is defined to include the employee's parents or parent substitute, spouse, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-child, grandparent and grandchild. Sick leave may not be used as extra vacation time or personal days. Any employee who abuses sick leave may be subject to discipline, up to and including termination.

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

Regular full-time employees may accrue a maximum of 880 hours or 1232 hours (EMS employees) of sick leave. Once an employee has reached this maximum, sick leave will stop accruing until the accrued total is below the maximum.

If a Holiday Falls During Sick Leave: If a County holiday falls when you are on paid sick leave, you will be paid holiday pay. Sick leave will not be deducted from your accumulated sick leave bank.

Wellness Days: A regular full-time employee who does not use sick leave for four (4) consecutive months after accruing the maximum number of sick leave days shall be eligible for one day off with pay. Wellness days must

be taken within three (3) calendar months after qualifying and must be requested in advance and approved by the employee's immediate supervisor. No compensation will be paid for an unused wellness day.

Sick Leave Payout: Upon retirement after age 55 and completion of at least ten (10) years of continuous employment with the County, or after 20 years of continuous County employment, employees regardless of age shall receive compensation equivalent to 50% of their unused accumulated sick leave at the employee's salary rate at the time of retirement. Additionally, compensation equivalent to 50% of unused accumulated sick leave will be paid on the final paycheck in the event a Deputy Sheriff is killed in the line of duty. Employees who have not reached eligibility for the above payout and whom passes away while actively employed by the county, will receive compensation equivalent to 25% of earned but unused sick leave on his/her final paycheck. In the event of a foreseeable retirement, employees are expected to provide at least thirty days' notice before the effective date of their retirement. In unforeseeable retirement events, you must provide notice as soon as possible (please refer to section 2.15 – termination of employment for more information). Sick leave will not be paid out to employees who are involuntarily terminated or who fail to provide the appropriate notice of their retirement.

6.5 FAMILY AND MEDICAL LEAVE

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

- **Birth or adoption of a child, or when a child is placed in your foster care** – FMLA can be taken within one year of birth or placement of a child and is equally available to men and women. You are required to give 30-days notice unless an unforeseen need arises. Employees will be required to take family leave as continuous leave. However, in the event that there are extenuating circumstances surrounding this family leave, intermittent leave may be granted with approval by the employee's leader and the Human Resources Director.
- **Your serious health condition or serious illness of an immediate family member** – A serious health condition is any illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility, or continuing treatment by a health care provider. Thirty days notice is required unless an unforeseen need arises. Intermittent leave or reduced work hours are available if medically necessary. **Family military leave** - Leave for a qualifying exigency arising from the fact that an employee's spouse, son, daughter or parent is on active duty, or notice of an impending call or order to active duty, in the Armed Forces in support of a contingency operation.

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

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

To be eligible for FMLA leave you must:

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

FMLA Definitions

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

12 Month Period: A rolling calendar year defined as the 12 months prior to the first day of the serious illness or family event.

Family Member:

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

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

FMLA Paid/Unpaid Leave: FMLA leave is unpaid leave. However, employees will be required to utilize all available leave time available (vacation, sick leave, comp time) to cover this time away from work. If FMLA leave is for an employee's own serious health condition, the employee may be eligible for benefits if you have enrolled in the Voluntary Short-Term Disability program. For more information on this voluntary benefit, please contact the Human Resources Department.

Medical Benefits While on an FMLA Leave: Your medical benefits are maintained during a leave if you continue to make your premium contributions. If we are unable to take contributions for benefits from your paycheck during the leave, you must pay the premium contribution directly to the County.

Holiday During Unpaid Leave: If a holiday falls during a period of unpaid leave, you are not paid for that holiday.

FMLA Reinstatement: During the 12 work weeks of approved FMLA leave, you are entitled to be reinstated to your same job or to an equivalent position with the same pay, benefits and working conditions, as provided by the law.

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

Requesting FMLA Leave: Requests for medical or family leave should be made directly to the Human Resources department 30 days in advance for any foreseeable event by completing the FMLA Application form. For unforeseeable events, you must contact HR and request leave as soon as possible. Any request for leave must be accompanied by a medical certificate completed by the attending physician and should verify the illness, its beginning, expected ending dates and the estimated time that the employee will be away from work. Medical certificates must be completed and returned to the Human Resources department within 15 days following your first absence from work or leave may be denied. After receiving the completed medical certificate, an employee

will receive a written response from Human Resources either approving or denying FMLA leave. Please contact Human Resources if you have any questions regarding Family Medical Leave.

6.6 FAMILIES FIRST CORONAVIRUS RESPONSE POLICY

In response to the coronavirus (COVID-19) pandemic, on March 18, 2020, Congress enacted a bill providing various forms of relief. The two leave laws are the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act.

The Families First Coronavirus Repose Policy will be in effect beginning April 1, 2020 through December 31, 2020.

Emergency Paid Sick Leave

All full-time employees, regardless of the length of time they have worked for Dallas County, are entitled up to eighty (80) hours of paid sick time, available for immediate use. Part-time employees are entitled to an amount of paid sick time equal to the average number of hours they work over a two-week period. This paid sick time is mandated by federal law and will not result in depletion of an employee's paid leave banks.

Emergency Paid sick time may be taken when the employee:

1. Is subject to a federal, state or local quarantine or isolation order related to COVID-19
2. Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. Is experiencing symptoms of COVID-19 and is seeking a medical diagnosis
4. Is caring for an individual who is subject to a federal, state or local quarantine or isolation order related to COVID-19, or who has been advised by a health care provider to self-quarantine
5. Is caring for his or her child if the child's school or place of care has closed, or the child's care provider is unavailable, because of COVID-19 precautions
6. Is experiencing another substantially similar condition specified by the Secretary of Health and Human Services (HHS)

Employees who are taking leave for a reason related to their own symptoms of COVID-19 or exposure to the illness (reasons 1-3 in the list above); will be compensated at their regular rate of pay up to \$511 per day and \$5,110 total over the course of the leave. Employees who are taking leave to care for family members (reasons 4-6 in the list above), will be compensated at two-thirds (2/3) of their regular rate of pay, based on the number of hours the employee would otherwise normally be scheduled to work in a work week, up to \$200 per day, and \$2,000 total over the course of the leave. Employees may supplement his/her Expanded Paid Sick Leave benefits with any earned but unused time-off hours.

The sick leave granted under this policy will not be carried over from year to year. This leave will not be paid out to an employee who leaves employment with Dallas County for any reason.

If an employee cannot return to work after this leave is exhausted and no other leave provisions apply, an employee may use his or her paid leave banks for continuation of pay and benefits.

Requesting use of Emergency Paid Sick Leave: Employees have the responsibility to report to their supervisor and Human Resources as far in advance as possible prior to requesting the use of emergency paid sick leave. In the event of an unexpected absence, you must notify your immediate supervisor prior to the start of your work shift. Any request for leave must be accompanied by the Application for COVID-19 Emergency Paid Sick Leave and Emergency Family Medical Leave Expansion. Applications must be completed and returned to the Human

Resources department as soon as possible either before or following an employee's first absence from work. After receiving the completed application, an employee will receive a written response from Human Resources.

Emergency Family and Medical Leave Expansion

The Emergency Family and Medical Leave Expansion Act (FML Expansion) amends the current Family and Medical Leave Act (FMLA), allowing additional job protected and paid leave for eligible employees who can't work (or telework) because their minor child's school or childcare service is closed due to a COVID-19 emergency declared by a federal, state or local authority.

To be eligible for the FML Expansion leave employees must be employed by the County for at least 30 calendar days.

Eligible employees may have 2 weeks of paid leave under the Emergency Paid Sick Leave outlined above and may take up to an additional 10 weeks of FML Expansion leave if they are unable to work (or telework) because they must care for a son or daughter under 18 years of age. The need for leave must be caused by the closing of the child's elementary school, high school, place of care, or the unavailability of the child's childcare provider, due to a declared COVID-19 public health emergency.

The FML Expansion does not apply to an employee's own serious health condition or the serious health conditions of immediate family members. If leave is needed for an employee's own serious health condition or the serious health conditions of immediate family members, the employee may be eligible for benefits under the County's FMLA policies or the Emergency Paid Sick Leave policies. For more information regarding FMLA, please see policy 6.5 Family and Medical Leave in the employee handbook or contact Human Resources. Emergency Paid Sick Leave policies are outlined above and Human Resources may also provide guidance on this policy.

FML Expansion Definitions:

- **Work Week:** One regularly scheduled work week or the equivalent in hours
- **Childcare provider:** a provider who receives compensation for providing childcare services on a regular basis.

FML Expansion Paid/Unpaid Leave: The first ten days of leave will be paid in accordance with the County's Emergency Paid Sick Leave policy outlined above. After the first ten days of leave, the County will compensate the remaining FML Expansion leave at a rate of two-thirds (2/3) of the employee's regular rate of pay, based on the number of hours the employee would otherwise normally be scheduled to work in a work week, up to a maximum of \$200 per day, or \$10,000 total. Employees may supplement his/her FML Expanded Leave benefits with any earned but unused time-off hours.

Medical Benefits While on an FML Expansion Leave: Employee's medical benefits will be maintained during a leave.

Holiday During Leave: If a holiday falls during a period of paid leave, employees will be paid for that holiday at a rate of two-thirds (2/3) of the employee's regular rate of pay, based on the number of hours the employee would otherwise normally be scheduled to work in a work week, up to a maximum of \$200 per day.

Requesting FML Expansion Leave: Requests for FML Expansion leave should be made directly to the Human Resources department as soon as reasonably possible. Any request for leave must be accompanied by the Application for COVID-19 FML Expansion Leave & Expanded Paid Sick Leave. Applications must be completed and

returned to the Human Resources department as soon as possible either before or following an employee's first absence from work. After receiving the completed application, an employee will receive a written response from Human Resources approving or denying the leave request.

Returning to Work

During the 12 workweeks of approved FML Expansion leave, employees are entitled to be reinstated to their same job or to an equivalent position with the same pay, benefits and working conditions, as provided by the law.

If an employee is out of work under any County policy due to personal illness, they are not allowed to return to work until:

- They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
- other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
- at least 7 days have passed since your symptoms first appeared.

If an employee cannot return to work after expiration of the FML Expansion leave, the employee will be entitled to use applicable paid leave banks (sick, vacation, compensatory leave, etc.) to continue to be paid. If all applicable leave banks are exhausted, the County shall review the status of employment to determine if any further leave or accommodations can be made.

If you are classified as an essential employee as defined by the employee handbook and/or by the State of Iowa, you may be required to continue to work as directed by your Department Head.

Nothing in this policy provides any entitlement to any County employee, nor is it intended to create contractual obligations of any kind. Dallas County has the right to change any provision of this policy at any time.

6.7 MILITARY LEAVE

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

Temporary Military Leave: In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), eligible employees who must be absent from their job in order to participate in temporary military duty are entitled to as many as thirty days paid military leave per calendar year. EMS employees working a 24-hour or 48-hour shift will be eligible for up to 240 hours of paid military leave per calendar year. All benefits will continue during an employee's temporary military leave.

Extended Military Leave: Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed thirty calendar days or 240 hours for EMS employees, will be placed on an unpaid military leave of absence status for a period of as long as five years and will be entitled to the rights and benefits described below, subject to the procedures outlined below.

Procedures for all Military Leave:

1. The employee will provide his or her immediate supervisor with notice that the employee will be engaging in military service, where feasible, within 30 days of active military service.
2. Human Resources will review and sign the Request for Leave of Absence, collect any applicable insurance premiums from the employee, generate other applicable documents, and process accordingly.
3. Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.
4. When the employee intends to return to work, he or she must make application for reemployment to Human Resources within the application period set forth below.
5. If the employee does not return to work, the supervisor must notify Human Resources so that appropriate action may be taken.

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

1. The first thirty (30) days or 240 hours for EMS employees, of military leave each calendar year shall be without loss of pay. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one day toward the thirty calendar days without loss of pay. Eligible EMS employees must take military leave in 12 or 24-hour increments.
 - a. Where active duty is ordered for a period less than thirty days, only scheduled workdays will count toward the thirty day, 240 hours for EMS employees, total per calendar year.
 - b. Where active duty is ordered for a period greater than thirty days, the first thirty calendar days including non-workdays count toward the thirty day. 240 hours for EMS employees, total per calendar year. Only scheduled workdays during the first thirty days of active duty, less any days or hours already compensated that calendar year, will be without loss of pay. Absences required for military service that exceed thirty calendar days, 240 hours for EMS employees, shall be granted in accordance with the County's policies on vacation, personal, compensatory time, or unpaid leave, and with applicable state and federal law.
2. An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 3 months from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial 3 month period, the employee and covered dependents can continue group health insurance up to 18 months at 102% of the overall (both employer and employee) premium rate. Beginning after the first 3 months of military leave, group health insurance coverage for an employee and/or an employee's covered dependents will run concurrently with applicable health insurance coverage under COBRA.
3. The group term life/AD&D insurance provided by the County will terminate the day the employee becomes active military.
4. The group long term disability insurance provided by the County will terminate the day the employee becomes active military.
5. Employees do not accrue vacation, personal leave or sick leave while on unpaid military leave of absence status.

6. With respect to the County's retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated County match for such contributions.
7. Voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment within 31 days immediately following the termination of coverage.

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

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

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

1. *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service)* - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
2. *If service is for 31 days or more but less than 180 days* - the employee must submit in writing a notice for reemployment with Human Resources and his/her manager no later than 14 days following the completion of service.
3. *If service is over 180 days* - the employee must submit an application for reemployment with Human Resources no later than 90 days following the completion of service.

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

1. The County's circumstances have so changed as to make reemployment impossible or unreasonable
2. The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
3. The employee received a dishonorable discharge from military service.

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

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

6.8 INCLEMENT WEATHER AND WORKSITE CLOSING

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

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

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

As always, Dallas County is concerned with the safety and well-being of their citizens and their employees. We encourage our employees to carefully consider the conditions during a severe weather event before traveling to avoid endangering their safety or the safety of others.

6.9 WORKSITE CLOSING DUE TO COVID-19 POLICY

This policy will be in effect beginning April 1, 2020 through December 31, 2020.

Dallas County operations will remain open during normal hours unless the Board of Supervisors decides close the courthouse or other County offices and facilities. Department Heads may establish a closed-door policy with an appointment based or electronic system for provision of services while The County remains open. Employees may be allowed to telecommute as per the employee handbook with the approval of their Department Head. If an employee's office is closed or there is a lack of work and they are unable to telecommute, then regular full-time and part-time non-essential employees will be paid up to two (2) weeks' pay for hours lost due to the closing of the office or lack of work. Payment for hours lost will not exceed the number of hours for which an employee is normally scheduled to work. Employees, essential or non-essential, not scheduled to work will not receive compensation for the day unless paid time away from work had been pre-approved (i.e. vacation, floating holiday, or compensatory times).

If a non-essential employee chooses not to come to work and does not qualify for benefits under the Families First Coronavirus Response Policy or the Family Medical Leave Policy, he/she will be allowed to charge such an absence to sick, vacation, floating holiday or compensatory time provided he/she has the time accumulated. If no paid time is available, the employee may choose to take the time off without pay with Department Head approval. Employees are required to continue to follow their department's time off request process/policy. All time off will need to be approved by the Department Head.

In case Dallas County is closed for non-essential employees (as determined by the Board of Supervisors, the State of Iowa and/or the Federal Government), the following additional policies will be in effect.

- If a holiday occurs while The County is closed, holiday pay would be paid to all eligible employees, whether or not they worked the day before or the day after the holiday.
- Benefit accumulation and eligibility will not be affected if an employee chooses to take the time off without pay.
- Essential Employees in departments that serve the public (including but not limited to, departments that provide road safety, emergency medical services, law enforcement services and court services) are expected to report to work unless told otherwise by their Department Head.

As always, Dallas County is concerned with the safety and well-being of their citizens and their employees. We encourage our employees to carefully consider the conditions before traveling to avoid endangering their safety or the safety of others.

Nothing in this policy provides any entitlement to any County employee, nor is it intended to create contractual obligations of any kind. Dallas County has the right to change any provision of this policy at any time.

6.10 FUNERAL LEAVE

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

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

EMS employees working a 24 hour or 48 hour shift are allowed to receive up to seven (7) consecutive calendar days. Only days for which the employee is regularly scheduled will be counted for this leave.

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

6.11 JURY DUTY

Employees who are called for jury duty, are entitled to take time off, as necessary, to fulfill your jury obligations. This leave will be paid. No employee will face discipline or retaliation for jury service in accordance with the Iowa law. Employees must immediately inform and submit a copy of the jury duty summons to their immediate supervisor. If chosen to sit on a jury, the employee must inform his or her supervisor how long the trial is expected to last. Employees must also check in with their supervisor periodically during their jury service, so the County knows when to expect you back at work.

On any day when jury service ends before the end of an employee's usual work day, the employee must check in with his or her supervisor to find out whether the employee needs to return to work for that day. While on paid jury leave, the County will continue your regular salary, but you must submit certification of the number of hours spent in such service and assign any compensation you receive in connection with the duty, less any reimbursement for travel or meal expenses, to the County.

6.12 TIME OFF TO VOTE

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

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

6.13 LAYOFF AND RECALL POLICY

If the County must reduce employment, layoffs and recall from layoffs generally will be conducted in a manner that is consistent with County requirements and in accordance with the procedures described below:

- In the event that a layoff is expected, the County will attempt to communicate information about an impending layoff as soon as possible. However, management reserves the right to alter the layoff procedure and withhold information about the layoff as permitted by law in order to protect the County's interests.
- Layoffs that are expected to be temporary will generally be handled according to the provisions of this policy. Selections for layoffs that are known to be permanent will be made according to this policy and then handled according to County termination of employment policies.
- Evaluation of the foregoing criteria shall be within the sole discretion of the County. Employees will be selected for layoff based on the following criteria:
 - Promotion potential and transferability of skills to other positions within the unit.
 - Demonstrated current and past performance.
 - The needs of the County and specific projects.
 - Length of service with the County.
- An employee's length of service is measured from the original date of employment with the County, as long as there has not been a break in service greater than 30 days. During a layoff, employees with breaks in service greater than 30 days, but less than one year per break, are credited only for their time actually worked, i.e., the break time does not get counted unless required by law. Employees with a break in service greater than one year receive credit for service only from their most recent date of hire with the County.
- Employees selected for layoff will be given as much notice as is required by law or as much as is reasonable under the circumstances.
- Employees who are laid off will be maintained on a recall list for six months or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the HR department if they become unavailable for recall. Employees who do not keep a current home address on record with the HR department will lose their recall rights.
- Employees will be recalled according to the needs of the County, their classification and their ability to perform the job. Notice of recall will be sent by registered mail and by e-mail, return receipt requested, to the current home address on record with the HR department. Unless an employee responds to the recall notice within seven days following receipt of the notice or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any job rights with the County.
- Credit for seniority will continue to accumulate during any layoff of 30 days or less. Employees laid off for more than 30 days and subsequently recalled within one year from the date of layoff will be credited with the years of service accumulated at the time of layoff.

- If the layoff is expected to exceed 30 days, vacation pay equal to the number of unused vacation days accrued will be paid at the time of layoff. Employees who are laid off will not accrue vacation or sick leave during the layoff.

6.14 UNPAID LEAVES OF ABSENCE

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

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

During an unpaid leave granted under this section, 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 first of the month for the following month's coverage. Failure to pay the premium on time may result in termination of coverage.

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. The County will attempt to restore you to the position you held at the start of the leave, or in a comparable position, if possible. If no such position is available, your employment will be terminated.

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

HEALTH AND SAFETY

7.1 SAFETY POLICY

The County takes employee safety very seriously. Failure to follow safety policies and practices may result in discipline up to and including termination. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

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

7.2 WORKPLACE SECURITY

It is every employee's responsibility to help keep our workplace secure from unauthorized individuals. Every employee must comply with these security precautions. After-hours access to the workplace is limited to those employees who need to work late. If you are going to be working past our usual closing time, please let your manager know.

7.3 DALLAS COUNTY MANAGEMENT SAFETY POLICY STATEMENT

It is the policy of Dallas County that every employee is entitled to work under the safest conditions possible. To this end, a reasonable effort will be made to promote accident prevention for protection and health preservation.

It is our belief that accidents which injure people, damage machinery and destroy materials cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by making common sense precautions.

Dallas County will endeavor to maintain a safe and healthful work place. The County will provide safe working equipment, necessary personal protection, and in the case of an injury, provide the best first aid and medical services available.

Due to the large number of county activities in progress at one time, the varied nature of the work and the widespread location of such activities, we must "formalize" our safety program. We must utilize written reports and records to achieve the maximum use of our loss control information.

A Safety Coordinator, appointed by the Board of Supervisors will head the County safety program. The Safety Coordinator will communicate pertinent information to all departments and will undertake such duties as may be required in the day-to-day operation of the safety program.

It is believed that many accidents are avoidable and need not happen. If all of us do our part, including action and talking safety at all times, and having a healthy attitude towards accident prevention and loss control, improved safety on the job can be achieved.

--Dallas County Supervisors

7.4 RESPONSIBILITIES

Dallas County Employees Will:

1. Support and abide by this safety policy.
2. Follow all safety procedures as posted, instructed, or discussed. Maintain safety equipment in good condition and utilize appropriate personal protective equipment when required or directed. Each employee is responsible for maintaining personal protective equipment to applicable standards.
3. Render first aid when required, if trained. If uncertain - call for assistance.
4. Report all accidents and injuries to their supervisor or department head immediately or as soon as possible.
5. Refrain from any unsafe acts that might endanger themselves and/or other workers.
6. Report any unsafe situation or act to their supervisor or department head as soon as possible.
7. Be a safe worker off the job as well as on the job.

These are only guidelines. On the following pages you will find more detailed safety rules. Rules and policies concerning specific department operations will be explained to you by your supervisor or department head.

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

Dallas County Board Of Supervisors Will:

1. Provide the means to accomplish this policy.
2. Enforce this policy and recommend, through the appropriate chain of command, discipline for any supervisor or department head that is willfully disregarding or violating it.
3. Strongly recommend employees attend safety meetings.
4. Advise all prime contractors and sub-contractors of this policy and request them to abide by it.

The Safety Committee Will:

1. Develop and enforce the county's safety regulations and procedures.
2. Identify and cause corrective action on safety hazards.
3. Be familiar with laws pertaining to safety and health on the job.
4. Instruct supervisory personnel that safety practices and procedures are to be followed and safe conditions maintained throughout the job.
5. Review accidents and see that corrective action is taken.
6. Assure employee safety training is conducted.
7. Recommend corrective actions to the Board of Supervisors.

Dallas County Department Heads And Supervisory Personnel Will:

1. Be familiar with laws and recommendations pertaining to safety and health on the job.
2. Enforce federal, state, and county safety regulations.
3. Advise all prime contractors and sub-contractors of this policy and request them to abide by it.
4. Report all safety hazards to the County Safety Committee along with corrective actions taken. If no action was taken, explain why.
5. Investigate and document any and all accidents as well as maintain copies of all accident investigations and corrective actions taken. Send copies to the Safety Committee.
6. Provide safety training, safety equipment, job safety materials, necessary first aid equipment, and emergency telephone numbers to employees.
7. Periodically inspect any and all safety equipment for availability and serviceability.
8. Instruct all employees in safe working habits and procedures, follow-up to ensure compliance, especially with new employees.
9. Carry out county's injury reporting and treatment program.
10. Prohibit employees from taking unnecessary or unsafe chances,
11. Discipline any employee who willfully disregards or violates county safety policy and/or procedures.
12. Recommend changes as needed in safety policy and/or corrective actions to the Safety Committee.

7.5 MEDICAL TREATMENT PROCEDURES

If an employee is injured on the job, these procedures must be followed:

1. Contact the Company Nurse at (888) 770-0928 to have an appointment scheduled at Lakeview Medical Center Occupational Medicine Clinic, the County's designated medical center for treatment and evaluation. If advanced care is necessary, the employee will be referred by Lakeview to a specialist. The employee will only be sent to a specialist on the recommendation of Lakeview.
2. If the injury is life threatening, the employee should be taken to the nearest hospital emergency room. If the employee is unconscious, having chest pains, difficulty breathing, uncontrollable bleeding, or if other life threatening situations should occur, an ambulance should be called.

7.6 ACCIDENT REPORTING PROCEDURE

All on-the-job injuries must be reported immediately by the employee to their immediate supervisor, Company Nurse and Human Resources. The employee must contact the Company Nurse at (888) 770-0928 to report the injury and complete the first report of injury form within two (2) workdays after the injury. Also, the immediate supervisor is responsible for contacting the Human Resources Office the same day of the accident and notifying the office of the injury or illness.

7.7 FIRST AID TREATMENT

First aid is defined as the immediate and temporary care given to a victim that is injured or has suddenly taken ill.

C.P.R. Rescue Breathing: The most current Red Cross or American Heart Association procedures will be followed when doing C.P.R.

Bleeding:

1. Apply direct pressure to the wound.
2. Elevate the wounded area if possible, unless a fracture is suspected.
3. If severe bleeding does not stop from an arm or leg, apply pressure to the main artery supplying blood to the wound.
4. Calm and reassure the victim.
5. Blood borne pathogen cleanup kits are provided in accordance with the IOSHA regulation 1910-1030.
6. Arrange emergency transportation to a hospital as quickly as possible.

Burns:

First degree burns usually have reddened skin.

Second degree burns have blisters.

1. Apply cool applications or submerge the burned areas in cool water.
2. Do not break blisters or remove skin tissue.
3. Cover the burned area with sterile gauze or a clean cloth.
4. Obtain medical aid if required.

Third Degree burns have charred skin.

1. Cut away clothing around burned area, but do not remove clothing that is adhered to the victim's skin.
2. Cover burns with thick sterile dressing or a clean cloth.
3. Keep the victim's legs elevated.
4. For facial burns, have the victim sit up.
5. Arrange emergency transportation to a hospital as quickly as possible.

Chemical Burns

1. Remove victim from the area of the chemical release taking care to not come in contact with the chemical and contaminate yourself.
2. Do not touch any part of the chemical burn area or any part of the clothing that may contain any of the chemical.
3. Contact **911** for immediate medical assistance.
4. While waiting for the EMS team to arrive, consult your MSDS sheets for immediate first aid procedures and follow the procedures noted, provided you have adequate and proper materials to treat the victim.
5. If the MSDS sheets are not available to you, contact your office immediately and request that they locate the chemical and first aid procedures that you are to follow.

Foreign Objects in Eyes:

Keep victim from rubbing their eye/eyes.

If object can be seen and it is free floating, pull eye lid back and use a clean handkerchief or paper tissue to lift the object out of eye. If object is embedded in the eye do not remove. Leave the object in and seek medical attention.

An alternate method is to pull lid back and flush the eye with water.

Shock:

1. Keep the victim lying down.
2. Cover only enough to keep from losing body heat.
3. Get medical help as soon as possible.

Contamination: If your department has an Infection Reporting Policy, follow the outlined procedures and take action as required. If your department does not have a policy, please report any possible contamination to your department head immediately.

7.8 HAZARDS/WORK SITE AND EQUIPMENT

Purpose: The purpose of this part of the program is to eliminate unsafe structures, installation, shop facilities, working conditions, and equipment.

Procedure for Locating Hazards: Periodic inspections shall be conducted to recognize and correct unsafe acts and environmental hazards on and about county facilities.

Supervisory personnel and department heads must maintain a continuous visual inspection of locations, equipment, tools, personal protection devices, and working conditions under their supervision.

Procedure to Eliminate or Correct Hazards:

1. The responsible supervisory personnel shall make corrections whenever it is within their authority to do so.
2. If corrections are beyond the authority of the responsible supervisor, they shall prepare a request for correction and submit it to Department Head.
3. If correction cannot immediately be made and danger to human life and property is imminent, the equipment shall be taken out of service under "Lock-out Tag-out" procedures to prohibit its use or operation until the hazard is eliminated.

7.9 SAFETY REGULATIONS

Fire Safety

Flammable Handling and Storage:

1. Practice good house-keeping
2. Quantities of flammable liquids shall be handled only in approved locations and stored in approved cabinets or safety containers.
3. Keep all flammable liquids or other hazardous materials away from open flames and other sources of ignition.
4. Never toss matches or cigarette butts into trash containers.

Fire Extinguisher – Application and Use:

1. Familiarize yourself with the proper procedure for reporting fires and the location of fire fighting equipment in your work area.
2. Fire fighting equipment should not be used for any purpose other than fighting fires.
3. Fire extinguishers are classified according to the type of fire they are to be used on:

Class A – wood, rubbish, combustibles
Class B – Oil and other flammable liquids
Class C – electrical
Class D – Combustible metal

4. Always remember to point the fire extinguisher nozzle and discharge contents at the base of the fire.
5. Any extinguisher that has been used shall be immediately serviced.

6. Fire extinguishers are not to be blocked by storage or by other equipment.
7. Fire extinguishers must be inspected and tagged annually by a certified inspector.
8. Fire extinguishers must be visually checked monthly for proper pressure.

Sidewalk Safety:

1. Snow cover must be removed from all sidewalks before start of the business day.
2. Ice melting chemicals or sand shall be applied as conditions warrant.

General Safety Rules:

1. Fighting and horseplay are prohibited.
2. Unsafe conditions or practices should be reported immediately to supervisory personnel.
3. Injuries occurring on the job must be reported immediately to supervisory personnel.
4. All warning signs are to be obeyed. They are for your protection.
5. Working areas are to be kept clean and in an orderly condition.
6. Wet floor signs must be prominently displayed.

Courthouse Safety/Security:

All employees of Dallas County will be expected to abide by the Courthouse Security policies and procedures as outlined by the Dallas County Sheriff's Office. Employees that wish to obtain a security card to access the 'employee only' entrances must apply for the card according to the procedures outlined in the Card Access Policy.

Office Safety:

1. Use a chair properly, and be sure it is in position before sitting down. Do not use a chair for a ladder.
2. Keep all file drawers closed when not in use.
3. Pull out only one file drawer at a time and slide drawers out gently.
4. Adequate hand protection shall be used by all employees who are allergic to carbon, toner, ink, solvents, and ink eradicators.
5. Keep hands and fingers clear of moving parts in office machines.
6. Razor blades are to be used only with suitable holders and must be stored in protective containers.
7. When not in use, sharp, pointed scissors should be kept in a protective scabbard.

Personal Protective Equipment:

1. Clothing appropriate for the work shall be worn.
2. Wrist watches, metal bands, rings, or other jewelry shall not be worn while working near moving parts of machines or energized electrical circuits.
3. Clothing saturated or impregnated with flammable liquids, corrosive substances, toxic materials, irritants, or oxidizing agents should be removed and not be worn until properly cleaned.
4. Wear appropriate reflective clothing as per NC standards.

Head Protection (Hard Hats):

Head protection is defined as helmets (hard hats) for protection against penetration from falling and flying objects, and exposure to limited electrical shock and burns. Each employee provided with head protection should use such equipment as directed. This should, in general, be when performing the work activities listed below:

- While doing sign work with tools and materials overhead.
- When working under bridges.
- Work activities using a dragline, hi-reach, or backhoe.

- When involved in brush cutting and chipping or tree cutting and trimming operations.
- Work activities requiring the use of a jackhammer or air drill, mudjack, wheel saw, core saw, or loader handling materials.
- When working in any area where there is potential for the occurrence of head injury from impact or from falling or flying objects, or from electrical shock burns.
- When operating or working around the Hydrajet cleaning system.
- When present at any work activity where the authority having jurisdiction or control of the premises requires that hard hats be worn by all personnel.
- Hard hats need not be worn when operating or riding inside a vehicle cab or under a canopy. However, hard hats must have a secure place in the vehicle so they will be available upon dismounting.
- Because work assignments may change during the day, each employee will ensure that a hard hat is available if needed.
- Employees present as observers under the work conditions outline in this policy should also adhere to its provisions even though no physical work is being performed.

Other activities may require the use of hard hats and should be at the direction of the foreman.

Eye and Face Protection:

Eye and face protection is defined as goggles, spectacles, filters, eye shields, face masks, or similar devices which provide protection for the face and eyes and meet the requirements specified by OSHA 1910-133.

- Eye and face protection shall be used whenever employees are working in or around areas where eye and face injury hazards exist. Such hazards included: flying particles, intense light or heat, liquids, and chemicals that can splash into the eye, or other conditions which could result in injury to the eye or face.
- Employees shall be required to wear eye and face protection equipment when working under equipment; when striking metal against metal using an emery or grinding wheel; while breaking rock, concrete, or any substance that is likely to break, shatter, or splinter; or when working with or around welding equipment that requires direct eye contact with the welding arc or welding joint site.
- Employees shall wear appropriate eye and face protection equipment when exposed to dry cement, excessive dust, or splashing concrete; drilling, grinding, shaping, or reaming; wire brushing; picking frozen ground; feeding a crusher; using compressed air or power actuated tools; working near gunite and sand blasting operations; brush cutting and tree trimming; driving metal posts; mudjacking; and when involved in or near similar operations.
- Employees shall wear appropriate eye and face protection equipment when they are engaged in laboratory or field testing; any operation where there is a hazard; splashing liquids, oils, or chemicals; or intense light which could be injurious to the eyes or face.
- The county will stock or keep on hand a sufficient quantity of nonprescription industrial safety glasses, goggles, filters, eye shields, and face masks necessary to protect employees required by this policy to wear eye and face protection equipment.
- Employees of the Sheriff's Department shall be required to wear ear and eye protection during any phase of firearm training or qualification. Eye protection shall be worn any time chemical agents are being used.
- Employees shall be trained in the proper use of eye and face protection.

Respiratory Protection:

Protection shall be furnished and must be worn where excessive amounts of harmful dust, fumes, mists, vapors or gases are present in the worker's breathing zones. Employees shall use the proper respiratory protection in

accordance with the County's written program governing the use of respiratory protection (OSHA 1910.134). Only employees trained in the proper use of respirators should use a respirator.

Hand Protection:

Employees whose work exposes their hands to hazardous chemicals, cuts, or burns shall wear appropriate hand protection. (OSHA 1910-138)

Safety-Toed Footwear:

Safety-toed footwear shall meet the requirements specified by OSHA 1910-136. Employees shall wear safety-toed footwear when engaged in construction type projects, mechanical work on large equipment, or moving heavy material that could crush an employee's feet. Safety-toed footwear shall be worn during mowing operations and when using chain saws.

Ear Protection Devices:

Protection against the effects of noise exposure shall be provided for personnel whenever sound levels exceed permissible levels. Ear protection devices shall consist of earplugs or ear muffs that have been tested in accordance with OSHA 1910.95. These devices shall be used whenever the noise exposure levels exceed 85 DBs.

1. The county will stock or keep on hand a sufficient quantity of earplugs and ear muffs necessary to protect the hearing of all employees required by these safety rules and regulations who wear ear protection devices.
2. All employees should have a set of earplugs available for use whenever conditions require an ear protection device.
3. Earplugs are considered a personal protective device and for hygienic reasons should not be used by anyone other than the person to which they were originally issued.
4. Ear protection devices shall be used when engaged in the following activities: operation of equipment with open cabs or when windows or doors are open; operation and/or working near an air compressor; operation and/or working near air tools, impact wrenches, and high speed grinders; operation and/or working near brush chippers or chain saws; anytime a member of the Sheriff's Office uses firearms in training or in the line of duty. Any other activity that is determined to produce noise levels in excess of those permitted which is 85 DBs over an 8 hour period.

7.10 VEHICLE SAFETY

Motor Vehicle Operation:

Only properly licensed county employees or designated volunteers are permitted to operate county owned motor vehicles. The County expects that employees will follow all expectations outlined as follows:

- All persons riding within the confines of a vehicle **MUST** use safety belts.
- Vehicles shall be properly stopped and engines turned off when leaving the vehicle, except emergency vehicles in certain situations as directed by the department.
- Employees shall use the three point of contact method when exiting or entering a vehicle.
- All employees who drive county vehicles or drive their own vehicles for county purposes must have the appropriate valid Iowa Driver's License.
- Employees are required to obey all traffic regulations and are responsible for any fines levied by law enforcement.
- Never demand the right of way, unless operating an emergency or law enforcement vehicle.
- Adjust speed for adverse visibility and weather conditions.

- When driving be alert for mistakes or the unexpected actions of others. Keep alert for pedestrians, animals or debris in the roadway.
- The use of cell phones and two-way radios is discouraged while driving, unless operating an emergency or law enforcement vehicle.
- Never use a cell phone while fueling a vehicle.
- Always drive defensively.
- In accordance with Iowa law, smoking and texting are prohibited in all County vehicles.

Exception: County owned motor vehicles may be operated by non-county employees while being serviced or repaired or during emergency situations by a designated driver.

Heavy Equipment Operations:

- Do not attempt to operate any power equipment, such as cranes, rollers, graders, bulldozers, or dump trucks without proper instruction or licensure.
- Make sure loads are properly secured and do not extend beyond the legal limit.
- Do not ride on trucks or other equipment unless they are designed for this purpose.
- Do not overload vehicles.

Vehicle Pre-check and Fueling:

- Vehicles shall not be operated with inadequate brakes, horn, lights, windshield wipers, unsafe tires, or faulty steering.
- It is the responsibility of the driver to check the condition of the oil, water, brakes, steering, lights, tires, and all supplied accessories before leaving on the first trip of the day.
- It is the responsibility of the driver to report to the supervisor any defects in equipment to which the employee is assigned.
- When fueling vehicles, the engine shall be turned off and vehicles should be properly parked.
- Fuel may be carried or stored only in approved safety containers.

7.11 SHOP EQUIPMENT

Hand Tool Safety:

Chain Saws

- Do not wear loose clothing, jewelry, or dangling items that might catch in the saw.
- Carry the saw with motor stopped, blade to the rear, and muffler away from body.
- Use proper procedures for starting the saw.
- Warn others around you before starting a saw and making cuts.
- If possible, when working on a hillside, stand on the uphill side.
- Make sure the engine is off and the saw is cool before refueling.
- While operating chain saws or, if near chain saw operation:
 - Must wear hard hat with face shield
 - Must wear eye protection
 - Must wear ear protection
 - Must wear chain saw chaps
 - Must wear safety toed shoes
 - While operating chipper or if near chipper:

- Must wear hard hat with face shield
- Must wear eye protection
- Must wear ear protection
- Must wear chain saw chaps
- Must wear safety toed shoes
- Chain saw chaps must be worn anytime an employee is operating a chain saw.

Manual Hand Tools

- Hand tools are to be used only for the purpose for which they are designated. They should be inspected regularly.
- Chisels with burs, cracks, mushroomed heads, and tools with broken, loose, or splintered handles should not be used.
- Never leave tools lying around where they may create a tripping hazard.
- Do not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.
- Carry tools in a tool box.
- Hand tools are not to be used on moving objects or machinery in motion.
- Avoid using excessive pressure with hand tools.
- Keep hands and fingers away from sharp cutting edges.

Pneumatic Power Tools

- Cleaning of the body or clothes using compressed air or gases is prohibited.
- Use of compressed air or gases for blowing dust or chips from the work area is prohibited.
- Attach air hose only to compressed air lines, not oxygen lines.
- Valves on air lines and tools should be turned off when not in use.
- Frequent inspection shall be made of all air lines and their connectors to insure that they can withstand rated pressure. Defective air lines and connectors shall be removed from service.

Portable Electrical Hand Tools

- Portable electric equipment should never be used unless it is in good condition.
- Portable power tools shall be double insulated or provided with a suitable grounding device.
- Electric cords should be protected from damage and will not be left in aisles where they may be run over by trucks or other equipment or cause a tripping hazard.
- Extension cords shall not be used as permanent wiring.
- Avoid using electrical power tools in wet locations.
- Keep your fingers and clothing away from revolving machinery.
- Be sure that all bits and cutters are held tightly in the chuck.
- Portable electric tools shall not be used without a guard if one has been provided.

Power Mowers

- Read the operating instructions carefully.
- Always disengage the clutch before starting self-propelled units.
- Do not operate mowers without guards.
- Do not leave running equipment unattended.
- Do not refuel a running or hot engine.
- Keep children and pets away from running equipment.

- When operating riding mowers, use extreme caution to avoid overturning on steep slopes and when making turns. Do not permit others to ride with you.
- Safety shoes must be worn while engaged in all power mowing situations.
- Hearing protection and safety glasses must be worn while engaged in all power mowing situations.

Machinery:

Drill Press

- Change belt speeds only when the machine is stopped.
- Use correct speeds for all operations.
- Use clamps or fixtures to hold work.
- Hold table securely while making table adjustments.

Grinders

- The tool rest should be kept adjusted to within **1/8 inch** of the wheel.
- The side guard should cover the spindle, nut, and flange and **75%** of the wheel diameter.
- Bench and pedestal grinders shall be permanently mounted.
- Goggles or face shields should be worn when grinding.
- Never grind material on side of the abrasive wheel unless the wheel is designed to do so.
- The breaker bar should be kept adjusted to within **¼ inch** of the wheel.

Sanders

- Belt sanders should be properly aligned to keep the belt on the rollers.
- When using the disk sander, sand on the downward rotation.
- Do not use torn belts or disks.
- Care should be exercised when sanding splintered stock.

7.12 MATERIAL HANDLING

Compressed Gases

- Gas cylinders shall not be stored in direct sunlight or in hot locations.
- Cylinders shall be stored only in an upright position and adequately secured to prevent accidental tipping or falling.
- Oxygen will not be used to purge equipment or to clean clothing.
- When not in use, the cylinder's protective cap shall be secured in place. When being transported, gages and regulators are to be removed and cylinder's protective caps shall be in place.
- Using cylinders as rollers, supports, or in any other way than that for which they are intended is strictly forbidden.
- Oxygen shall never be used as a substitute for compressed air.
- Leaking cylinders shall be removed from service.
- A regulator must be used on all gas cylinders.
- When hoisting compressed gas cylinders, they shall be secured in a suitable skip box or cradle.

Hazardous Materials

Certain Dallas County departments, such as Secondary Roads, Conservation, EMS, Sheriff, Planning and Development and Environmental Health work outside of the office environment. During their specific duties,

they may come in contact with unidentified containers. Staff should attempt to evaluate the containers to determine any markings, such as shipping labels or container labels. There are several books that may help in the identification of container contents: Hazardous Materials Exposure Manual; NIOSH Pocket Guide to Chemical Hazards; and the DOT Emergency Response Guidebook. If there are any doubts as to the contents of the unidentified container, staff should contact the Dallas County Emergency Management Director at 515-993-2134.

DO NOT ATTEMPT TO OPEN OR REMOVE THE COVER OF THE DRUM OR CONTAINER IF:

1. The top is bulged, or
2. There are crystalline formations around the top or the cap.

If either of these conditions exist, contact the Emergency Management Director to request assistance from Des Moines Haz-Mat.

Five gallon containers or smaller may potentially contain 'clandestine drug lab' or 'meth lab' items. The Des Moines Haz-Mat Team does NOT recommend opening these containers as they may pose life threatening hazards. Contact the Dallas County Sheriff's Department at 515-993-4567.

7.13 HOUSEKEEPING

Office

- Floors shall be kept clean and clear.
- Rugs and mats shall be kept in good repair so as not to cause a tripping hazard.
- Carts, stools, wastebaskets, and other objects shall be kept out of aisles, exits and kept from obstructing fire fighting equipment.
- Materials placed on shelves must be stored in a manner which will prevent their falling. Place heavy objects on lower shelves.
- Floors shall be kept free of tripping hazards such as telephone cords, extensions cords, and boxes.

Shop

- Floors, working areas, and platforms shall be kept free of dangerous projections or obstructions and shall be maintained in good repair and free from oil, grease, and water.
- Oil-soaked rags shall be kept in metal containers with tight fitting lids.
- Containers shall be labeled as to their contents.
- Scrap metal shall be placed in separate but appropriate containers.
- Gasoline shall not be used for cleaning purposes.
- Mops, brushes and pails should not be left in halls, driveways, or on stairs where they could become a trip hazard.
- Gloves shall be worn to protect hands when moving furniture or handling sharp materials.
- When mixing or using strong cleaners, wear rubber gloves.
- Cords on sweepers, scrubbers, or polishers are to be kept in good condition.
- Broken glass and metal chips should be picked up with a brush and pan, not with bare hands.
- Do not try to carry too many cleaning tools up and down stairs. Keep one hand free for the handrail.
- Never mix a cleaning product with another product unless the labels allow it. Always read the label.

7.14 LADDERS

Portable Ladder Inspection

- Ladders shall be inspected before each use.
- Each department shall be trained and responsible for the inspection of portable ladders.
- Rubber non-skid feet shall be replaced if worn or rivets extend beyond surface of feet.

Ladder Procedures

- Portable metal ladders must not be used near energized electrical equipment.
- Ladders shall not be used as guys, graces, skids, or scaffold jacks.
- Rungs should be free of grease and oil.
- Ladders should not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- Tops of stepladders shall not be used as steps.

Scaffolds

- Scaffolds will be provided for all work that cannot be done safely on ladders.
- Only employees skilled in the erection of scaffolds should build or assemble them.
- A safe and unobstructed means of access, such as a walkway, stair, or ladder should be provided to all scaffold platforms.
- All scaffolds should be securely tied to the building or structure. As an alternative, guy wires or outriggers may be used when allowed by IOSH.
- Lean-to or jack scaffolds, shore scaffolds, nailed brackets, loose tile, bricks, blocks, stilts, or other similar unstable objects should not be used as working platforms nor as support for such platforms.

7.15 LIFTING

- Do not try to lift objects that are bulky or too heavy to lift comfortably. Get help.
- Use the following technique to lift:
 - Get a firm footing.
 - Bend at the knees to grasp the object.
 - Keep the back straight and as nearly upright as possible.
 - Lift gradually by straightening the legs, keeping the back straight and upright. Reverse the procedures when putting a load down.
 - Never carry loads which prevent you from seeing where you are going.

REMEMBER TO LIFT PROPERLY!!

7.16 OTHER SAFETY PRACTICES

Electricity

If you are not an electrician, do not try to make electrical repairs. Only qualified personnel are allowed to work on electrical equipment or energized line. Treat every electric wire as a live one. If you come across any dangling wires, **DO NOT TOUCH THEM.** Report them to a supervisor or department head.

Water and electricity can be a fatal combination. Do not use portable electrical equipment if your hands are wet or if you are standing on wet ground. Sparks or smoke from a motor or other electrical equipment can mean a shock or fire hazard. Turn off the power at once and report the condition promptly.

Electrical cords are so common that they are often overlooked as a source of electrical shock. Look for worn insulation and exposed strands. **DISCARD WORN EXTENSION CORDS, DO NOT REPAIR THEM.** Be sure extension cords and cords for portable equipment have a three prong (grounding plug and receptacle). **NEVER** under any circumstances, cut the third prong off of any plug. Report any equipment or cords with the third prong missing to your supervisor.

Avoid rough treatment and kinking of electrical cords. Do not drag them across sharp edges or run them across an aisle where they can become damaged or a trip hazard. To disconnect a cord, pull on the plug instead of yanking the cord. Remember less than 110 volts can kill you, so treat all electrical equipment with respect.

Handling Suspicious Mail

Government agencies, as well as private institutions, have been threatened with biological agents/weapons. The most common scenario has been an envelope or package with either powder inside and/or a note stating that anthrax was enclosed and the reader has been exposed. The following is meant to provide guidelines for the appropriate response in these situations.

Identifying Suspicious Packages and Envelopes

Some characteristics of suspicious packages and envelopes include the following:

Inappropriate or unusual labeling such as excessive postage, misspellings of common words, strange return address and/or no return address, incorrect titles or title without a name, marked with any threatening language, postmarked from a city or state that does not match the return address, marked with restrictions such as "Do not x-ray" or "Personal."

A suspicious letter or package may exhibit the following characteristics: containing a powdery substance, have oily stains, discolorations, or odor, is lopsided or an uneven envelope, excessive packaging material such as masking tape, string, etc. Other suspicious signs may include excessive weight, a ticking sound, or protruding wires or aluminum foil.

If you receive a letter or package containing a threat or a powdery substance:

- **DO NOT** shake or empty the contents. Without further disturbance of the envelope and letter or package, set it down on the nearest surface. **DO NOT** carry the package or envelope, show it to others, or allow others to examine it. **DO NOT** sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Immediately leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system. Remember just being exposed, even if the threat is real, does not mean you will become ill, and you are not contagious to others at this point.
- **WASH** hands with soap and water to prevent spreading potentially infectious material to face or skin.
- Notify your supervisor.
- Call 911 or the Sheriff's Office. State that you have received a potential biological threat. **DO NOT** evacuate the building. Local law enforcement will contact the Department of Emergency Management, the Department of Public Safety and a HAZMAT team as per their protocol.

- While you wait for the responders, write down the names, addresses and home phone numbers of everyone who was in the immediate area when the envelope/package was opened.
- The proper authorities will remove the letter/package. Usually this should be done by having a gloved and masked person place the letter/package in a plastic bag within another plastic bag.
- Wait to leave the building until you are released by the proper authorities. The amount of time that you may need to stay in the building depends upon the nature of the incident and may be hours. **BE PATIENT!**

Guidelines recommended by the Center for Disease Control (CDC) and Iowa Department of Public Health (IDPH)
Approved: Dallas County Board of Supervisors 4/6/2004

7.17 EMERGENCY INFORMATION

All employees are responsible for maintaining a safe and healthful workplace by following the County's emergency procedures. These procedures are based on federal, state and local laws that affect our business. Failure to follow emergency instructions puts not only the individuals who do not follow the procedures at risk, but potentially others as well. For this reason, it is important all employees follow emergency procedures. All Department Heads and Elected Officials automatically assume the responsibility of Floor Control Director. Floor Control Directors are responsible for ensuring employees are educated on emergency procedures such as evacuation, seeking shelter, etc. and will direct employee movement to designated areas during an actual emergency.

BOMB THREAT (BY PHONE)

If you receive a bomb threat by telephone:

1. As discretely as possible notify the nearest employee of the threat and instruct them to call 911. (If you normally dial 9 for an outside line, dial 9-911)
2. Keep the caller on the line as long as possible, note anything unusual about the call or caller
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Did you place the bomb? If so, why?
3. Listen for background noises
4. Do not hang up.
5. Ask the caller for their name.

FIRE OR SMOKE ODOR

In case of fire or smoke, follow these procedures:

1. Activate the fire alarm pull station. Emergency floor plans are posted in each department showing the location of fire extinguishers and exits. Refer to these plans for specific information.
2. Call 911 to notify the fire department. On our phone system, it is necessary to access an outside line prior to making the call. In other words, dial 9-911.

Caution: Do not try to extinguish the fire unless you have been properly trained! If you have any doubt about your ability to safely use a fire extinguisher, do not attempt to put out the fire. Exit the building.

EVACUATION PROCEDURE

If you hear the fire alarm or an evacuation announcement, begin evacuation immediately. Go to the closest fire exit, exit the building and proceed to the assembly point for your office. If you are a Floor Control Director, you should:

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

Employees and supervisors should remain gathered until directed to return to the building or are notified that they are dismissed.

SEVERE WEATHER

Immediately seek shelter in one of the following locations:

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

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

MEDICAL EMERGENCY

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

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

7.18 DEPARTMENT RULES AND REGULATIONS

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

7.19 DISCIPLINARY ACTION

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

EMERGENCY INFORMATION

BOMB THREAT (by phone)

Keep caller on the phone

Discretely have nearest employee call 911

FIRE OR SMOKE ODOR

Activate fire alarm

Call 911

SEVERE WEATHER

Move to interior rooms or basement

REMAIN CALM

EVACUATION

Follow your evacuation procedure

Meet at designated location

MEDICAL EMERGENCY

Call 911 immediately