CEDAR COUNTY

EMPLOYEE HANDBOOK

Revision Date: November 18, 2025
Revision Date: June 11, 2024
Revision Date: October 4, 2022
Revision Date: June 8, 2021
Revision Date: August 25, 2020
Revision Date: September 27, 2019
Revision Date: July 21, 2015
Revision Date: February 23, 2015
Revision Date: July 2, 2014
Revision Date: August 1, 2013
Revision Date: July 26, 2012
Revision Date: April 2, 2012
Revision Date: March 15, 2012
Revision Date: December 5, 2011
Revision Date: September 1, 2011
Revision Date: June 21, 2010
Revision Date: April 15, 2010
Revision Date: April 5, 2010
Revision Date: February 19, 2009
Revision Date: October 16, 2008

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This handbook is presented as a matter of information only; it is not to be construed to form a contract between Cedar County and the employee. Cedar County reserves the right to change or eliminate any or all of the policies, procedures or benefits described herein at any time, with or without prior notice.

Just as you retain the right to terminate your employment at any time for any reason, Cedar County retains a similar right. No policy or practice of Cedar County should be construed to change this relationship. Only the Board of Supervisors of Cedar County has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

Welcome to Cedar County. It is our desire that you enjoy your work and perform it to the best of your abilities. We strive to provide a pleasant working relationship and service to the citizens of Cedar County.

This book brings together information about benefits, policies, rules and other conditions of employment that apply to you. If changes occur in these policies, you will be notified. Every effort has been made to convey accurate and clear information throughout this book, but no written summary can completely and without exception cover every situation that may develop. You are responsible for all information contained in this book. If you have any questions, please feel free to discuss them with your Department Head, or the Human Resources Director or designee.

All employees of Cedar County shall be covered by these policies except:

- Elected officials
- Members of the citizens' boards and commissions
- Any other person hired on a contracted basis
- Employees / Persons covered by a 28E Agreement unless otherwise specified in a 28E agreement

The personnel policies of Cedar County may vary somewhat between departments. This is necessary because of the various duties and hours required of some departments and the various state and federal regulations, which must be followed. If a department head with a governing board determines that it is necessary to modify any of the policies in the employee handbook those changes along with their board minutes must be on file in the Auditor's office. These rules shall not conflict with the personnel rules established by the County and must be approved by the appropriate governing Board.

This booklet is not a contract but is intended solely to give eligible employees a short description of the benefits and working conditions in the County. Cedar County is an employment at will employer. If at any time there should be conflict between a description in this booklet and a labor contract, or an applicable state or federal statute, or both, the terms of the actual contract or statute will govern in all cases.

RECRUITMENT AND SELECTION

It is the policy of Cedar County to recruit and to select the best qualified persons for employment. Recruitment and selection will be conducted in an affirmative manner, ensuring open competition, providing equal employment opportunity, and prohibiting discrimination because of race, creed, color, religion, sex, national origin, disability, age, political affiliation, citizenship, sexual orientation, or other factors protected by law.

The County shall use the same format for the posting of vacant positions. The template for posting positions will be available in the Auditor's Office.

JOB POSTINGS

All current County job openings will be posted on the Human Resources board located on the main floor of Courthouse and on the County website. In the selection of an applicant to fill the vacancy, Cedar County will consider the following:

- Qualifications
- Attitude, skill, ability, and past performance
- Efficiency
- Disciplinary record
- Length of service

DEFINITIONS OF STATUS

Regular Full-Time Employee:
A regular full-time employee is one who has completed his/her orientation period and is normally scheduled to work the minimum hours per week as listed in the Hours of Work section for the various departments.

Those who work 30-40 hours per week or 60-80 hours per pay period will be at the 100% level for benefits.

Salaried elected officials (including Supervisors, Auditor, Treasurer, Recorder, Sheriff, and Attorney) are considered full-time employees for the purpose of county benefit eligibility, regardless of IPERS classification or scheduled hours worked.

Regular Part-Time Employee:
A regular part-time employee is one who has successfully completed a probationary orientation period and is regularly scheduled to work less than thirty hours per week.

For the purpose of determining the level of benefits percentage, hours for a regular part-time employee working in more than one department may be combined.

Seasonal or Temporary Employee:
A seasonal or temporary employee is one who is hired to work for a period of six months or less. Seasonal or temporary employees are not entitled to any of the fringe benefits described in this handbook but are subject to the same work rules governing full-time employees.

Exempt Position:
An exempt position is a salaried position in which the employee is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of time off (compensatory time) or cash.

Non-exempt Employee:
A non-exempt position is one in which the employee is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation.

Employment at-Will:
Employment with Cedar County is on an at-will basis, except for persons entitled to rights under Veteran's Preference as outlined in the Iowa Code. As such, either the County or the employee may terminate the employment relationship at any time for any reason or for no reason. The only exception to this provision is in the event of a written contract with an employee to the contrary. Nothing in these Personnel Policies or in other rules or policies adopted by the Board of Supervisors shall in any way be construed to create an employment contract, either express or implied.

PRE-EMPLOYMENT PHYSICAL

After a formal job offer has been made, each prospective regular full-time and regular part-time employee is required to submit to a post offer pre-employment examination before the applicant can be employed, the medical professional must state that the applicant can perform the essential functions of the job. This examination should be completed, and the results submitted to the employer prior to the employee's first day of work. The cost of this examination will be paid by the employer. Part-time summer and temporary employees may be required to have physicals if determined by the Department Head. Law enforcement personnel and other positions required by law, must submit to a drug test prior to employment.

NEW HIRE ORIENTATION PROGRAM

All new employees will be required to participate in the county sponsored orientation program. The orientation program shall be conducted on the employee's first day of employment of the county.

REQUIRED PHYSICALS

Where any supervisory personnel of the County are concerned about an employee's general health, as it relates to their apparent ability to perform their usual job functions, the supervisory personnel may request a complete medical assessment by a medical doctor selected by the County. Cedar County will pay the remaining cost of the examination not covered by medical insurance. The results shall be available to the appropriate Department Head and may be provided to the appropriate governing board when necessary and become part of the employees confidential medical file.

All Cedar County Public Health and Law Enforcement employees are required to receive two-step baseline TB (*Mycobacterium Tuberculosis*) screening upon hire. Each employee's manager will be responsible for ensuring that TB screening is initiated within 30 days of hire. The employee will sign a consent for Cedar County Public Health nursing staff to administer the test and to share results with the employer. Results of tuberculin skin testing will be provided to the employee's manager.

The Cedar County Public Health Department will determine the county's risk classification annually using the Facility Tuberculosis (TB) Risk Assessment Tool for Health Care Settings. If the risk category changes based on the results of the risk assessment, Cedar County Public Health Department will notify the Law Enforcement Department and the TB testing schedule will be adjusted according to current CDC recommendations.

After baseline testing of an employee in a facility classified as low risk, additional TB screening is not necessary unless an exposure to *M. tuberculosis* occurs. If exposure occurs, Cedar County Public Health will be notified, and further course of action will be determined based upon current Iowa Department of Public Health and Centers for Disease Control and Prevention recommendations.

If an employee is medically determined to be unable to continue in their present employment capacity, and appropriate reasonable accommodation cannot be found, the employee may be subject to termination of employment.

TESTING

The costs associated with the administration of any psychological or related mandated testing or screening required as a condition of employment either by federal/state statute or departmental policy shall be paid by the employing department.

ORIENTATION PERIOD

A new employee shall normally serve an orientation period of six months. (Deputy Sheriffs will serve an orientation period of up to one year or six months following graduation from the Iowa Law Enforcement Academy at the discretion of the Sheriff.) Said orientation period may be extended at the department head's discretion. New employees are not eligible for any fringe benefits except health insurance. A new employee will accrue sick leave during his/her probationary period, but he/she is not eligible to use sick leave during his/her orientation period, nor are they eligible for vacation, or personal days. At six months, the new employee will be evaluated to determine if:

- The employee should be considered a regular full-time or part-time employee eligible for continued employment and possible promotions and/or increased compensation.
- The employee should be terminated.
- In justifiable cases, an employee's orientation period may be extended in lieu of #2 above.

During the orientation period, the Employee may be terminated from employment at any time and for any reason and shall not be entitled to the availability of the Complaint Procedure/Resolving Disagreements Provisions of this Employee Handbook. However, if a terminated Employee alleges that the termination of their employment is in violation of public policy and requests a hearing, they may be afforded a termination hearing before the Board of Supervisors or appropriate governing board as provided in Step Four of the Complaint Procedure/Resolving Disagreements portion of this Employee Handbook. Any such request for a termination hearing shall be made in writing by the Employee and presented to the Board of Supervisors or appropriate governing board within five working days of the date of termination and shall set forth in detail the reasons the Employee believes the termination to be in violation of public policy. Upon receipt of such request for hearing, within five working days, the Board of Supervisors or appropriate governing board shall assess such request and may schedule a termination hearing if they find that the written request may set forth a credible issue of whether or not the termination may have been in violation of public policy.

Such termination hearing, if any, shall be scheduled within ten working days of the Supervisors' decision to grant a hearing and Employee will be notified of such hearing.

PERFORMANCE APPRAISAL

During the employee's orientation period, he/she shall be evaluated at the end of the 6-month orientation period. After completion of his/her orientation period, each employee shall be evaluated once a year or more frequently as deemed necessary by his or her Department Head. The employee will be counseled about his/her strong points and any areas in which improvements or corrections may be needed. A copy will become a part of the employee's "official" personnel record kept in the Auditor's office. The purpose of the evaluation is to provide an opportunity for either the Department Head or supervisor and the employee to discuss his/her performance and progress, to set goals for development, and to discuss any problem areas or concerns related to employment.

WAGE MATRIX

The Board of Supervisors has went through an exhaustive process to create a Wage Matrix for all classifications within the County. The Board of Supervisors, in consultation with their Human Resources Attorney, will only review concerns regarding the placement of specific classifications on the Pay Matrix if the Department Director or Elected Official submits in writing the following information:

1) An analysis that the market conditions for the classification have changed resulting in recruitment and/or retention issues.
2) Comparability data suggests the classification is paid below market. This would include information that identifies the compensation level of the classification in the five (5) larger and smaller counties and the surrounding counties.

If the Board of Supervisors determines that there is sufficient information/data for the classification to be reviewed, the Board we refer it to their Human Resources Attorney. A review will be performed and a recommendation made to the Board regarding the appropriate compensation for the position.

HOURS OF WORK AND OVERTIME

The purpose of this Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The Employer shall make determination of daily and weekly hours of work.

Workweek—County Attorney's Office, Auditor's office and Assessor's Office:
The normal workweek will consist of five, seven and one-half (7 ½) hour days. The normal weekday will be from 8:00 a.m. to 4:00 p.m., Monday through Friday, with a one half (1/2) hour unpaid lunch period, which will normally be taken at or near the middle of the 7½ hour shift. There shall be one fifteen-minute paid break during each one-half (1/2) day shift. The time for lunch and breaks may vary at the discretion of the Department Head.

Workweek—Courthouse:
The normal workweek for regular full-time employees shall consist of five seven-hour days. The normal workday will be from 8:00 a.m. to 4:00 p.m. Monday through Friday, with a one-hour unpaid lunch period, which will normally be taken at or near the middle of the seven-hour shift. All employees shall normally have a fifteen-minute paid break during each one-half shift. The times and arrangements for lunch and rest periods may vary, depending on the nature of the work being performed and will be granted at the discretion of the Department Head.

Workweek—Public Health, Community Services and Relief General Assistance and Veterans Affairs:
The normal workweek for regular full-time employees shall consist of five eight-hour days. The normal workday will be from 7:30 a.m. to 4:00 p.m. (Case Management/Community Services from 8:00 a.m. to 4:00 p.m.) Monday through Friday, with a one half (1/2) hour unpaid lunch period, which will normally be taken at or near the middle of the eight-hour shift. All employees shall normally have a fifteen-minute paid break during each one-half shift. The times and arrangements for lunch and rest periods may vary, depending on the nature of the work being performed and will be granted at the discretion of the Department Head.

Workweek—Secondary Road:
The normal workweek for regular full-time employees shall consist of five, seven and one-half hour days. The normal weekday will be from 8:00 a.m. to 4:00 p.m., Monday through Friday, with a one-half hour unpaid lunch period, which will normally be taken between noon to 1:00 p.m. There shall be one fifteen-minute paid break during each one-half day shift. The time for lunch and breaks may vary at the discretion of the County Engineer.

Workweek—Sheriff's Department:
Deputy Sheriff Workweek: SEE UNION CONTRACT

Correctional Officer Workweek: Pursuant to Section 7(k) of the Fair Labor Standards Act (29 U.S.C. §207(k)), Cedar County has established a fourteen (14) day work period for employees assigned to positions classified as Jailers within the Cedar County Sheriff's Office. For purposes of overtime compensation, Jailers shall be paid

overtime at one and one-half (1.5) times their regular rate of pay for all hours worked in excess of eighty (80) hours during the established fourteen (14) day work period. Nothing in this policy is intended to conflict with the requirements of the Fair Labor Standards Act or applicable federal or state law. In the event of such a conflict, the law shall control.

Dispatcher Workweek: SEE UNION CONTRACT

Office and Clerical Employee Workweek: The normal workweek for regular full-time office and clerical employees shall consist of five eight-hour days. The normal workday will be from 8:00 a.m. to 4:00 p.m., Monday through Friday. The times and arrangements for lunch may vary, depending on the nature of the work being performed and will be granted at the discretion of the Sheriff.

Workweek—Conservation:
The normal workweek for regular full-time employees shall consist of five eight-hour days. The normal workday shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a thirty-minute unpaid lunch period, which shall normally be scheduled at or near the middle of the eight-hour shift.

Workweek—Solid Waste:
The normal workweek for Solid Waste Commission employees will be the hours of 6:00 a.m. to 4:00 p.m., Monday through Saturday with two days off during the week dependent on seasonal and special event waste flow. When working weekdays, employees will be given a one-half hour paid lunch period which will normally be taken near the middle of the day. Employees shall also be given a paid fifteen-minute break during each half day shift. Times and arrangements for lunch and rest breaks will be granted at the discretion of the Solid Waste Manager.

Reporting of Hours of Work:
All nonexempt (hourly) employees must accurately record their hours worked for each pay period on a form provided by the auditor's office. The department head and his/her designee shall sign the timecard submitted by the employee prior to submitting the timecard to the Auditor's Office for payment. By signing the timecard, the department head is approving the hours recorded as being accurate for payroll purposes.

All exempt (salaried) employees, excluding elected officials, must complete a payroll record that specifically reflects the use of any paid or unpaid leaves of absence. The department head shall review and sign the payroll record submitted by the employee prior to submitting the record to the Auditor's Office for payment. By signing the payroll record, the department head is approving the hours recorded as being accurate for payroll purposes.

OVERTIME/COMPENSATORY TIME

Standard Criteria:

- For non-exempt employees, the choice between compensatory time or cash payment will be at the discretion of the Department Head.
- Paid leaves, vacation time and compensatory time shall not be counted as working time for the purpose of determining overtime or compensatory time.
- Except for emergencies, the employee's Department Head must approve any work in excess of the normal work period in advance.
- If employees don't voluntarily schedule the compensatory time, the Department Head is permitted to schedule such until hours are reduced.
- Compensatory time in excess of forty hours for employees must be used prior to using vacation or personal time.
- Anyone leaving employment with Cedar County will be paid for compensatory time not used.

Criteria Variances:

Exempt Employees: Exempt employees shall not receive overtime compensation either in the form of pay or time off. The Department Head may, however, grant reasonable periods of time off to these employees when he/she feels that it is warranted.

Sheriff Deputies: SEE UNION CONTRACT

All Other Employees: All non-exempt employees who work in excess of forty hours in any work we shall be granted compensatory time off (one- and one-half hours off for each hour of overtime worked) or paid in cash at the rate of time and one-half the employee's straight time hourly rate for hours worked in excess of forty hours in any workweek in accordance with the Fair Labor Standards Act.

The workweek shall begin at 12:01 a.m. on Sunday and end at 12:00 Midnight the following Saturday.

Non-exempt employees may accrue up to 240 hours of compensatory time.

BENEFITS

VACATION

Eligibility and Allowances:

All regular full-time employees shall be eligible for vacation on their seniority date as listed below. Employees working less than 30 hours per week will not be eligible for vacation time.

Service Requirement	Vacation Allowance	Earning rate/pay period/workweek		
		35 hours	37.5 hour	40 hours
After six months of cont. service	Accrued balance			
After one (1) full yr. of cont. service	Remaining accrued balance Equal to Five (5) working days	1.35	1.44	1.54
After two (2) full yrs. of cont. service	Ten (10) working days	2.70	2.89	3.08
After five (5) full yrs. of cont. service	Eleven (11) working days	2.96	3.17	3.38
After seven (7) full yrs. of cont. service	Twelve (12) working days	3.23	3.46	3.69
After eight (8) full yrs. of cont. service	Thirteen (13) working days	3.50	3.75	4.00
After nine (9) full yrs. of cont. service	Fourteen (14) working days	3.77	4.04	4.31
After ten (10) full yrs. of cont. service	Fifteen (15) working days	4.04	4.33	4.62
After eleven (11) full yrs. of cont. service	Sixteen (16) working days	4.31	4.62	4.92
After twelve (12) full yrs. of cont. service	Seventeen (17) working days	4.58	4.90	5.23
After thirteen (13) full yrs. of cont. service	Eighteen (18) working days	4.85	5.19	5.54
After fourteen (14) full yrs. of cont. service	Nineteen (19) working days	5.12	5.48	5.85
After fifteen (15) full yrs. of cont. service	Twenty (20) working days	5.40	5.77	6.16
After sixteen (16) full yrs. of cont. service	Twenty-one (21) working days	5.67	6.06	6.46

A full year of service consists of at least 1820 hours (35-hour workweek); 1950 hours (37.5-hour workweek); and 2080 hours (40-hour workweek). Vacations must be taken during the anniversary year; however, with the Department Head's approval, one (1) year's vacation accrual may be accumulated and carried over to the next year. Anniversary year is the year following the earning of said vacation time.

Upon resignation, retirement, death, or termination from County service, an employee shall be paid on a for all unused vacation leave [with two years maximum allowed] at the time of termination, provided the Department Head was properly and timely notified as required in under the policies governing resignation and termination of employment. Or upon resignation or retirement, an employee may choose to remain on the county payroll by "using out" unused vacation leave for up to 30 calendar days; however, earning rates will cease after final working day.

During the first six months of employment, an employee is not eligible to use pro rata vacation time and pay.

Upon completion of six months of continuous service, a six-month vacation balance will be posted on the employee's payroll warrant.

Vacation Pay:

The rate of vacation pay shall be the employee's regular straight time rate of pay for the day or week for which he/she would have been regularly scheduled to work. Accrued vacation leave cannot be used to extend a workday beyond regularly scheduled work hours.

The Department Head must approve all vacation requests.

SICK LEAVE

Regular work attendance is one measure of an employee's reliability and dependability. Although an absence may be necessary on occasion, such absences cause work interruption, place greater demands on other employees and increase County expense. This policy is established to specify County attendance standards and expectations.

Sick leave accruals may be used for the following reasons:

- Personal illness or injury which renders the employee unable to perform the duties of his/her position.
- **Serious illness of a member of the employee's immediate family, necessitating the employee to be in attendance (Immediate family shall be defined as including spouse, dependent child, or legal ward).**
- Medical, dental or optical appointments which cannot be scheduled during non-working hours.

Sick leave will not be granted in the event of absence resulting from illness or injury brought about by the performance of duties on behalf of an employer other than Cedar County.

Regular and prompt attendance is a condition of employment. Failure to maintain good attendance will result in disciplinary action. If an absence is necessary for any reason, it should be authorized in advance or, if advance authorization is not possible, notice should be given to the immediate supervisor as early as possible, prior to the start of the work shift.

An absence is any time missed from a scheduled workday except for approved leaves of vacation, funerals, jury duty, work related injury, lack of work, sick leave that has been scheduled at least 24 hours in advance and approved, Family Medical Leave, military training or other leave provided by law.

Unpaid personal leave is counted as an absence from work since it is beyond allocated leave time, even if scheduled in advance.

Employee attendance is reviewed periodically, and excessive absence will be cause for disciplinary action.

Consecutive absences for medical or personal leave will be rated by the number of occurrences rather than the number of days absent so that an extended illness would count as one absence. Absences for partial days will be cumulative with one absence counted for each one-shift equivalent.

Although there may be legitimate reasons for repeated absence from work, regular work attendance is a factor of performance and is required for continued employment. Employees with excessive absences will be provided guidance and opportunities for correction in accordance with the following schedule, however, failure to meet attendance standards could result in termination of employment.

Verbal Warning: Employees with more than 6 absences, in a 12-month period, will first be given a verbal warning that their attendance must meet County standards or be subject to disciplinary action.

Written Warning: Employees with more than 2 absences, in the 6-month period following a verbal warning

will be given a written warning and a six-month probationary period.

Suspension: Employees with more than 2 absences, during the 6-month period following a written warning will be given a 5-day suspension and final warning.

Termination: Employees with any absence during the 6 months following a suspension and final warning will be subject to termination from employment.

Employees are encouraged to use accrued vacation leave to cover unpaid sick leave, family emergencies, and other absences when possible. This practice helps to reduce future work absence and provides an opportunity for continuation of pay.

Paid vacation time is earned as part of work compensation and is accrued. Unless otherwise approved by the employee's supervisor, vacation leave should be scheduled at least 24 hours in advance and is subject to workload and availability of replacement workers. Unless otherwise approved by the employee's supervisor, vacation not scheduled in advance will be counted in accordance with this policy.

An employee who misses three consecutive days of work due to an illness or injury, may be required to provide medical documentation substantiating the absence.

An employee who continually refuses to perform according to County policy will be considered to have forfeited the opportunity for guidance and correction.

Any employee who fails to report for two consecutive days of unexcused absence will be considered to have abandoned the position. Employment will be terminated as of the last day worked.

Sick leave with pay shall accumulate at the rate of three-fourth (3/4) day per pay period and can accumulate up to a maximum of one hundred twenty (120) days.

Pay Period Earning Rates:

- 35 hr. workweek = 5.25 hrs.
- 37.5 hr. workweek = 5.63 hrs.
- 40 hr. workweek = 6.00 hrs.

All employees who have accumulated the maximum sick days will be awarded each fiscal year, a 10% conversion of all sick days over the maximum to vacation time.

Unused sick leave will be payable upon death or retirement at $7.25 per hour. The word "retirement" for this section shall mean the voluntary resignation of employment after the minimum time and age requirements fixed for receiving retirement benefits by the employee under the IPERS retirement program. This definition of "retirement" shall apply to all employees from the date of this resolution until such time, if ever, as said word is redefined by amendment of the Personnel Policies.

PERSONAL DAYS

Each regular full-time employee, upon completion of designated period, will be allowed three personal days per year:

- 35 hr. workweek = 21.00 hrs.
- 37.5 hr. workweek = 22.50 hrs.
- 40 hr. workweek = 24.00 hrs.

Accrued personal days cannot be used to extend a workday beyond regularly scheduled work hours, or for, their average workday. Direct Care Workers shall receive personal days according to regular full-time employees based on their average day. An average day is determined by the quarterly average of payroll hours. Employees working less than 30 hours per week will not be eligible for personal days. A personal day for Secondary Road employees shall be considered eight hours. Every July 1st, unused personal days are forfeited. Personal leave may be used for vacation, sick leave, family illness or funeral leave.

HOLIDAYS

Regular full-time employees are eligible for the following paid holidays as set forth by the Board of Supervisors prior to each calendar year. Employees working less than 30 hours per week will not be eligible for holiday pay.

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

Except for designated employees (24-hour facility) working the actual day of the holiday, paid holidays falling on Sunday will be observed on Monday, and paid holidays falling on Saturday will be observed on Friday. Employees will be compensated at 1 ½ times their normal hourly rate for all hours worked on a holiday.

All regular full-time employees shall be paid for each of the holidays set forth in this Article occurring during the period in which they are actively at work. A non-exempt employee required to work on any recognized paid holiday shall be paid in the form of compensatory time or payment at the rate of time and one-half for all hours worked, plus the paid holiday at said straight time rate. The choice between compensatory time and cash will be at the discretion of the Department Head. Holiday pay will be at the normal pay for the day or week for which he/she would have been scheduled to work.

To be eligible for holiday pay, an employee must work the scheduled workdays immediately before and immediately after the holiday. The only exceptions to this are pre-authorized bereavement leave, compensatory time, personal days or excused vacation leave. Or sick leave approved by the department head.

An employee on layoff or leave of absence is not eligible for holiday pay except as required as law.

TIME OFF

Jury Duty:
An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the employer, excluding travel and meal expenses. When released from duty during working hours, the employees will report to work within two hours.

Funeral Leave:
All regular full-time employees who have completed their orientation period shall be allowed paid time off at regular rate of pay up to but not to exceed five (5) consecutive workdays as normally scheduled for the employee in case of the death of the employee's parent, spouse's parent, spouse, child, (includes corresponding step relative or foster) for attendance at the funeral and for any other purpose directly arising out of said death.

One day shall be granted for attendance at the funeral of an employees.

- Brother
- Sister
- Brother-in-law
- Sister-in-law
- Grandparents/Great-Grandparents
- Grandchild/Great-Grandchild

including corresponding step relative or foster. Additional paid time off may be granted if employee has adequate compensatory time, personal, or vacation time to use. Unpaid leave must be requested in writing and will be at the discretion of the Department Head. Direct Care Worker shall receive funeral leave according to regular full-time employees based on their average day. An average day is determined by the quarterly average of payroll hours.

Military Leave:
Employees, upon showing appropriate orders to the Department Head, shall be granted military leave in accordance with applicable state and federal laws.

Injury Leave:
Workers Compensation Insurance covers all County employees. Pursuant to Code of Iowa an employee receiving Workers Compensation benefits for a job-related injury or illness may receive sick pay on a pro rata basis in a limited amount sufficient to offset any difference between Workers Compensation benefits and the employee's regular rate of pay, but only to the extent that sick leave accruals are then available. The Election to Supplement Workers' Compensation Benefits forms must be signed by the employee and can be picked up from Auditor's Office. The employee may elect to receive Workers Compensation benefits without supplemental sick leave use.

Employees that exhaust their paid leaves while supplementing their Workers' Compensation Benefits shall not continue to accrue additional paid leaves.

All accidents must be reported to the supervisor, who shall complete a report to be filed with the Auditor's Office (See Employee Safety Policy page) Any accident requiring professional medical attention shall be reported as soon as practical, but no later than twenty-four hours to insure proper Workers Compensation coverage.

Unpaid Leave:
It is the policy of Cedar County to grant unpaid leaves of absence to its employees when the requests are compatible with a department's operational needs and scheduling requirements. Non-probationary employees may request an unpaid leave of absence for public service leave extenuating medical circumstances or extension of bereavement leave. Probationary employees may request an unpaid leave of absence for previously scheduled

commitments and extenuating medical circumstances.

An employee desiring an unpaid leave of absence shall make a written request to his/her department head, setting forth the reason(s) for the request and the duration of the requested leave.

A request for an unpaid leave of thirty days or less will be approved or disapproved promptly by the department head.

A request for an unpaid leave of more than thirty days will be forwarded with recommendation by the department head to the Human Resources Director or designee. The Human Resources Director or designee will transmit the request with recommendations to the Board of Supervisors for a final decision. In no event shall unpaid leave, under the provision of this policy, be approved for more than six months by the Board of Supervisors.

Upon return from an unpaid leave of absence, Cedar County will attempt to place the employee in his/her former position at the salary and step occupied at the time such leave began; provided however, that the employee is able to perform the essential functions of his/her position. In the event the former position is not available or, the employee is not able to perform the essential functions of his/her position, Cedar County will attempt to place the employee in another position consistent with qualifications, ability, and staffing requirements. At no time will employees utilizing this policy be guaranteed a position upon return from an unpaid leave of absence.

An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned his/her position, unless a written request for extension has been submitted by the employee, recommended by the department head, and approved by the Board of Supervisors.

While on an unpaid leave of absence, an employee shall not accrue sick leave or vacation benefits. Nor shall time spent on an unpaid leave of absence be considered time worked for the purpose of receiving an in-grade wage increment. The employee must pay his/her own group health and life insurance premiums for that portion of an unpaid leave of absence in excess of thirty (30) days unless on Family Medical Leave. The Human Resources Director or designee will notify the employee of this requirement.

In considering an employee's request for an unpaid leave of absence, the department head shall require the employee to use available vacation and/or compensatory time accruals prior to being placed on leave without pay.

Public Service Leave:

A regular County employee who is elected to a municipal, county, state or federal office shall be entitled to an unpaid leave of absence pursuant to the Code of Iowa.

An employee choosing to run for public office shall notify the appropriate department head of such intent at least thirty days prior to the primary or general election. At this time, the employee shall indicate whether, if elected, an unpaid leave of absence will be necessary.

An employee seeking public office is prohibited from campaigning in any manner during work hours. Failure to observe this condition may result in disciplinary action, up to and including dismissal.

Volunteer Fireman, Ambulance and Rescue Personnel:

A volunteer firefighter, ambulance or rescue personnel will be paid his/her normal wage when he/she is called out during normal working hours.

Reserve Deputy:

A reserve deputy will be paid his/her normal wage when called to serve for the Cedar County Sheriff's office during normal working hours.

LIGHT DUTY

The purpose of this policy is to establish guidelines and procedures for employee restricted work assignments while temporarily unable to perform their normal work assignment as a result of a personal illness or injury.

Work Related Incapacity:

Employees temporarily incapacitated as a result of work-related circumstances will be required to perform assigned work as soon as a competent medical authority has determined that they are capable of performing those specific duties assigned and such work would not be inconsistent with ongoing medical treatment.

The Department Head, or designee, shall determine specifically which work assignments are appropriate and shall then obtain the appropriate medical clearance. Such employees will be required to perform duties as assigned and those assignments may include work in any County department or office.

Cedar County will accommodate non-work-related injuries or illnesses, to the extent required by state or federal law.

GROUP MEDICAL INSURANCE

Regular full-time employees shall contribute 20% of the cost of a single, two-person or family plan. The employer contribution will be 80% of the cost of the plan.

If the employee elects to waive group coverage, no additional compensation or additional benefits shall be received.

If the County employs both husband and wife, the Employer will provide 80% of the cost of a two-person or family plan.

New employees will be eligible for coverage the first of the month following thirty (30) days of employment.

The County reserves the right to alter or eliminate any insurance benefit at their discretion.

DENTAL

The Employer will provide each eligible regular full-time employee, , the total monthly premium for the cost of a group dental insurance program of the Employer's choice for the individual only with the starting date to be the first of the month following thirty (30) days of employment. The amount of the two-person or family premium (if the employee desires to have and pay the difference) will be set each year by the Board of Supervisors. A copy of the group plan will be provided to each employee.

COVERAGE

The insurance programs, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the Employer.

OPEN ENROLLMENT

Cedar County reserves the right to offer an open enrollment into Cedar County's medical and dental plan based solely upon the review and written approval of the Cedar County Board of Supervisors on an annual basis. If the motion is passed by the Board of Supervisors to offer an open enrollment, the following rules shall apply:

- All open enrollment are dictated by the insurance company.
- An eligible employee (see eligibility section) may add a spouse or dependent(s) to their plan.
- An eligible employee (see eligibility section) may enroll onto the Cedar County Medical and Dental Plan that had not previously been covered.
- The open enrollment provision is separate from the rules that govern new hires, events, and/or eligibility changes written in the appropriate sections of this manual.

EMPLOYEE RESPONSIBILITY

Each employee or qualified beneficiary must notify the Auditor's Office within 31 days of the date of the event that changes the status of your certificate: (This report shall be in accordance with applicable law).

- Divorce or legal separation of an employee.
- The end of a dependent child's status as a dependent under your group medical insurance program.
- Birth or adoption of a child.
- Marriage of an employee or dependent child.
- Death of employee, spouse or dependent child.

PERSONNEL AND MEDICAL FILES

The official personnel file and medical file of all Cedar County Employees shall be maintained by the Cedar County Auditor's Office. Pursuant to the Health Insurance Portability and Accountability Act of 1996 (H.I.P.A.A.) all medical information maintained by Cedar County will be held in confidential medical files separate from the regular personnel files, in a locked cabinet. Access to medical information will be limited to supervisors, managers or others as permitted by law, who need to know about medical restrictions or accommodations for the employee.

The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Cedar County, and access to the information they contain is restricted. Generally, only management personnel of Cedar County who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Auditor's Office. With reasonable advance written notice, employees may review their own personnel file in the Auditor's Office and in the presence of an individual appointed by Cedar County to maintain the files.

RESIGNATION OR TERMINATION

Employees shall give notice to their Department Head with a copy going to the Auditor's Office of intent to resign not less than fourteen (14) calendar days before leaving the position. Upon receipt of a timely notice, a lump sum pay out of the accrued vacation, personal and compensatory time will occur. The Department Head shall notify the Auditor's Office of employees who have been terminated or resigned within forty-eight (48) hours or less verbally regarding the termination/resignation. Notification shall be provided in writing at least six (6) calendar days prior to the end of the pay period during which the action occurred.

Employees should perform an exit interview with the Auditor's Office. Employee must return employee ID, name

badge, and all keys to County property to the Department Head prior to last day of employment.

In the event that an employee wishes to rescind a voluntary notice of separation that has been received and accepted, the decision to accept or reject such request shall be at the discretion of the Elected Official or Department Head. Such request must be made prior to last date actually worked, not including time when an employee requests to take paid time off as their final days of employment. If the request for rescission is accepted, the employee shall maintain their position, seniority, current wage and accrual rates as if the separation had not occurred.

TERMINATION OF HEALTH AND DENTAL

If employment termination date is prior to the 15th of the month, the employee is eligible only for the current month of health and dental insurance; however, if the employment termination date is the 15th of the month or after, the employee will remain eligible for the following month of insurance.

No employee refunds will be issued on health and dental premiums.

STATUS CHANGE– REGULAR EMPLOYEE TO AN ELECTED OFFICE

A regular full or part-time employee who is elected or appointed to an elective office, (Auditor, County Attorney, Recorder, Sheriff, Supervisor, and Treasurer) shall be paid for accrued vacation, personal, and compensatory time balances reflected on payroll records in the Auditor's office at the time of the election or appointment. The employee shall be paid at the hourly rate of pay being received at the time the election or appointment occurred.

EARLY RETIREMENT

Per Iowa Code Cedar "County shall allow its employees who retire before attaining 65 years of age to continue participation in the group plan at the employee's own expense until the employee attains age sixty-five years of age." When the employee reaches Medicare age, if he/she has dependents that are not yet eligible for Medicare, the dependent coverage may be extended through the County under the provisions of COBRA. (See pg. V-2). (Dental insurance is excluded as a county retirement benefit, but it is offered to retired employees following the COBRA provisions.)

Retirees will receive payment for unused sick leave as defined in the Cedar County Employee Handbook in the form of a lump sum at $7.25 per hour. He/she must meet IPERS requirements for retirement and be eligible under the terms of his/her employee contract. (If no contract exists the employee is considered a regular full-time employee and will follow guidelines set in Cedar County Employee Handbook.)

As early retirement is of benefit to both the employer and the employee, Cedar County wishes to cooperate with employees who would like to retire early and extends the following incentive program.

Employees between the ages of 55 and 61 wishing to retire with at least 16 years of service shall remain on the County health insurance policy until they are Medicare eligible with Cedar County paying 50% of a single plan, or an equal amount toward a two-person or family plan depending upon the employee's coverage prior to retirement.

Employees between the ages of 62 and 65 wishing to retire with at least sixteen years of service shall remain on the County health insurance policy until they are Medicare eligible with Cedar County paying 80% of a single plan, or an equal amount toward a two-person or family plan depending upon the employee's coverage prior to retirement.

For an employee with less than sixteen years of service, he/she will receive a prorated benefit based on the number of years of service divided by sixteen.

Meeting the age requirement of the next category does NOT qualify the individual for benefits of the succeeding category.

The County reserves the right to alter or eliminate any insurance benefit at their discretion.

FAMILY AND MEDICAL LEAVE ACT POLICY

In accordance with the Family Medical Leave Act (FMLA), Cedar County will grant up to 12 weeks unpaid leave annually, based on the previous rolling 12-month period. To be eligible for this leave an employee must have worked for Cedar County for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition.
2. Birth, adoption or placement of a child.
3. Caring for a spouse, child or parent, with a serious health condition.
4. Exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on covered active duty.

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with Federal Law.

You must provide a written request for leave and sufficient medical certification to the Auditor's Office within 15 calendar days from the date of your absence. Cedar County reserves the right to request re-certification at the county's discretion in accordance with federal law.

Employees will be required to use all sources of paid leave concurrently with FMLA leave for any portion which is not covered by disability insurance. The annual FMLA allowance will run concurrent with any Workers' Compensation leave.

Your insurance benefits will be maintained for up to 12 weeks during your leave under the same conditions as if you continued to work. You must continue to pay your portion of the insurance premiums. You must make arrangements for payment of these premiums in a timely manner. If your leave extends for more than 12 weeks, you will become responsible for payment of the entire health insurance premium to maintain coverage.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you do not return to work following FMLA leave you will be required to reimburse the company for your share of health insurance premiums paid on your behalf.

You will be required to present a certificate from your physician releasing you to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, Cedar County will assume that the employee has resigned.

PREGNANT WORKERS FAIRNESS ACT AND PUMP ACT POLICY

Under the Pregnant Workers Fairness Act, pregnant workers shall not be discriminated against based on their pregnancy or childbirth complications. Employees with needs related to pregnancy, childbirth, or related conditions (including lactation), may request a reasonable accommodation to enable them to perform their job. The County will provide reasonable accommodations for needs related to pregnancy, childbirth or a related medical condition so long as the requested accommodation does not impose an undue hardship on the County, and if the requested accommodation does impose an undue hardship the County will work with the employee in good faith to identify alternative accommodations that are equally effective and do not cause an undue hardship. The County will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees who request or use such reasonable accommodations.

Under the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), nursing employees have the right to reasonable break time and a space, other than a bathroom, that is shielded from view and free from intrusion to express breast milk while at work. Employees will be provided a reasonable break time for each time the employee has a need to pump breast milk for up to one year following the child's birth. The PUMP Act does not require employees be paid for break time beyond the time an employee already receives for paid break periods. Accordingly, employees may use time allotted for paid break periods as set forth in the handbook to pump. Additional time needed to pump beyond time allotted for paid break periods will require use of applicable paid leave or be in an unpaid status so long as the employee is entirely free from conducting work while expressing milk. Lactation facilities are available and can be accessed through coordination with the Human Resources director or their designee.

LEAVE DONATION POLICY

Employees may donate up to forty (40) hours of accrued vacation time in one (1) hour increments to an eligible employee who has been approved for a leave of absence under the County's Family & Medical Leave Act Policy for their own serious health condition and has exhausted all applicable paid leave.

Eligible employees requesting leave donation must submit the request in writing and submit a letter signed by the physician within ten business days of the beginning of the absence or as soon as reasonably possible. Notification on leave donation will be provided to the department heads of both the employee requesting the leave donation and the employee donating the leave.

Names of recipients and donating employees will not be disclosed. Employees wishing to donate vacation must notify the Auditor's Office in writing.

The recipient shall receive no more compensation than would have been earned while actively working and will not accrue vacation leave on donated hours. Donated leave will be paid at the appropriate wage rate of the recipient regardless of the pay rate of the donating employee.

If leave is foreseeable, donated time must be used within thirty (30) working days of the effective day of the donation. When leave is unforeseeable, leave will be addressed in accordance with the County's FMLA policy.

The County Auditor's Office will notify the recipient and recipient's direct supervisor of approved donated hours and appropriate vacation adjustments to the donor and recipient vacation bank will be made by the Auditor's Office.

Once the vacation has been transferred to an employee it cannot be returned to the donating employee. An employee may donate available earned vacation time to more than one employee per year provided the established

criteria are met; however, an employee cannot donate more than forty (40) hours during a calendar year. The decision to transfer vacation hours is irrevocable; donation is voluntary and will not be required by the Employer.

Revised 10/4/2022

ANTI-HARASSMENT

Illegal Harassment:

It is the policy of the Cedar County that no employee be harassed by another employee, customer or supervisor on the basis of sex, race, age, disability, national origin, sexual orientation, religion or any other legally protected category.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management and supervisory personnel have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee should bring the matter directly to the immediate attention of the Human Resources Director or designee or a member of management. All complaints will be investigated, and appropriate remedial action taken, up to and including discharge. There will be no retaliation against anyone who submits a harassment complaint or participates in an investigation relating to such a complaint.

Sexual Harassment:

It is the policy of the Cedar County that no employee be harassed by another employee or supervisor on the basis of sex.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited are subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

- Repeated sexual flirtations, advances, or propositions.
- Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- Any uninvited physical contact or touching, such as patting, pinching or other contact.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management and supervisory personnel have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment should bring the matter directly to the immediate attention of the Human Resources Director or designee or a member of management. All complaints or reports of sexual harassment will be investigated, and appropriate remedial action taken, up to and including discharge. There will be no retaliation against anyone who submits a sexual harassment complaint or participates in an investigation relating to such a complaint.

Complaint Procedures:

Any employee who has a complaint of harassment at work by anyone, including supervisors, co-workers, or visitors should immediately bring the problem to the attention of your Department Head, a member of the Board of Supervisors, Board of Health, Conservation Board or Human Resources Director or designee. If a complaint is received by any other person, that person shall immediately notify Human Resources Director or designee.

All Department Heads, members of the Board of Supervisors, Board of Health, Conservation Board shall immediately notify Human Resources Director or designee of the complaint.

Human Resources Director or designee will request the complaint be written to include: the name(s) of those against whom the complaint is lodged and a clear and concise description of the facts related to the alleged harassment. All such complaints should be signed and dated by the complainant. Human Resources Director or designee along with assistance from the County Attorney will investigate all complaints immediately. All complaints will be handled in a timely and confidential manner. The purpose of this provision is to protect the confidentiality of the employee, who files a complaint, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and obtaining any names of apparent witnesses. Employees shall be guaranteed an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation. A recommendation for timely resolution will be communicated to the parties involved both orally and in writing.

Any employee determined by impartial investigation to have harassed another employee will be subject to appropriate disciplinary procedures, up to and including termination. If an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action up to and including termination of employment.
A non-employee who subjects an employee to harassment in the workplace will be informed of the County's harassment policy by the employee's supervisor or the County Attorney; other action may be taken as appropriate.

CEDAR COUNTY PROHIBITS ANY FORM OF RETALIATION AGAINST EMPLOYEES FOR BRINGING BONA FIDE COMPLAINTS OR PROVIDING INFORMATION ABOUT HARASSMENT.

SOCIAL MEDIA POLICY

Purpose:
The purpose of this policy is to establish Cedar County's regulations defining the use of various technologies known collectively as "social media." The County accepts the value of social media (defined in this policy) in maintaining communications, however, there are also significant risks associated with the use of social media. Based on this, it is the policy of Cedar County to restrict the use of social media as set forth in this policy.

Nothing in this policy is intended to limit a County employee's right to free speech or an employee's right to engage in concerted activity aimed at affecting a change in the workplace.

Responsible for Implementation: Chief Security Officer

Scope:
This policy covers all social media messages generated on or handled by electronic communication systems owned by the County. This policy is also applicable to all social media messages generated by employees of the County that relate to their status as an employee of the County.

Policy:
Cedar County will undertake training programs for all employees to ensure that employees and contractors be trained in the risks of social media, and Cedar County's social media policies and procedures.

Social media may be used during business hours only for business purposes. Business purpose is defined as using social media as a means of communicating official information about the County, including events, department activities, emergency information, feature stories, interaction with a professional association, or information source necessary to the job duties of an employee.

Cedar County strongly discourages Cedar County employees or contractors from using social media tools as a means for communicating with individuals in the course of their work for the County. The messages on these tools could constitute public records under Iowa Code Chapter 22.

All County social media accounts must be viewable to the public and not use privacy settings. The County logo and authorized departmental extensions should be used on all social media accounts to confirm authenticity of site information. Employees representing the County via social media accounts must always conduct themselves in a manner fitting as a representative of the County and must comply with the guidelines contained in this policy and with the provisions relating to "Prohibited Content".
Cedar County does not endorse people, products, services or organizations on social media web sites.

Definition of Social Media:
Social media platforms are comprised of the technology tools and online spaces for integrating and sharing user-generated content to engage constituencies in conversations and allow them to participate in content and community creation. Examples are Facebook, X, LinkedIn and YouTube. If there are any questions as to whether the service the employee or contractor is using is social media, the Cedar County Chief Security Officer may be contacted.

Prohibited Content – The following content shall be prohibited on official County social media sites:

- Profane language or content.
- Content that promotes, fosters, or perpetuates illegal discrimination or harassment of any kind.
- Sexually explicit content or links to such content.
- Solicitation of others for commercial ventures, including any "junk mail," "spam," "chain letters," "pyramid schemes" or any other form of solicitation.
- Making or publishing of false or defamatory statements concerning any employee, supervisor, the County, or its operations.
- Personal information about employees.
- Posting of HIPAA protected information.
- Violate copyright or intellectual property rights.
- Endorsements of non-County products, services, or organizations.

The County reserves the right to monitor, prohibit, restrict, block, suspend, terminate or discontinue the use of any Cedar County social media activity without notice based on prohibited content, consistent with applicable law. If any record is deleted for prohibited content, it is the responsibility of the affected department to retain a public record of that content and keep a record of why the information was removed.

Employee Personal Use of Social Media: If personal posted material could be attributed to the employee's department or the County, the post must be accompanied by a disclaimer identifying that the statements or opinions

presented are one's own and do not reflect those of either the employee's department or the County. Employees should make certain any online activities do not interfere with their effectiveness at work and ensure any on-duty personal use is limited to break times. Employees should not portray themselves as spokesperson for their department or the County unless they are specifically authorized to do so by their Department Head, the CPO, or the Board of Supervisors. Employees shall not participate in online social media or forums on behalf of the County or their Department unless they are authorized to do so by the Department Head.Employees' personal social media usage which substantially disrupts the operations of the County may result in disciplinary action, up to and including termination. This includes posts that are discriminatory, harassing, threaten violence, contain the County's confidential/HIPPA protected information, or are otherwise unlawful.Employees may not use their County email account in connection with a personal social networking account. When violations of these guidelines occur, the County reserves the right to exercise judgment in determining the appropriate level of discipline by reviewing each incident on a case-by-case basis.

Procedures:
Cedar County "Content Owners" are those assigned the responsibility of creating, maintaining, monitoring, and/or moderating any social media content regarding Cedar County, its management and employees, its policies and operations, and its processes and individuals, whether using the Cedar County platform or a personal platform. "Content Owners" are typically Department Heads, or specific employees with social media responsibility.

1. Before an employee, elected official, volunteer or contractor can create, maintain, monitor or moderate social media content regarding Cedar County, using either the Cedar County platform or their personal platform, the employee or contractor must obtain approval for the social media posting from a Content Owner.

2. To receive approval, the Content Owner must receive the following information: the social media tools to be used, the purpose of the social media effort, how it will help Cedar County, how the Content Owner will mitigate risks to Cedar County and the Content Owner, a draft of the content and how the content will be maintained and monitored to ensure the social media use conforms to Cedar County policies and procedures.

3. Social media content on behalf of Cedar County will be respectful and positively present the Cedar County professional image and reputation.

4. Cedar County employees or contractors will not participate in online forums where any Cedar County nonpublic proprietary information as described in this policy is discussed without prior approval from their Department Head or the Cedar County Chief Privacy Officer (CPO).

5. Employees, elected officials, volunteers or contractors will immediately contact their Department Head or the CPO if the employee, elected official, volunteer or contractor is made aware of social media content that violates this policy, whether posted by an employee or contractor or other party. Any Department Head receiving a report should then report to the CPO.

Violation of these policies is inappropriate and may result in applicable disciplinary action as described in the Cedar County policies and procedures.

Applicable Standards and Regulations:
45 C.F.R. §164.502(a)

CONFLICT RESOLUTION PROCEDURE

It is the policy of Cedar County to treat all employees equitably and fairly in matters affecting their employment. Each employee will be provided ample opportunity to understand and resolve matters affecting his/her employment which the employee believes are unjust. The grievance procedure established in this policy shall be available to all regular County employees not covered by a collective bargaining agreement and who have completed their initial probationary period with the County. Employees shall have the right to present grievances without fear of reprisal.

The following are matters which may be grieved under this policy:

- Alleged unjust application of discipline.
- Alleged discrimination in any aspect of Human Resources administration on the basis of non-merit factors (i.e., race, sex, age, political affiliation, etc.).

NOTE: For a complaint of this nature, an employee has the option of utilizing this grievance procedure or following state and federal statute

Alleged unfair application, interpretation or violation of the rules and regulations of the County or one of its departments or offices.

Grievance Procedure:

Any grievance of an employee shall be handled in accordance with the following procedure:

Step 1: An employee shall discuss any alleged violation with her/his immediate supervisor within seven calendar days following its occurrence (or within seven calendar days from the date the employee should have had knowledge of its occurrence) in an effort to resolve the problem in an informal manner. The immediate supervisor shall respond verbally no later than seven days after the initial discussion. Every effort should be made to resolve the grievances at Step 1.

Step 2: If the Step 1 response fails to resolve the matter, the aggrieved employee may present the grievance in writing to the department head within seven days following receipt of the Step 1 response. Within seven calendar days following receipt of the grievance, the department head will answer the grievance in writing.

Step 3: In the event the official's answer in Step 2 fails to resolve the employee's grievance, the employee may, within seven calendar days following receipt of the answer in Step 2, present the grievance in writing to the Human Resources Director or designee. Within 10 calendar days following the Human Resources Director or designee's receipt of the written grievance, the Human Resources Director or designee shall meet with the interested parties to more fully discover the facts related to the complaint.

Within 10 calendar days following said meeting, the Human Resources Director or designee shall answer the grievance in writing.

Step 4: If the Human Resources Director or designee's decision does not satisfy the employee's grievance, the employee may, within 10 calendar days following receipt of the answer at Step 3, present the grievance in writing to the Cedar County Board of Supervisors or the appropriate governing board. The Board shall arrange to meet within 30 calendar days following receipt of the grievance with the employee and the official against whom the grievance is filed. Within 10 calendar days following the meeting, the Board shall issue a written decision. The Board's decision shall be final and binding.

Failure to Appeal:
If a grievance is not presented within any of the time limits specified in this grievance procedure, the employee's grievance shall be waived, and the employer's last answer shall be final and binding.

Administrative Procedures:

1. All suspension and discharge grievances shall commence at Step 3 of the grievance procedure and must be filed in writing no later than seven days following receipt of written notice of such disciplinary action.

2. The employee may be accompanied or represented by counsel at each step of the grievance procedure, if the employee so desires. Any costs incurred by the employee by outside counsel shall be the responsibility of the employee, regardless of the outcome of any decisions at any step of the process.

3. All grievances must specify explicitly the problem, including relevant names, dates, etc.; why the preceding response by management or supervision did not reasonably resolve the problem; and the requested remedy to the problem.

4. An employee shall not have access to this grievance procedure during her/his initial probationary period with the County.

DISCIPLINARY PROCEDURES

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the department head, an infraction is readily correctable and is of lesser consequence.

All corrective actions should be thoroughly documented in writing appropriate to the infraction committed, with reasonable time allotted for improvement and subsequent review. Corrections and suggestions should be made in a constructive manner.

Disciplinary Action:
Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of Cedar County to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated on the more serious first offense.

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned. Disciplinary action will be issued in a manner which will minimize embarrassment to the employee.

All disciplinary actions will be thoroughly documented in writing appropriate to the infraction committed. The document should be signed by the supervisor or department head initiating the action and by the employee. A copy should then be given to the employee, and a copy forwarded to the Auditor’s Office. If the action involves an employee covered by a collective bargaining agreement, said agreement may also require a copy be sent to the appropriate union steward.

Grounds for Disciplinary Action:

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives which prompted it. Related and mitigating factors would be considered when determining the appropriate action to take. Each of the following work-related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other County employee or individual in the community, including verbal or nonverbal sexual or racial harassment.

2. Violation of any lawful and reasonable County or departmental policy.

3. Destruction or loss of County property, including abuse of tools, equipment and/or clothing allotments.

4. Absence from duty without permission, proper notice or satisfactory reason.

5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information.
6. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.

7. Being under the influence of narcotics, alcohol or other physically impairing or illegal substances on the job.

8. Possession of any type of firearms, explosives or concealed weapons (without specific authority).

9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her County job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the County from taking disciplinary action.)

10. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.

11. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.

12. An attendance record which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.

Administrative Procedures:
The Human Resources Director or designee is responsible for assisting department heads and supervisors in the use of corrective or disciplinary techniques as may be necessary to maintain effectiveness and efficiency of operations.

The department head or elected official may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

DRUG POLICY

Cedar County is subject to the Drug-Free Workplace Act of 1988, Public Law

Cedar County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. (A “controlled substance” within the meaning of this policy means any controlled substance in Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks, and undermines the County's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official business. A report of a conviction must be made to your Department Head within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

1. No person shall operate a motor vehicle owned by Cedar County while being under the influence of an alcoholic beverage or other drug or combination of such substances or while having an alcohol concentration of 0.08 or more as defined in Chapter 321J of the Code of Iowa.

2. In addition, no person shall operate a motor vehicle owned by Cedar County within four (4) hours after having consumed any alcoholic beverage. The only exception to this paragraph shall be in the event of an actual emergency not anticipated by the operator of the vehicle prior to the consumption of the alcoholic beverages.

3. Any employee with a commercial driver's license must abide by the above mentioned plus the following guidelines:
    a. Shall not report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.04 or greater.
    b. Perform safety-sensitive functions within four (4) hours after using alcohol. (as per County policy)
    c. Use alcohol for eight (8) hours following an accident or until undergoing a post-accident test.
    d. A driver whose test results indicate an alcohol concentration of less than 0.04 will not be allowed to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following the alcohol test.

An employee my not begin work until they have passed the pre-employment drug and alcohol test

CREDIT CARDS

Each department head is responsible for credit cards issued to their department. The maximum credit limit is set at $10,000, with a per purchase limit established by the department head, elected official, or governing board. Credit cards are to carry no annual fees.

The department head shall authorize all credit card usage within their department.

Credit Cards usage is restricted to the following uses:

- Motel/hotel expenses and guarantee of reservations.
- County car expenses.
- Meals.
- Airline reservations.
- Registration fees.
- Other expenses with prior approval of the governing board.

Any employee charging through the credit card system is responsible for arranging the sales tax-exempt status of Cedar County.

All credit card statements must be immediately submitted for payment to avoid finance charges. All credit card bills shall be accompanied by a detailed itemized receipt. If appropriate receipts are not turned in and cannot be produced, the employee will reimburse the County through payroll deduction for any undocumented charges or any charges that do not comply with County policies.

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

All charges are subject to the maximums set forth by the department head, elected official, or governing board.

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

Employees who have county credit cards in their possession shall be responsible for protecting the credit cards from unauthorized use. Lost or stolen credit cards shall be immediately reported to the department head so that the proper procedure is followed to cancel the card.

When changing departments or ending employment with the county, purchasing cards must be turned in to the department head, elected official or the Auditors office. If requested by the department head or elected official for any reason, the card must be surrendered. Use of the purchasing card or its account number for any purpose after it is turned in is prohibited.

This policy shall be presented to each employee for review before a county credit card is issued to said employee. The employee's signature will evidence that the employee has read this policy and agrees to comply with all of its provisions. The signed copy will be kept in the employee's personnel file maintained in the Auditor's office.

PURCHASING AUTHORIZATION

Employees must receive prior approval from the appropriate Elected Official or Department Head before ordering or purchasing any item or service for County, office or departmental use or benefit. Failure to receive prior approval shall result in the employee being responsible to cover all costs and fees associated with the unapproved purchase.

TRAVEL EXPENSES

Employees required to use their personal automobile for County business shall be reimbursed for mileage at the rate set by the County Board of Supervisors. Meals and lodging authorized and approved by the Employer will be paid on an actual cost basis. Receipts for all expenses must be attached to the vouchers filed with the Department Head.

MEAL REIMBURSEMENTS

WHEREAS the Board of Supervisors desires to formalize and reduce to writing the policy concerning employee reimbursement for meals and travel expense, the following resolution is hereby adopted:

RESOLVED that Cedar County will reimburse employees for business related meals and travel expense upon the following terms and conditions only:

1. The maximum reimbursement for meals shall not exceed $35.00 per day.

2. Only meal and travel expenses incurred in the performance of official duties as a county employee or official (including meal expenses incurred as a result of attending a meeting in an official capacity) shall be eligible for reimbursement. (Excluding alcohol and tips.)

3. Only actual expense already incurred, as evidenced by receipts submitted with any claim for reimbursement, are eligible for reimbursement under this policy.

4. Any claim for reimbursement of meal or travel expense shall be submitted on a form furnished by the County Auditor and shall set forth the specific business meeting or purpose for which the expense incurred, the number of days involved, and the actual expenses incurred as evidence by receipts attached to such claim.
5. In the event the Board of Supervisors, upon review of any claim for reimbursement for meal or travel expenses, finds that the claim was not incurred for legitimate business purposes or that the amount incurred was excessive, such claim shall be denied and no reimbursement shall be paid.

6. Expenses for day meeting mileage and overnight stay from home, meals (itemized receipts) and mileage are submitted to the accounts payable department.

7. Expenses for day meeting meals (itemized receipts) and board session miles are submitted to the payroll department for reimbursement.

FINES POLICY

Any employee who receives a citation, ticket or fine, shall be responsible for all fines and court costs associated with the citation or ticket.

Employees may appeal any decision to the Board of Supervisors, or appropriate governing board, and the Board shall make a determination if using County funds to pay the citation or ticket serves a public purpose. If the Board finds that a public purpose is served, the Board may pay the private debt at its discretion. The Board cannot pay the sums unless such a finding is made according to Iowa Law. Among other factors when making a finding of whether a public purpose is served, the Board shall consider whether the employee was unaware of the violation and whether the employee was following standard practice and policy.

COUNTY NAME BADGE

A name badge identifying the employee as County employees is a mandatory requirement per the Board of Supervisors, as recommended by Heartland Insurance, the County's liability carrier, for Courthouse, Solid Waste, Conservation and County Attorney employees.

A name badge will be supplied upon hire at the County's expense. It should be worn every day and be visible when serving the public at the counter.

If the badge is lost, stolen or broken, contact Auditor's Office, it must be replaced immediately at the employees' expense. If a name change occurs, the new badge will be paid for at the County's expense.

BUILDING ACCESS DEVICE POLICY

Employees that are issued a building access device will not be initially charged for it. If the building access device is lost, stolen or broken, employees should contact the Auditor's Office. The device shall be replaced immediately at the employee's expense. Upon separation of employment, employees shall return the building access device to the Department Head. If not returned upon separation, employees will be responsible for the cost of the building access device.

CELL PHONE

If a cellular phone is to be required for an employee of the department, the department shall purchase it and all bills will be mailed directly to the Department Head for payment. Plans shall be selected based on the best possible benefit and expected use for the County.

Cedar County prohibits the use of a cellular phone while operating a motorized vehicle, unless a hands-free device is used. It is prohibited for employees to email or text while operating a motorized vehicle. These restrictions apply to employees who are operating a county owned motorized vehicle, or a personal motorized vehicle while performing duties on behalf of Cedar County.

Occasional minimal personal use of a County or personal cell phone is permissible per Department Head approval and if the Department Head sufficiently controls its use.

COMPUTER AND INTERNET

The intention of providing Internet and e-mail access is intended to be for business reasons only. Cedar County encourages the use of the Internet and e-mail, it makes communication more efficient and effective; however, Internet service and e-mail are county property, and their purpose is to facilitate county business. Every staff member has a responsibility to maintain and enhance the County's public image and to use county e-mail and access the Internet in a productive manner. Any improper use of the Internet or e-mail is not acceptable and will not be permitted. To ensure that all employees are responsible, the following policy has been put in place.

Purpose & Designation of Information Officer:
The purpose of this policy is to outline Cedar County's policy for usage of Computers, Internet and Electronic Mail. The designated Information Officer is the Data Processing Systems Coordinator, as approved by the Board of Supervisors.

Usage:
It is the policy of Cedar County that employees are encouraged to utilize electronic communication as an appropriate means of communication and research to improve the quality and productivity of employees.

Cedar County employees are authorized to access the Internet and e-mail, however, persons having access to these tools shall utilize them in a legal, professional manner.

Electronic equipment provided for the use of Cedar County employees and any work product, messages, or data transmitted through this equipment is the property of Cedar County. Users shall not download or copy data from the County computer system or any County owned computer, disk or other electronic medium onto disks or other media for personal use and no such data, disk or electronic medium shall be.
removed from County property.

The Iowa Open Records Act (Chapter 22, Code of Iowa) and the Freedom of Information Act, as interpreted by the Courts, indicate that electronic files obtained via the Internet and E-mail communications are public records and subject to inspection by the public in the same manner as paper documents.

All users should be aware that federal copyright laws may protect any information, software, or graphics on the Internet, regardless of whether a copyright notice appears on the work; Cedar County prohibits the reproduction or distribution of copyrighted information. Most software on Cedar County computers and computer systems are copyrighted and licensed to Cedar County for use in accordance with those licensing agreements. Consequently, users may not copy, reproduce or otherwise copy or download any such software or related documentation without prior approval of the Information Officer.

Communications and Internet access should be conducted in a responsible and professional manner reflecting the County's commitment to honest, ethical and non-discriminatory business practice.

Employees, who are terminated, laid off or on extended leave of absence have no right to the contents of their e-mail messages and are not allowed to access the computer system.

Employees are warned that mere deletion of a message or file may not fully eliminate the message from the system.

Cedar County employees are authorized to remove laptop computers and accessories from County facilities to utilize them for County work-related purposes. Laptop computers should be returned to County facilities as soon as possible and practical. Employees should use precautions to safeguard the computer hardware and software.

Confidentiality:

It is recognized that some employees may store information in their computers that is classified as confidential by law, and that information may be protected with passwords unique to individual employees. However, no passwords for screens or files may be added to the County's computer equipment without the approval of the Information Officer.

Information which is protected from inspection by the public is subject to inspection by the Department Head or Information Officer.

It is the responsibility of employees having custody of records classified as confidential by law, to appropriately protect that confidentiality.

Employees shall not transmit confidential county information over the Internet except to the minimum extent necessary to perform their job duties. Confidential information includes, but is not limited to, bank account numbers, credit card numbers, financial information, social security numbers, and any other confidential information pertaining to the County or employee or client of the County.

This policy shall be interpreted and implemented in a manner that complies with HIPAA (Health Insurance Portability and Accountability Act).

General Guidelines:

There should be no expectation of privacy of any materials on the County's systems. The County reserves the absolute right to review and disclose all matters sent over the system or placed into its storage.

Use of the Internet shall be limited to county business purposes. Use of the Internet for non-county business purposes is prohibited. The use of electronic mail for non-county business purposes is prohibited, with the exception of the following:

- emergency public announcements
- emergency school announcements
- early-out school notifications
- notifications from schools concerning the illness of a child.

Any use of the County system to obtain or send offensive or sexually explicit material, improperly communicate messages that are derogatory, defamatory, or obscene are expressly prohibited at any time.

Employees who download information from the Internet are advised to follow procedures in downloading the information to minimize the risk of contracting a computer virus. Downloading of information shall be limited to county business and subject to review by the Department Head or Information Officer. It is required that every computer system have anti-virus software installed and that every diskette or CD received from a third party be scanned before any employee accesses files on it.

Any violation of the Computer and Internet Policy will subject the employee to discipline up to and including termination.

The employee may be held personally responsible for any criminal or civil action brought about as a result of their activities on the Internet or their failure to comply with these policies regarding computer use and the Internet. Users may be held personally liable for damage to the Cedar County computer system or for damages incurred by Cedar County for damages resulting from the user's failure to comply with these policies.

Use of Equipment:

Any use that violates federal, state, or local law or regulation is expressly prohibited. Specifically, but not exclusively the following activities are prohibited:

- Display or transmission of sexually explicit images, messages, cartoons, or any transmission or use of communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs is prohibited.
- Knowing or reckless interference with the normal operation of computers, peripherals, or networks is prohibited.
- Connecting unauthorized equipment to the network for any purpose is prohibited.
- Running or installing games, files, or other software on Cedar County computers is prohibited, if they are not related to work for Cedar County.

- Using the County network to gain unauthorized access to any computer system is prohibited.
- Solicitation is prohibited, whether for charitable, business or personal purposes. Commercial or partisan use is a violation of Iowa law.
- Gambling on County computers and phones is prohibited.
- Social networking on County computers and phones for personal use is prohibited.

Netiquette and Protocols:

Use of the County's computer systems to access, transmit, store, display or request obscene, pornographic, erotic, profane, racist, sexist or other offensive material (including messages, images, video, or sound) that violates the County's harassment policy or creates an intimidating or hostile work environment is prohibited.

Any use that is deemed to adversely affect the County Government is prohibited.

Use of the County's equipment to transmit any personal opinions about the County or its position on any issue or about any staff member or elected official is strictly prohibited.

There shall be no use of computer equipment or Internet access for personal non-work-related purposes, with the exception of the following allowed uses of electronic mail:

- emergency public announcements
- emergency school announcements
- early-out school notifications
- notifications from schools concerning the illness of a child.

Users of Computer Systems are further reminded to consider that while they use the County systems, they represent the County just as they would at a county function or in a county vehicle.

Visits to web sites and other Internet use may reflect upon the County and should be undertaken in a serious, businesslike manner. Any employee who abuses the privilege of county facilitated access to e-mail or the Internet will be subject to corrective action up to and including termination. If necessary, the County also reserves the right to advise appropriate legal officials of any illegal violations.

This policy is subject to change without prior notice.

APPROVED THIS 23rd day of February 2015.

USE OF ASSIGNED COUNTY VEHICLES

According to IRS rules, use of county vehicles by some county employees who take the vehicles home, for non-compensatory business reasons, such as being assigned to be "on call", is considered a taxable benefit. This vehicle use is classified as a non-cash fringe benefit and is subject to income tax and FICA withholding. IRS rules exempt law enforcement officers (including conservation commission employees who have law enforcement responsibilities and patrol parks), and employees who drive specially modified vehicles which are considered qualified non-personal use vehicles under IRS rules.

Use of county vehicles not exempt under IRS rules will be treated as a non-cash fringe benefit and will be taxed by the Commuting Valuation Rule, which states that the employer provided vehicle is provided at a rate to the employee of $1.50 per one way trip (that is from home to work or work to home.) Employees assigned to drive county vehicles, which are not exempt due to being law enforcement personnel or operating specially modified vehicles, will turn in a statement at the end of each quarter summarizing the number of trips that they make between work at home for that period. The total number of trips for the quarter will be multiplied by $1.50 to determine the value of the vehicle use for tax purposes.

EDUCATION

It is the employee's responsibility to keep their licenses and/or certifications current. All licenses, such as nursing license and certificates shall be brought to the Department Head to be copied and given to the Auditor's Office for their personnel file. Failure to keep licenses and certificates current may result in the employee being terminated.

NEPOTISM

Iowa Code section 71.1 provides as follows:

It shall hereafter be unlawful for any person elected or appointed to any public office or position under the laws of the state or by virtue of the ordinance of any city in the state, to appoint as deputy, clerk, or helper in said office or position to be paid from the public funds, any person related by consanguinity or affinity, within the third degree, to the person elected, appointed, or making said appointment, unless such appointment shall first be approved by the officer, board, council, or commission whose duty it is to approve the bond of the principal; provided this provision shall not apply in cases where such person appointed receives compensation at the rate of six hundred dollars per year or less, nor shall it apply to persons teaching in public schools, nor shall it apply to the employment of clerks of members of the general assembly.

Furthermore, the COunty prohibits nepotism under the policy outlined below:
Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

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

This policy must also be considered when assigning, transferring or promoting an employee and also applies to romantic relationshipts. If employees become immediate family members or establish a romantic relationship, the County will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the County will decide in its sole discretion who will remain employed.

GIFTS AND GRATUITIES

No employee shall accept loans, gifts, services, or other preferred arrangements for personal benefit under any circumstances, directly or indirectly involving influence upon the manner, in which he/she performs his/her work, makes his/her decisions, or otherwise discharges his/her duties as a county employee. This policy applies to all employees of the County. See Iowa Code.

EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of Cedar County to ensure that all job applicants and employees are given equal consideration for hire, promotion, transfer and other employment opportunities without regard to that individual's race, gender, color, religion, marital status, national origin, sexual orientation, handicap status, status as a disabled veteran, or status as a Vietnam Era Veteran or other non-merit factors protected by law.

The right of appeal and recourse is guaranteed by Cedar County. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by Cedar County because of race, creed, color, religion, sex, national origin, age, disability, political affiliation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by the Cedar County Board of Supervisor Chairperson, who can be contacted at the Cedar County Courthouse, 400 Cedar St. Tipton, IA 52772; 563-886-3168.

This Equal Opportunity Policy of Cedar County shall be posted in conspicuous places within the facility, distributed to all employees, contractors, and to the chairperson of all advisory and policy-making groups.

EMPLOYEE SAFETY POLICY

Statement of Policy:
It is the policy of Cedar County to provide safe working conditions for all employees and to provide safe facilities for the public doing business with the county and for contractors and others doing work on the county property. This policy is established by the Cedar County Board of Supervisors in their role as policy makers and custodians of county property.

It is furthermore the goal of Cedar County to comply with all federal, state, and local laws and regulations as they pertain to our operations. The Board of Supervisors is dedicated to managing the risks of providing services for its citizens and will do all it can to prevent losses. The county considers no loss acceptable and will make efforts to identify and treat all loss exposures.

Refer to the Cedar County Safety Manuals for detailed safety policies and procedures.

COUNTY VEHICLES & PUBLIC SAFETY—AMENDED RESOLUTION

WHEREAS, the governmental business of Cedar County, Iowa is conducted through its officers, whether elected or appointed, and its employees and agents each under the respective statutes and other Cedar County rules and policies defining the job duties and requirements for any officer, employee or agent; and

WHEREAS, various Cedar County officers, employees and agents have job functions and duties which require the possession and use of vehicles and other personal property owned by Cedar County at times and places away from any such officer's, employee's or agent's assigned county office or other place of work and often require, in the ordinary course of such officers', employees' or agents' duties, that such automobiles and other personal property be readily and immediately available for use at all times for emergency, on-call or other situations involving Cedar County governmental functions, duties and business; and

WHEREAS, the Cedar County Board of Supervisors has been made aware that on some occasions some of those Cedar County officers, employees and agents who have been entrusted with the personal possession of Cedar County vehicles and other personal property for their use involving emergency, on-call or other situations of Cedar County business have used, and permitted others who are not Cedar County officers, employees and agents to use such vehicles and other personal property for personal and family convenience, business, and other functions and purposes which have no relation to the governmental business of Cedar County or to the job functions and duties of that officer, employee and agent; and

WHEREAS it is a Serious Misdemeanor for any such Cedar County officer, employee or agent to knowingly use or permit any other person to use the vehicles or other personal property entrusted to the personal possession of any officer, employee or agent for any private purpose or for any personal gain and to the detriment of Cedar County, Iowa under the provisions of Iowa Code Section 721.2(5) (2003); and

WHEREAS, Cedar County, Iowa and such Cedar County officers, employees or agents who knowingly use or permit any other person to use such vehicles and other personal property for private use, or personal gain can be made liable for damages to third persons under the provisions of common law or Iowa Code Chapter 670 for death, personal injury or property loss; and

WHEREAS, Cedar County, Iowa seeks to prohibit the wrongful use of its vehicles and other personal property and to avoid the potential for civil liability for such wrongful use by setting forth in this Resolution and defining the permissible circumstances of such usage in prescribing the time, place and purpose for which such vehicles and personal property may be used, as permitted by Briner v. Hyslop, 337 N.W.2d 858, 869-870 (Iowa 1983), provide other related county policies and provide the establishment of penalties for such wrongful use;

NOW, THEREFORE, BE IT HEREBY RESOLVED

I

COUNTY OWNED PROPERTY

A. No Cedar County, Iowa officer, employee or agent who is entrusted the possession of any motor vehicle owned by Cedar County, Iowa shall use such motor vehicle for any other purpose than the governmental business of Cedar County, Iowa or the specific statutory or other duties defined for that officer, employee or agent's job functions and duties.

B. No Cedar County, Iowa officer, employee or agent who is entrusted the possession of any motor vehicle owned by Cedar County, Iowa for use in that officer, employee or agent's job functions and duties shall permit any other person to operate, use or be a passenger in such motor vehicle, except as incident to the legitimate governmental business that officer, employee or agent in the ordinary course of such job functions or duties.

C. No Cedar County, Iowa officer, employee or agent who is entrusted the possession of any personal property or equipment owned by Cedar County, Iowa and made available to such officer, employee or agent for use in the job functions and duties of that officer, employee or agent shall permit any person to possess, operate or use any such personal property or equipment, except as incident to the legitimate governmental business of that officer, employee or agent in the ordinary course of such job functions or duties.

II

USE OF PRIVATELY OWNED VEHICLESON CEDAR COUNTY BUSINESS

Certain Cedar County, Iowa officers, employees and agents, as part of their unique or specific job functions and duties, are required to use or may sometimes legitimately use a motor vehicle which is privately owned by that person in the ordinary course of performing his or her job duties. Because Cedar County, Iowa may be liable under the provisions of Iowa Code Chapter 670 for the death, personal injury or property loss of others in such circumstances and Cedar County seeks to avoid an uninsured or partially uninsured loss which might otherwise leave Cedar County liable in such circumstances.

BE IT FURTHER HEREBY RESOLVED

A. This Resolution will be effective 7-1-2005. The Department Heads shall identify each Cedar County, Iowa officer, employee or agent whose job functions and duties require or permit the use of any privately owned motor vehicle in the ordinary course of business whether or not such use is on an ongoing permanent or a temporary or sporadic basis.

B. Each officer, employee or agent so identified by the Department Heads shall be required to have and maintain personal liability and property damage insurance on each such motor vehicle used in discharge of that person's job functions and duties in an amount of not less than:

1. $100,000 for any single personal injury claim.
2. $300,000 for any multiple personal injury claim; and
3. $ 50,000 for any property damage claim.

C. Each officer, employee or agent so identified by the Department Heads shall be required to periodically show a certificate of insurance coverage for each such motor vehicle establishing the coverages required by subparagraph B of this Section not less often than every six (6) months for any period in which such person remains an officer, employee or agent of Cedar County, Iowa.

D. This provision does not apply to members of appointed Boards and Commissions.

III
PENALTIES

A. For any violation of the provisions of Section I:

1. The officer, employee or agent shall be referred to the proper prosecuting authority for possible criminal prosecution under Iowa Code Section 721.2(5) (2003); and

2. The employee or agent shall be removed and, if necessary, terminated as an employee or agent from any position permitting or requiring the possession or use of any motor vehicle, equipment or other personal property owned by Cedar County; and

3. The officer, whether elected or appointed, shall be referred to the Iowa Attorney General, pursuant to Iowa Code Section 66.3(1), for a possible Action, under Iowa Code Chapter 66, for removal from office; and

4. Where it appears that a death, personal injury or property loss is claimed or may have occurred in violation of the provisions of Section I, Cedar County shall commence against such officer, employee or agent that action contemplated by Iowa Code Section 670.8 seeking a determination that such violation constituted a willful and wanton act or omission as to which Cedar County has no duty to defend or indemnify such officer, employee or agent for that death, personal injury or loss or, alternatively, that Cedar County is owed restitution by such person.

B. For any violation of the provisions of Section II, any officer, employee or agent failing to produce, upon the periodic request of the Department Heads and/or Board of Supervisors, proof of the insurance coverages required by Section II shall be prohibited from driving that privately owned vehicle on and in the course of that person's job functions and duties.

Approved and adopted this 6th day of January 2005.

POLICY STATEMENT

These rules, regulations, and procedures are not meant, nor shall be construed or interpreted, to alter the at-will employment status of any Cedar County employees pre-existing their passage or any future Cedar County Employees. These rules, regulations, and procedures are not meant, nor shall be construed or interpreted, to create implied conditions, promises, covenants, or contracts between Cedar County and its at-will employees or to become or create an employment contract between Cedar County and its employees. Nor shall any employee's successful completion of a probationary period or the existence of a progressive disciplinary policy be construed, interpreted, or implied to create a contract of employment, to constitute these personnel policies as a written contract of employment, or to alter in any way an employee's at-will status.

Nothing in these rules, regulations, and procedures should be construed, interpreted, or found by any court of this state, any other state, or of the United States to create any expectancy, entitlement, property or liberty right or interest, any procedural due process rights, or any other Constitutional right, claim, or interest, whether under the Iowa or United States Constitution and nothing in these rules, regulations, and procedures shall be construed, interpreted, or found to create implied causes of action or private rights of action for Cedar County employees.

It is the Employer's intent by these personnel policies to describe for its employees in one document the Employer's expectations for its employees, the benefits associated with employment, the systems the Employer uses to achieve good work and working conditions by and for its employees, and the procedures employees may follow in their conduct with the Employer. It is also the intent of the Employer, through its employees, to abide by and adhere to these policies and the procedures erected for those employees to follow, as best it is able. It is not the intent of the Employer by the creation of these Personnel Policies and the Employer's attempt to follow them in its dealing with its employees, however, to have the existence of these policies, the expectancies, or statements of policy defined in them or the procedures advanced by them taken by its employees or any agency or court as abandonment by the Employer of its at-will relationship with its employees, the construed creation of written or implied contract rights between it and its employees, the creation of rules of understanding giving rise to procedural due process protections, property rights, liberty rights, or any other state or federal constitutional right.

I have read the foregoing, have had this explained to me, and agree that I will not assert in any state or federal administrative agency or court any position to the contrary of that in this Policy Statement.

_____ _____

Signature Date

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF THE CEDAR COUNTY EMPLOYEE HANDBOOK

I have received my copy of the Cedar County handbook. I know that I must read the handbook so that I understand my rights and responsibilities as an employee of Cedar County.

I understand that the handbook is not an employment contract, but it is an explanation or guide of County policies, procedures and benefits. The County has not solicited my assent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the County may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the County and me is terminable at will by either party and that nothing in this handbook creates additional rights or provide a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am to talk with my immediate supervisor, the Auditor's Office or the County Board of Supervisors

_____
(Employee Name)

_____ _____
(Employee Signature) (Date)

_____
Acknowledged

This page is to be submitted to Human Resources Director or designee upon receipt of this booklet and will become a part of employee's personnel file.

DRUG-FREE WORKPLACE ACT OF 1988

NOTICE TO EMPLOYEES

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

Cedar County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. (A "controlled substance" within the meaning of this policy means any controlled substance in Schedules I through V of 21 U.S.C. 812.) Any violation of this prohibition will result in discipline up to and including discharge.

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

- Any employee who is convicted of any criminal drug statute violation for conduct in the workplace is required to notify the County Attorney of this fact no later than five (5) days after such conviction. (The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence of both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statues.
- Each employee must abide by the terms of this policy.

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

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

RECEIPT

I acknowledge receipt of a copy of the foregoing "Notice to Employees" concerning the Drug-Free Workplace Act. I acknowledge that I have read, understand and will comply with the policy. I further acknowledge that neither nothing in the policy is intended, nor shall it be construed as a change in the "at will" nature of my employment.

_____

Employee Name

_____ _____

Signature Date

Copy to file
Copy to employee

ANTI-HARASSMENT POLICY ACKNOWLEDGEMENT FORM

_____ I acknowledge that I have received, read, and understand the Anti-Harassment
(initials) Policy of Cedar County.

_____ I understand what types of behavior at work is prohibited.
(initials)

_____ I understand that if I'm a victim of harassment that I need to bring the matter to the
(initials) attention of my Department Head, Human Resources Director or designee or a member of the Board of Supervisors.

_____ I understand that failure to comply with the policy could result in disciplinary
(initials) action up to and including termination of employment.

_____ _____
Employee Signature Date

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