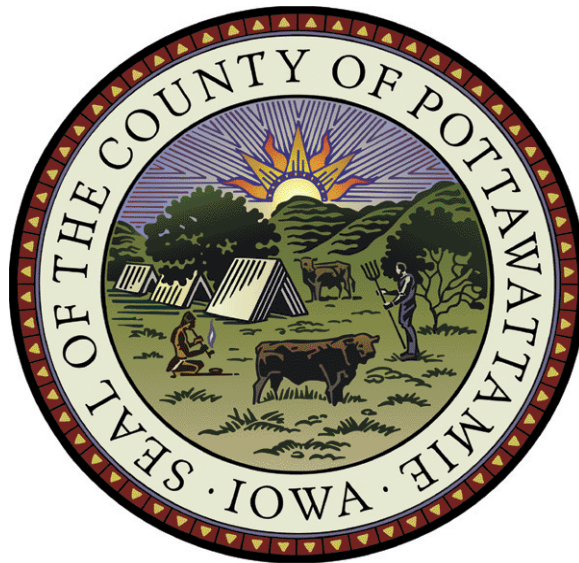


# **POTTAWATTAMIE COUNTY**

## **EMPLOYEE HANDBOOK**



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## **Welcome to Pottawattamie County!**

Pottawattamie County is founded on the principle of public accountability and teamwork. We hope you will find your employment with the County enjoyable.

This handbook has been prepared to welcome you and help you understand the County's policies, procedures, and benefits. The terms and conditions of employment summarized in this employee handbook are the same for all union (collectively bargained) and non-union employees. Employees who elect to join a union or whose job classification is represented by a union will follow the provisions of this policy manual except where these provisions are in conflict with the union's collective bargaining agreement. In such cases where a conflict exists, the collective bargaining agreement shall take precedence over the provisions of this manual.

The contents in this employee handbook are presented as a matter of information only. While we follow the policies and procedures described herein, this manual is not intended nor shall it be considered a contract of employment. The County reserves the right to modify, revoke, suspend, terminate, or change any or all of such plans, policies, or procedures, in whole or in part, at any time, with or without notice. Only the Board of Supervisors has the authority to enter into an employment contract with County employees. Employment contracts must be in writing and signed by both the Board and the employee. All other employees are considered "at will"; meaning employees may be terminated at any time for any lawful reason or may terminate their employment at any time.

You may utilize this employee handbook as a continuing source of reference during your career with Pottawattamie County. If you have questions which have not been answered in this handbook, please feel free to discuss them with your supervisor, Elected Official/Department Head or the Human Resources Department.

Once again, welcome and we wish you every success here at Pottawattamie County.

Sincerely,

Pottawattamie County Board of Supervisors

## **MISSION STATEMENT & PHILOSOPHY**

### **Mission Statement**

The purpose of Pottawattamie County government is to provide the highest quality government possible to the citizens of Pottawattamie County, Iowa, and other governmental entities in the most efficient and cost effective manner possible. It is also to encourage economic development, enhance our tax base and provide higher quality jobs for our citizens.

### **Philosophy**

We, serving in the Pottawattamie County government, believe that public service requires recognizing the unique needs of our citizens and providing resources to be responsive to those needs. We are dedicated to providing professional, prompt and courteous service to meet the needs of our citizens. Our commitment to providing every citizen with high quality and cost effective public services will be the driving goal for every individual employed by Pottawattamie County.

Pottawattamie County's philosophy is based on the following principles that guide the efforts of Pottawattamie County government.

- Provide the least intrusive government that serves the best interest of all citizens.
- View Elected and Appointed Officials as policymakers, and staff as implementers of policy.
- Encourage citizen participation in government and promote public trust and accountability.
- Administer a government that is competent and responsive to citizen's needs while understanding its obligation.
- Adhere to the community's strong work ethic, promoting high productivity with reasonable workloads.
- Foster an economic, social and physical environment that allows individual and corporate citizens to realize their potential.
- Encourage and recognize creativity, innovation and teamwork among County employees.
- Encourage administrative decision-making at the point of service.
- Administer county government with compassion and fairness.

### **Core Values**

- Service and Accountability to Our Citizens
- Ethics and Integrity
- Job Knowledge & Skills
- Professionalism
- Self-Management

## **FUNCTIONS/PURPOSE OF THE EMPLOYEE HANDBOOK**

### **Policy:**

It is the policy of the Board of Supervisors that this Employee Handbook be used as an outline of the basic personnel policies, practices, and procedures within Pottawattamie County. The rules and regulations outlined in this Employee Handbook apply to all offices, positions and employees of Pottawattamie County. The employee handbook is not intended to alter the employment-at-will relationship in any way.

### **Comments:**

- (1) This handbook contains statements of County policy and should not be interpreted as forming an express or implied contract of employment. The information contained in this handbook reflects a general description of the policies, procedures, and benefits of the County currently in effect. The Board of Supervisors retains the right to modify or abolish these policies, procedures, and benefits. The County has the exclusive right and authority to exercise the customary functions of management, including, but not limited to, the right to manage and control the premises and equipment, the right to select, hire, promote, discipline, discharge, assign, and supervise employees, and the right to determine, effectuate and implement the objectives and goals of the County.
- (2) A Personnel Policy Committee, which includes the Human Resources Director, has been established to review and authorize changes to the Employee Handbook. Department Heads, supervisors and employees are encouraged to recommend changes or new policies. The Board of Supervisors shall have the authorization to approve final changes for inclusion in the Employee Handbook. The Human Resources Director is responsible for disseminating new policy information for the Board of Supervisors.

The Employee Handbook will be distributed as follows:

- (a) New hires shall receive a copy of the Employee Handbook upon hire which will be returned to Human Resources.
- (b) Employees will have access to a complete and up-to-date Employee Handbook at all times. Copies will be located in each individual department and on the county intranet. Employees are encouraged to review these copies on a periodic basis to ensure that they are familiar with County policies.

- (c) New and/or revised policies shall be distributed by the Human Resources Director. As new policies are issued or policies change, it is the responsibility of the employee to become familiar with the new and/or revised policy.
- (3) The provisions of this Employee Handbook apply except where these provisions are in conflict with existing and current Iowa law, union collective bargaining agreements and/or any individual employment contracts. In such instances where a conflict exists, the current law, bargaining agreements, and/or individual employment contracts shall take precedence over the provisions of this employee handbook.
- (4) The personnel management system of Pottawattamie County, of which these rules are a part, is designed to bring to the County service a high degree of understanding, cooperation, efficiency and unity through systematic, uniform application of modern personnel practices. The objectives of these rules include the following:
  - (a) to inform employees of Pottawattamie County of their rights and obligations in relation to the County;
  - (b) to inform Department Heads and supervisors of their obligations toward, and their rights to assign, instruct, and discipline subordinate personnel;
  - (c) to ensure compliance with applicable rules.
- (5) Departmental personnel rules may be established for the purpose of handling personnel matters applicable to a specific department. These rules shall not conflict with the rules set forth in the Employee Handbook as established by the County. The Department Head, upon establishing these rules, will distribute a copy to the Board of Supervisors and all current departmental employees. All newly hired employees must be made aware of any special departmental rules at the time of hire.
- (6) As used in the Manual:
  - (a) The masculine gender should be interpreted to include the feminine gender;
  - (b) "Supervisor" means an individual with the authority to assign, direct, and review the work of one or more subordinates;
  - (c) "Department Head" means an elected or appointed official that is in charge of a department or office and is responsible for its operation;
  - (d) "County" means the employer, Pottawattamie County.

# EMPLOYMENT

Title: Employment at Will  
Policy Number: 101  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that all employees are employed at the will of the County for an indefinite period of time.

Comments:

- (1) Employees are employed at the will of the County and are subject to termination at any time, for any lawful reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.
- (2) No County representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, alter the at-will nature of employment or imply that discharge will occur only "for cause."
- (3) This policy may not be modified by any statements contained in this Employee Handbook or any other documents, including but not limited to, employment applications, County recruiting materials, County memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, create an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment. Similarly, County policies and practices with respect to any matter should not be considered as creating any contractual obligation on the County's part or as stating in any way that termination will occur only "for cause." Statements of specific grounds for termination set forth in this handbook or in any other County documents are examples only, not all-inclusive lists, and are not intended to restrict the County's right to terminate at-will for any lawful reason.
- (4) Completion of an introductory period or attainment of regular status does not change an employee's status as an at-will employee or in any way restrict the County's right to terminate the employee or change the terms or conditions of employment.



Title: Equal Employment Opportunity  
Policy Number: 102  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

As otherwise provided by law, Pottawattamie County will provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, political affiliation, sexual orientation, gender identity, or any other legally protected status. Applicants or employees capable of performing the essential functions of the job may not be discriminated against because of a physical or mental disability. The County seeks always to service the citizens of Pottawattamie County in the most equitable manner possible, and it will be vigilant in its attempts to ensure fair employment practices.

Comments:

- (1) This policy applies to all terms, conditions, and privileges of employment and all policies of Pottawattamie County.
- (2) The Human Resources Director who reports directly to the Board of Supervisors on matters relating to this policy is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity.
- (3) Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter should be referred to the Human Resources Director.
- (4) While overall authority for implementing this policy is assigned to the Human Resources Director, an effective equal employment opportunity program cannot be achieved without the support of Department Heads, supervisory personnel and employees at all levels. Any employee who believes that they have suffered from discrimination should report this concern to their Department Head, supervisor or to the Human Resources Director.
- (5) Complaints of discrimination will be handled and investigated in accordance with County policy, unless special procedures are considered appropriate. All complaints of discrimination will be investigated promptly and in as impartial and confidential a manner as possible and a timely resolution of each complaint should be reached and communicated to the parties involved. The County prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about discrimination.

Title: Code of Employer-Employee Relations  
Policy Number: 103  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of the Board of Supervisors to attempt to implement effective personnel policies and to require all employees to support the best interests of the citizens of Pottawattamie County.

Comments:

- (1) The County is committed to a mutually rewarding and direct relationship with its employees and as a result attempts to:
  - (a) Provide equal employment opportunity and treatment regardless of race, religion, color, sex, age, national origin, disability, political affiliation, military status, sexual orientation, gender identity or other legally protected status;
  - (b) Provide compensation and benefits commensurate with the work performed;
  - (c) Establish reasonable hours of work;
  - (d) Monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
  - (e) Offer training opportunities for those whose talents or needs justify the training;
  - (f) Be receptive to constructive suggestions about job duties, working conditions, or personnel policies; and
  - (g) Establish appropriate means for employees to discuss matters of concern with their immediate supervisor or Department Head.

- (2) The County, as part of its commitment to providing taxpayers with excellent service, and to creating a productive work environment, expects all employees to:
  - (a) Deal with customers and suppliers in a professional manner;
  - (b) Represent the County in a positive and ethical manner;
  - (c) Perform assigned tasks in an efficient manner;
  - (d) Be punctual and have excellent attendance at work;
  - (e) Demonstrate a considerate, friendly, and constructive attitude toward fellow employees and the general public;
  - (f) Follow the policies adopted by Pottawattamie County.
  
- (3) The County retains the sole discretion to exercise all managerial functions, including the rights to:
  - (a) Dismiss, assign, supervise, and discipline employees;
  - (b) Determine and change starting times, quitting times, and shifts;
  - (c) Transfer employees within departments or into other departments and other classifications;
  - (d) Determine and change the size and qualifications of the workforce;
  - (e) Determine and change methods by which its operations are to be carried out;
  - (f) Determine and change the nature and location of services rendered; and
  - (g) Assign duties to employees in accordance with the departmental needs and requirements and to carry out all ordinary administrative and management functions.

- (4) Public employees are employed at-will and Pottawattamie County has the right to terminate an employee at will for any lawful reason. Nothing in this Employee Handbook changes the employment-at-will relationship or creates an express or implied contract or promise concerning the County's policies or practices, including policies or practices it will implement in the future. Accordingly, the County retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will and as it sees fit in accordance with federal, state, or local laws. *Policy modifications shall be posted for a minimum of ten (10) calendar days prior to becoming effective.*

Title: Productive Work Environment/Sexual Harassment & Workplace Violence  
Policy Number: 104  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to promote a productive work environment and not to tolerate verbal, written or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. Pottawattamie County will ensure that procedures exist to allow complaints of sexual harassment or workplace violence to be dealt with and resolved within Pottawattamie County without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority. Pottawattamie County is committed to the elimination of all forms of harassment.

Comments:

- (1) Employees are expected to maintain a productive work environment that is free from harassing, abusive or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, color, national origin, religion, disability, pregnancy, age, military status, political affiliation, sex, sexual orientation, gender identity or similar legally protected status. Special attention should be paid to the prohibition of sexual harassment and workplace violence.
- (2) Each Department Head and supervisor has a responsibility to keep the workplace free of any form of harassment. No Department Head or supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.
- (3) Other sexually harassing or offensive conduct in the workplace, whether committed by Department Heads, supervisors, non-supervisory employees, or non-employees, is also prohibited. This conduct includes but is not limited to:
  - (a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
  - (b) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;

- (c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
  - (d) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
  - (e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as e-mail, instant messaging, and Internet materials).
- (4) A “hostile environment” is defined as vicious, frequent and reprehensible instances of harassment constituting a “concerted pattern of harassment”. This definition goes beyond casual, infrequent, or isolated incidents. Examples of harassment may include, but are not limited to such actions as racial or ethnic slurs, posting or distribution of derogatory bulletins, pictures or cartoons, or offensive humor.
- (5) Workplace violence/harassment is defined as any verbal, written or physical act intended to assault, intimidate, annoy, threaten, or alarm another employee by a Department Head, supervisor, non-supervisory employee, or non-employee. Workplace violence/harassment is prohibited. This conduct includes but is not limited to:
  - (a) Fighting, hitting, pushing, poking, kicking, slapping, grabbing, and other forms of physical battery;
  - (b) Romantic obsessions and stalking;
  - (c) Throwing and/or breaking objects and angry outbursts;
  - (d) Theft, vandalism, and sabotage;
  - (e) Threats, including, verbal, written, or gesticulated;
  - (f) Verbal abuse, name calling, biting sarcasm, or obscene language;
  - (g) Intimidation or bullying;
  - (h) Teasing and practical jokes that cause anger or humiliation.

Any of the above conduct outlined in (3), (4), (5) or other offensive conduct, directed at individuals because of their race, color, sex, sexual orientation, gender identity, national origin, religion, disability, pregnancy, age, political affiliation, military status or other legally protected status also is prohibited.

- (6) **Weapons:** Pottawattamie County prohibits employees as well as members of the general public from entering County property carrying weapons that can be used to commit bodily harm. In the scope of this policy, weapons include explosives, guns, knives with blades over five (5) inches long, or objects that could be used a club such as a baseball bat or night club. Exceptions to this policy are any persons covered under §724.2, of the Iowa Code, "Authority to Possess Offensive Weapons", which authorizes peace officers, members of the armed forces, those in the services of the United States, and Detention Officers to carry weapons legally and those who have received prior written authorization by the County Sheriff.
- (7) Any employee who believes that a Department Head's, supervisor's, other employee's, or member of the general public's actions or words constitute unwelcome harassment has a responsibility for pointing out the harassment and is required to report the harassment to their direct supervisor, Department Head, Human Resources and/or County Attorney.

Any employee who believes he/she is being harassed is encouraged to point out the offensive behavior to the person responsible, and, request that the offensive behavior stop immediately. Any employee who is not comfortable approaching the person responsible for the offensive behavior or whose request to stop was unsuccessful should report the behavior to their supervisor or to the Department Head as soon as possible. The Department Head or supervisor shall notify the Human Resources Director immediately of any sexual harassment or workplace violence complaints. If the employee feels uncomfortable reporting the behavior to their supervisor or Department Head or if the Department Head is responsible for the behavior, the employee should report the behavior to the Human Resources Director and/or County Attorney. Employees should report criminal conduct to law enforcement.

- (8) Employees who observe harassing behavior and/or weapons in the workplace shall report their observations to their supervisor, Department Head or police/911 immediately. The County prohibits any form of retaliation against employees for bringing forth complaints or providing information about harassment. Employees may not file complaints as a means of harassing another employee.
- (9) Complaints of harassment will be investigated, unless special procedures are otherwise recommended by the County Attorney. All complaints of harassment will be investigated promptly, impartially, and in a confidential manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

- (10) Any employee, supervisor, or Department Head who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination.



Title: Productive Work Environment/Anti-Bullying  
Policy Number: 105  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County is committed to providing all employees with a healthy and safe work environment. Pottawattamie County strictly prohibits bullying. Pottawattamie County will ensure that procedures exist to allow complaints of bullying in the workplace to be dealt with and resolved within Pottawattamie County without limiting any person's ability to pursue resolution of their complaint under the law. Pottawattamie County is committed to the elimination of all forms of bullying.

Comments:

- (1) This policy applies to all employees of Pottawattamie County. It applies during normal working hours, at work-related or sponsored functions, and while traveling on work related business.
- (2) Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (mobbing). Some examples of bullying behavior include but are not limited to:
  - Abusive and offensive language
  - Insults
  - Teasing
  - Spreading rumor and innuendo
  - Unreasonable criticism
  - Trivializing of work and achievements
  - Isolating people from normal work interaction
  - Setting people up for failure
  - Deliberate exclusion
  - Practical jokes
  - Belittling or disregarding opinions or suggestions
  - Criticizing in public
- (3) Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time co-workers and comments that are meant to be, or are taken

as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

- (4) Any employee who witnesses bullying has a responsibility for pointing out the behavior and is required to report the bullying to their direct supervisor. Any employee who believes he/she is being victimized by bullying is encouraged to point out the offensive behavior to the person responsible, and, request that the offensive behavior stop.
- (5) Any employee who is not comfortable approaching the person responsible for the bullying or whose request to stop was unsuccessful must report the bullying to their supervisor or to the Department Head as soon as possible. The Department Head or supervisor shall notify the Human Resources Director immediately of any bullying complaints. If the employee feels uncomfortable reporting the behavior to their supervisor or Department Head or if the Department Head is responsible for the behavior, the employee should report the behavior to the Human Resources Director and/or County Attorney.
- (6) Employees who observe bullying behavior in the workplace have a responsibility to report their observations to their supervisor or Department Head. The County prohibits any form of retaliation against employees for bringing forth complaints or providing information about bullying. Employees may not file complaints as a means of bullying another employee.
- (7) Complaints will be handled and investigated, unless special procedures are considered appropriate by the County Attorney. All complaints of bullying will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.
- (8) Any employee, supervisor, or Department Head who is found to have violated the Anti-Bullying policy will be subject to appropriate disciplinary action, up to and including termination.

Title: Hiring  
Policy Number: 106  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to be an equal opportunity employer and to hire individuals on the basis of their qualifications and ability to perform the essential job functions of the position. Employment with the County is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason.

Comments:

- (1) Job openings shall be posted for a minimum of ten (10) calendar days. Job postings shall specify the title and salary range of the position, the nature of the work to be performed, the experience and training required, application procedure, and any other pertinent information related to the position.
- (2) The County will attempt to fill job openings above entry level by promoting from within, if qualified internal applicants are available. In addition, the County may give consideration to any known qualified individuals who are on layoff status with the County before recruiting applicants from outside the organization.
- (3) When candidates from outside the County are to be considered for job openings, the following procedures should apply:
  - (a) Any candidate for employment must fill out and sign an employment application form in order to be considered for hiring. Upon completion of the application, the candidate becomes an applicant for purposes of County recordkeeping. Department heads may require that applicants submit resumes however, this must be in addition to the application form. For equal employment opportunity (EEO) record keeping purposes, all applicants are required to complete and sign an employment application form.

- (b) Job openings shall be posted and applications shall be accepted only at the time a vacancy occurs. However, applications will be considered “active” for the purpose of filling like vacancies for a period of one hundred eighty (180) calendar days. If a like position becomes available within one hundred eighty (180) calendar days from the date of original hire, applications for the like position will be forwarded to the Department Head for review. Qualified applicants shall be contacted to determine whether or not they remain interested in working for the County. If the Department Head determines that no qualified candidates are available, the position will be posted and new applications accepted.

Unsolicited applications and resumes shall be forwarded to the Human Resources Department. Unsolicited applications and resumes shall be destroyed and shall not be kept on file for future vacancies.

- (c) Applicants determined to be qualified for consideration for available job openings will be interviewed by the Department Head and/or designated representative and shall be given any tests required for the job.
- (d) It is the policy of Pottawattamie County that all applicants given a conditional offer of employment receive a pre-employment medical examination which includes a drug screen. The pre-employment physical may include a back screen or a psychological evaluation as deemed necessary. Pre-employment physicals shall be conducted by the County’s occupational health provider(s) at the County’s expense.
- (e) The Human Resources Department or designee will determine whether the applicant has the legal right to work in the United States and, where appropriate, will arrange for credit, personal reference, driving record and criminal record checks. A prior conviction, taken by itself, may or may not disqualify an applicant.
- (f) If the background, medical, drug test, or any other subsequent investigation discloses any deliberate misrepresentation during the hiring process or information indicating that the individual is not suited for employment with the County, the applicant will be disqualified and the conditional job offer, if made, shall be rescinded. This includes falsifying information on an application.

***Applicants provided with a conditional job offer shall not begin employment with the County until all pre-employment screenings have been successfully completed.***

- (4) **Nepotism:** It is the policy of the Board of Supervisors to discourage the employment of relatives of other employees, department heads and elected officials within the same County office. Chapter 71 of the Code of Iowa makes it unlawful for any elected or appointed official to appoint any relative related within the third degree as a deputy, clerk or helper in said office unless the appointment receives prior approval from the Board of Supervisors. This however, shall not apply in cases where such person appointed receives compensation at the rate of six hundred (\$600) dollars per year or less.

An immediate family member may not be hired for full-time or regular part-time employment, if the employment would:

- (a) Create either a direct or indirect supervisor/subordinate relationship with a family member; or
- (b) Create either an actual conflict of interest or the appearance of a conflict of interest.
- (c) Otherwise conflict with policy and allowed by law.

These criteria also will be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchildren, aunts, uncles, 1<sup>st</sup> cousins, and any other member of the employee's household. Immediate family includes biological, adoptive and step relationships.

- (5) Employees who marry or become members of the same household may continue employment as long as there is not:
- (a) A direct or indirect supervisor/subordinate relationship between the employees; or
  - (b) An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the County will attempt to find a suitable position within the County to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

- (6) **Veteran's Preference:** Veterans who are defined in Section 35.1 of the Iowa Code who are citizens are entitled to preference in appointment and employment over other applicants of no greater qualifications. In the event that there are applicants for employment whose qualifications are otherwise substantially equal, veterans shall have preference in the matter of employment at Pottawattamie County. In the event the applicants whose qualifications are substantially equal are both veterans, disabled veterans will have preference. In the event that a veteran is not hired for a position, the reason the veteran was not hired shall be set forth in writing as required by the Code of Iowa.
- (7) **Rehire:** Former employees who left the County in good standing may be considered for re-employment with the approval of the Board of Supervisors. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment. A former employee who is re-employed will be considered a new employee from the date of re-employment unless the break in service is less than (30) thirty calendar days, in which case the employee will retain accumulated seniority and the following shall apply:
  - (a) Rehires may be required to serve an introductory period as determined by the Department Head.
  - (b) Rehires shall have their original date of hire adjusted by the number of days separated from the County. This adjusted date of hire shall be utilized for the determination of benefits.
  - (c) If the employee is rehired by the same department from which they left, the adjusted date of hire shall also be utilized for seniority purposes. If rehired by another department, the date of entry into the new department shall be the date utilized for departmental seniority issues, with the exception of those represented by collective bargaining agreements. Refer to collective bargaining agreements for those represented individuals.
  - (d) Rehired employees shall receive the rate of pay comparable to the rate of pay received upon departure from the county if they are rehired to the same position or to a position assigned to the same pay grade.
  - (e) Employees rehired for a position whose maximum rate of pay is lower than the position from which the employee separated, shall be paid at the step of the pay grade which is closest to the rate of pay received upon separation.

- (f) Rehired employees shall be credited with the amount of sick leave accrued on the date of separation, excluding bonafide payout for retirement.

Title: Employee Classifications  
Policy Number: 107  
Effective Date: July 1, 2009  
Revision Date: July 1, 2013  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to classify employees for employment purposes as full-time, part-time, temporary or contract and as exempt or nonexempt for the purposes of compensation and benefit administration.

Comments:

- (1) The Human Resources Department is responsible for classifying employees. Employees generally may be categorized as follows:
  - (a) A full-time employee is an individual who works a normal forty (40) hour workweek and is hired for an indefinite period. A full-time employee may be classified as either exempt or nonexempt and is eligible for county benefits.
  - (b) A part-time employee is an individual who is assigned a regular work schedule and who works less than a normal forty (40) hour workweek and is hired for an indefinite period. A part-time employee may be classified as either exempt or nonexempt.
    1. A part-time employee who works a minimum of thirty (30) hours per workweek is eligible to receive pro-rated vacation, funeral leave, holiday and health insurance in accordance with County policy. (See County Policy #401/Holidays, #402/Vacation, #403/Insurance/Retirement and #601/Funeral Leave)
    2. A part-time employee who works a minimum of twenty-four (24) hours per workweek is eligible to receive pro-rated vacation, funeral leave, and holiday pay in accordance with county policy. This classification is not eligible for health insurance benefits.
    3. A part-time employee who works less than twenty-four (24) hours per workweek is **not** eligible to receive county benefits.



- (c) A temporary employee is an individual who is hired either for part-time or full-time hours for less than six (6) consecutive months. (includes seasonal employees). A temporary employee may be classified as either exempt or nonexempt. A temporary employee is not eligible to receive county benefits.
  - (d) A variable hour employee is an individual who is hired to work for an indefinite period of time and who works variable hours as needed. This would include on-call employees and seasonal employees who are hired for longer than six (6) months. A variable hour employee may be classified as exempt or nonexempt. A variable hour employee is not eligible to receive county benefits with the exception of health insurance. Variable hour employees may be eligible for health insurance benefits if they work an average of thirty (30) hours per work week during a defined measurement period as provided for in the Affordable Care Act of 2010 (as amended).
  - (e) A contract employee is an individual hired by the Board of Supervisors whose terms and conditions of employment are outlined in an employment contract.
- (2) The Human Resources Department is responsible for classifying employees as exempt or nonexempt in accordance with the Fair Labor Standards Act (FLSA).
  - (a) A nonexempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA") and is paid on an hourly basis.
  - (b) An exempt employee is exempt from the minimum wage and overtime provisions of the FLSA and is not entitled to overtime compensation. Exempt employees are paid on a salary basis and include administrative, executive, professional employees, certain highly skilled computer professionals, and certain highly compensated employees.
- (3) Part-time employees whose employment status changes from part-time to full-time shall be paid the balance of all vacation time accrued, unless otherwise directed by the Department Head. Part-time employees who worked twenty (20) hours or more per week shall be given credit for their part-time years of service for the purpose of accruing benefits. The years of service shall be pro-rated based upon the number of hours worked per year. For example, one (1) part-time year working twenty (20) hours per week will equate to six (6) months of full-time employment.
- (4) Full-time employees whose standard work hours are reduced to less than forty (40) per work week may be eligible for part-time benefits based upon

the number of hours worked per week. Employees whose employment status changes from full-time to part-time may:

- (a) Be paid the balance of all vacation and compensatory time accrued unless otherwise directed by the Department Head.
- (b) No longer accrue sick leave, however; all sick leave hours accrued while in a full-time status shall be banked and the employee shall be allowed to utilize banked sick leave hours in accordance with the sick leave policy.

Title: Orientation and Training  
Policy Number: 108  
Effective Date: July 1, 2009  
Revision Date: July 17, 2012  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to provide orientation programs for new employees and to conduct or support training programs that it determines to be appropriate.

Comments:

- (1) The Human Resources Department in conjunction with the Auditor's Office/Payroll Division is responsible for implementing the portions of the orientation program that deal with Countywide policies and procedures, benefits, and new employee files and documentation.

Each Department Head and/or supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and relaying departmental policies. The Department Head is responsible for relaying information regarding the history and philosophy of the department and expectations of the employee.

The Risk Manager is responsible for implementing the portions of the orientation program that deal with Countywide safety procedures. The Risk Manager in conjunction with the Department Head and/or Supervisor is responsible for orientation and training as it applies to safety policies and procedures specific to the department and/or employee's job functions.

- (2) Department heads or supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, and for arranging outside trainers if appropriate. Training will normally be conducted during regular working hours.
- (3) Department Heads may approve employee participation in continuing education and training programs when that instruction is regarded as beneficial or considered necessary for satisfactory job performance. In some cases, employees may be required to enroll in and complete the programs satisfactorily. New employees required to successfully complete training and/or certification programs as a condition of employment shall be notified of this requirement during the hiring process.

- (4) The County will provide special training programs explaining its antidiscrimination and harassment policies and for safety and health matters, when considered necessary or as required by government regulation.
- (5) Employees may receive certificates of completion for successfully finishing County approved or required training and educational programs. Records of all training programs completed by each employee shall be filed in the employee's official personnel file located in the Auditor's office.

Title: Introductory Period for New Hires  
Policy Number: 109  
Effective Date: July 1, 2009  
Revision Date: July 1, 2013  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that all new employees should be carefully monitored and evaluated for an introductory period. Employees may be terminated at any time or for any lawful reason during the introductory period.

Comments:

- (1) All new full-time employees shall serve an introductory period of one-hundred eighty (180) calendar days.

Newly hired part-time employees shall serve an introductory period of one-hundred eighty (180) work days.

- (2) Supervisors should prepare a written evaluation of a newly hired employee's job performance at the end of the first ninety (90) calendar days on the job. The evaluation should include strengths and weaknesses in performance, attendance, behavior, or development. The supervisor should also note action to be taken if there is little or no improvement in weak areas.

The evaluation shall be discussed with the employee and copies of the evaluation should be forwarded to the Department Head and the Human Resources Director for inclusion in the employee's personnel file.

- (3) Employees who have completed their introductory period will be allowed to continue in their new positions if they are given both a satisfactory evaluation and their supervisor's endorsement to continue in the job. New full-time employees shall receive a step increase upon successful completion of their introductory period if they were hired at the entry level step of the pay scale. Employees hired above the minimum step shall not receive a step increase until they have completed one (1) full year of service unless authorized by the Board of Supervisors.

- (4) Employees who have completed an introductory period of one-hundred-eighty (180) calendar days who do not receive a satisfactory evaluation and endorsement may be given additional time in thirty (30) day increments to demonstrate their ability to do the job, if the supervisor feels additional time would be beneficial in order to achieve acceptable job performance. If the supervisor does not feel additional time is beneficial, the employee may be terminated.

The employee shall be notified in writing of the extension. The notification of extension shall include the specific period of extension and justification for extension. In cases of extension for performance reasons, the employee shall be provided specific performance improvement requirements. If job performance does not improve, the employee may be terminated at any time during the extension period. Notification of extension shall be accomplished before the expiration of the introductory period.

Step increases may be waived if a new employee's introductory period is extended for any reason. New employees whose introductory period has been extended shall receive their step increase upon successful completion of the extended introductory period.

- (5) Employees in their introductory period shall receive paid holidays and funeral leave. Employees become eligible for the health, dental, life and long term disability insurance programs, the first of the month following thirty (30) days of employment. Newly hired employees are not eligible to utilize paid sick leave and vacation benefits until they have successfully completed their initial introductory period including any extensions.
- (6) Completion of the introductory period in no way implies a contract of continued employment with Pottawattamie County nor does it create a property of interest in employment with Pottawattamie County. At all times, including after successful completion of the introductory period, employment with the County is considered to be "at-will," and the employment relationship may be terminated at any time for any lawful reason by either party.

Title: Hours of Work  
Policy Number: 110  
Effective Date: July 1, 2009  
Revision Date: November 1, 2013  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to set forth the normal work week, but it shall not be construed as a guarantee of hours of work per day or per week. Normal business hours for County operations are Monday – Friday, 8:00 A.M. – 4:30 P.M.

Comments:

- (1) The normal workweek is Friday to Saturday, beginning at 12:01AM Saturday and continuing to midnight the following Friday. It is necessary for employees to attend work as scheduled. Tardiness and absenteeism diminishes our ability to serve our citizens and reduces the level of professionalism we seek to provide. Dependability, attendance, punctuality, and a commitment to do the job are essential at all times.
- (2) The schedule of hours for employees will be determined by each Department Head. In some departments, employees may be permitted to use various options which give flexibility in scheduling their work hours. The Department Head will inform employees of their work schedule options , including meal periods and break periods.
- (3) Employees shall receive a one half (1/2) hour unpaid meal period and two (2), fifteen (15) minute paid breaks during a regular eight (8) hour workday. Employees may combine the one-half (1/2) hour unpaid meal period with the two (2), fifteen (15) minute rest breaks in order to receive a one (1) hour meal period with Department Head approval. Non-exempt employees are not allowed to work through their meal period.
- (4) Time Clock:  
Designated non-exempt employee's will "clock in" and "clock out" on the time keeping system designated by the Department Head. Each employee shall "clock in", when they begin their work shift and shall "clock out", when they have completed their work shift. Employees will be given a seven (7) minute leeway period to "clock in" and to "clock out" before time is deducted from an employee's paid leave balance or before overtime compensation is granted. The seven (7) minute leeway policy is to be utilized for payroll purposes only. Employees who are late to work and develop a pattern of clocking in after the designated start time or clocking out early may be subject to disciplinary action.

Department Heads shall designate whether or not employees shall “clock out and in” when taking a rest break or meal period. However, once an employee has “clocked in”, they are required to return directly to their designated workstation.

If an employee forgets to “clock in” or “clock out”, they are to inform the Department Head or designee immediately. If an employee continually fails to utilize the time clock, disciplinary action may be taken.

Time and attendance records shall be reviewed and signed by the employee and the Department Head or designee. Time not worked for which an employee is entitled to be paid (i.e. paid sick leave, holiday, vacation, compensatory time) should be entered by the employee or Department Head or designee..

(5) Payroll Summary Sheets

Employees not required to punch a time clock are required to submit the hours worked in the pay period. Time records cover one payroll period and must be completed by the employee and submitted to the Department Head or supervisor for review and signature.

Time not worked for which an employee is entitled to be paid (i.e. paid sick leave, holiday, vacation, compensatory time) shall be submitted by the employee.

- (6) Department Heads and other employees classified as exempt from the provisions of the Fair Labor Standards Act shall be required to submit hours of work in order to account for attendance and to document paid leave. Exempt employees paid on a salary basis will not have deductions made from their salary except as allowed by law.
- (7) Falsifying any time record shall result in disciplinary action and may result in termination from employment.
- (8) Employee attendance at lectures, meetings, and training programs will be considered hours of work, and therefore will be compensated time, if attendance is approved by the Department Head.
- (9) During emergencies or periods of requiring extra work, an employee's workweek may be adjusted by the Department Head or Supervisor. Overtime compensation is paid in accordance with the Fair Labor Standards Act (FLSA) or other applicable law. Employees are not permitted to work overtime without the prior approval of their supervisor or Department Head.



Title: Meal Periods & Rest Breaks  
Policy Number: 111  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy

It is the policy of Pottawattamie County to provide full-time employees a meal period and/or rest breaks during the course of each workday.

Comments:

- (1) Full-time employees are allowed two (2), fifteen (15) minute paid “rest breaks” during an eight (8) hour work day.
  - (a) Time spent on rest breaks will be compensated as working time. Employees are expected to be punctual in starting and ending their breaks and may be disciplined for tardiness.
  - (b) Employees who choose to work during rest breaks are not entitled to receive extra pay for the time worked.
  - (c) Rest breaks must be taken in the cafeteria, in the employee lounge, or in other designated non-work areas. Employees are not permitted to leave County property during fifteen (15) minute rest periods.
- (2) Full-time employees are allowed a thirty (30) minute unpaid “meal period” near the middle of the workday.
  - (a) Employees may combine their thirty (30) minute unpaid meal period and their two (2), fifteen (15) minute paid rest breaks and take a one (1) hour meal period with the approval of their Department Head.
  - (b) Part-time employees scheduled to work more than five consecutive hours during any workday will receive a thirty (30) minute unpaid meal period.
  - (c) Employees will not be compensated for their meal periods unless they are required to work through their meal period. It will be assumed that employees have taken their meal periods unless specifically stated otherwise on their time and attendance record.

- (d) Employees are allowed to leave County property during their meal period. Meal periods may also be taken in the cafeteria, in the employee lounge, or in other designated non-work areas. Non-exempt employees are not permitted to take their meal periods at their work station.
- (3) Supervisors are responsible for balancing work loads and scheduling rest breaks and meal periods and should take into consideration the work load and the nature of the job performed.
- (4) Employees on their meal period or rest breaks are not permitted to interfere with other employees who are continuing to work.
- (5) Meal periods and rest breaks can not be taken at the beginning or end of the workday for the purpose of arriving late or leaving work early. Employees are required to utilize appropriate paid or unpaid leave for this purpose.

Title: Promotion Policy  
Policy Number: 112  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to offer employees promotions when appropriate. A promotion is defined as a job advancement with a higher level of pay and responsibility. The County prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above entry level, unless outside recruitment is considered to be in the County's best interest.

Comments:

- (1) All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their Supervisor, Department Head, and/or the Human Resources Department.
- (2) Employee eligibility for promotion will be determined by the requirements of the job description.
- (3) Promotions for which the Department Head solicits candidates from within the County will be posted for a minimum of ten (10) calendar days.
- (4) Employee candidates for promotion will be screened and selected on the basis of attendance, work records, performance appraisals, and essential job related qualifications. Seniority will be considered if required by a collective bargaining agreement or if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications.
- (5) Employees seeking promotion may be required to have a medical examination, psychological evaluation or drug test if the examination is job-related and consistent with business necessity.
- (6) An employee who is promoted shall advance to the appropriate promotional pay grade and shall go to the pay step that guarantees a minimum of a five percent (5%) pay increase. If the five percent (5%) is not an option within the new pay grade, the employee shall be placed at the maximum step of the pay grade. The employee's new job classification date shall be utilized to dictate future pay step increases.

- (7) An employee who is promoted shall be subject to a review period of no less than sixty (60) work days in the new job position. At the discretion of the Department Head, promoted employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists.

Title: Transfer  
Policy Number: 113  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that in order for employee's to transfer to a different position or department, they are required to comply with standard hiring procedures at the time a vacancy occurs.

Comments:

- (1) To be eligible for a voluntary transfer, employees must apply for and meet the requirements of the new position.
- (2) Job openings for which a Department Head solicits candidates will be posted according to standard hiring procedures.
- (3) Eligible employees who request a transfer generally will be considered in the following priority:
  - (a) Employees in the same department as the job opening;
  - (b) Employees who are being considered for layoff because of a reduction in force or because of the elimination of their job; and
  - (c) All other county employees.
- (4) Transferred employees will be subject, in their new positions to an introductory review period of no less than sixty (60) work days in the new job assignment. At the discretion of the affected Department Heads, transferred employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists.
- (5) Transferred employees may be required to have a pre-employment medical examination, drug test or psychological evaluation if the examination is job-related and consistent with business necessity.

- (6) Benefits for transferred full-time employees generally will be handled as follows:
  - (a) Interdepartmental transfer. Employees who transfer to another division within the same department shall retain all accrued benefits.
  - (b) Transfer between County Departments.
    - (i) Vacation and sick leave hours shall transfer with the employee and shall continue to accrue based upon the employee's length of service with Pottawattamie County. Individual departments may place restrictions on vacation usage for transferring employees, while in their introductory review period.
    - (ii) The employee shall be paid for accrued compensatory time hours prior to the transfer.
  - (c) Insurance benefits shall remain unchanged.
  - (d) If the employee is eligible for longevity pay, the employee will be entitled to that longevity pay as outlined in the respective labor agreement or as designed by the annual longevity posting. Longevity shall continue to accrue based upon the employee's length of service with Pottawattamie County.
- (7) Pay for transferred full-time employees generally will be handled as follows:
  - (a) Employees transferred to a job within the same salary range will continue to receive their existing rate of pay and benefits.
  - (b) Employees transferred for disciplinary reasons, lack of work, budgetary reasons, reorganization, or at their own request to a job in a lower salary range will be paid at the lower rate when they begin the new job.
- (8) Transfers involving employees moving into, out of, or within any unit covered by a collective bargaining agreement will be handled according to the provisions of the contract.

Title: Secondary Employment  
Policy Number: 114  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County shall be considered the primary employer for full-time employees however, it is the policy of Pottawattamie County to allow its employees to engage in secondary employment, subject to certain restrictions as outlined below.

Comments:

- (1) When considering secondary employment, please keep in mind that your attendance at work is an essential requirement of your job with Pottawattamie County. Pottawattamie County may contact a Secondary employer or otherwise verify, the secondary hours of work.
- (2) Pottawattamie County requires that employees' activities and conduct away from the job must not compete or conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the County. These requirements also extend to the unauthorized use of any County tools or equipment and the unauthorized use or application of any County confidential information. In addition, employees should not solicit or conduct any outside business during paid working time. Employees may not take sick leave for the purpose of secondary employment. Any conflict must be taken in vacation or other earned leave, but not sick leave, or unpaid leave as approved by the supervisor.
- (3) All employees, including part-time employees, must obtain prior approval from their Department Head before undertaking any secondary employment or other work activity. A secondary employment request form must be completed and submitted to the Department Head.
- (4) Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept secondary employment. Secondary employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related performance problems, normal disciplinary procedures will be followed to deal with the specific issues.

- (5) Employee requests for permission to accept secondary employment, including self-employment, must be submitted in writing to the employee's Department Head. The request should include any pertinent information about the secondary employer, the nature of the job, the hours of employment, and potential conflicts with County employment. The Department Head will approve or deny the request, provide the employee with a copy and forward a copy to payroll for placement in the employee's personnel file. Failure to adhere to policy may result in disciplinary action.
- (6) In evaluating requests for secondary employment, the Department Head will consider whether the proposed employment:
  - (a) May reduce the employee's efficiency or performance in working for the County;
  - (b) Involves working for an organization that does a significant amount of business with the County, such as major contractors, suppliers, and customers; or
  - (c) May adversely affect the County's image.
  - (d) Conflicts with normal scheduled work hours at the county.
- (7) Employees are prohibited from utilizing paid sick leave from Pottawattamie County for the purpose of working for the secondary employer or if they are fatigued as a direct result of working for the secondary employer. Fraudulent use of sick leave to related work for a secondary employer is prohibited and will result in disciplinary action up to and including termination.



Title: Medical Examinations  
Policy Number: 115  
Effective Date: July 1, 2008  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that applicants to whom a conditional offer of employment has been extended and current employees may be required to undergo medical tests, procedures, or examinations whenever a Department Head determines that these are necessary to ensure that the newly hired or current employee can physically perform the essential functions of the position in a safe and efficient manner.

Comments:

- (1) Successful applicants for new employment shall be required as a condition of employment to successfully pass a pre-employment physical. The purpose of this medical examination is to establish the applicant's fitness to perform the essential functions of the job for which they have applied without endangering the health and safety of themselves or others. All applicants for the job to whom a conditional offer of employment has been made shall be examined. The examination shall include a drug screen and may, if appropriate, include a back screen and psychological evaluation. Employee's required to have and maintain a commercial driver's license (CDL) during the course of their employment shall be required to successfully pass a DOT physical upon hire and every two (2) years thereafter as a condition of continued employment. All pre-employment physicals shall be conducted by the County's occupational healthcare provider(s).
- (2) Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required under the following circumstances:
  - (a) when an employee is exposed to toxic or unhealthful conditions;
  - (b) when an employee requests an accommodation for a disability;
  - (c) when the employee is injured on the job;
  - (d) when the employee is returning from medical leave;
  - (e) when an employee is promoted or transferred and there is a question about the employee's ability to perform in the new position;
  - (f) when a Department Head or supervisor observes behavior that is affecting an employee's job performance;
  - (g) when the employee has witnessed or was a party to a critical/stressful incident.

- (3) The County will pay for medical examinations it requires and will designate an approved physician or licensed medical facility to perform the examination. Records of medical examinations paid for by the County are the property of the County, will be treated as confidential, and will be kept in a separate medical file for the employee located in the Auditor's Office.
- (4) The County reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. The County also may require a second and, if necessary, a third medical opinion regarding an employee's absence because of illness or injury. The County will pay for any additional opinions it requires.
- (5) Employees returning from a medical/disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform the essential functions of their job satisfactorily without endangering themselves or their fellow employees.
- (6) Employees who need to use prescription or over-the-counter medication while at work must report this requirement to their Department Head or supervisor if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their jobs safely and properly while taking the prescription or over-the-counter medication.
- (7) The County may require drug testing for employees to determine the presence of drugs, narcotics, or alcohol under the following conditions:
  - (a) pre-employment;
  - (b) if there is a reasonable suspicion that the employee is under the influence during working hours;
  - (c) post accident
- (8) Employees operating safety sensitive equipment or commercial vehicles are required by the Department of Transportation (DOT) to be drug tested on a random basis. Please refer to your department's DOT Drug Testing Policy for rules and regulations.
- (9) Employees who suffer any work-connected injury or illness, no matter how minor, must report the situation immediately to their Department Head or supervisor. The time an employee spends waiting for and receiving medical attention as a result of a work-connected injury will be considered hours worked for pay purposes. See "Worker's Compensation" policy for additional information regarding work related illness or injuries.

Title: Influenza in the Workplace  
Policy Number: 116  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Influenza is a contagious illness that includes symptoms such as coughing, nasal congestion and discharge, fever, sore throat, headache, body aches and general fatigue. Pottawattamie County realizes that employees with influenza often need to continue with normal life activities, including working. In deciding whether an employee apparently suffering from influenza may continue to work, the County considers several factors.

Comments:

- (1) The employee must be able to perform normal job duties and meet regular performance standards.
- (2) In the judgment of the Department Head, the employee's continued presence must pose no risk to the health of the employee, other employees and customers.
- (3) If an employee disputes the Department Head's determination that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no significant risk to the employee, other employees or customers.
- (4) Employees are reminded that Pottawattamie County sponsors annual influenza vaccinations during the fall. The County also provides paid sick leave to cover absences due to influenza.
- (5) Employees are urged to contact their Department Head or Human Resources regarding any questions about the possible contagious nature of another employee's temporary illness.
- (6) For the protection of all county employees, Pottawattamie County reserves the right to implement advice and/or procedures provided by Public Health Officials in pandemic or severe influenza outbreaks.

## STOPPING THE SPREAD OF GERMS AT WORK

### **How Germs Spread**

Illnesses such as the flu (influenza) and colds are caused by viruses that infect the nose, throat and lungs. The flu and colds usually spread from person to person when an infected person coughs or sneezes.

### **How to Help Stop the Spread of Germs**

**1. *Cover your mouth and nose when you sneeze or cough.***

Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands and do so every time you cough or sneeze.

**2. *Clean your hands often.***

When available, wash your hands with soap and warm water, then rub your hands vigorously together and scrub all skin surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. If using a gel, rub the gel in your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills germs that cause colds and the flu.

**3. *Avoid touching your eyes, nose or mouth.***

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose or mouth. Germs can live for a long time (some can live for two hours or more) on surfaces like doorknobs, desks and tables.

**4. *Stay home when sick & check with a health care provider when needed.***

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed. Remember: keeping your distance from others may protect them from getting sick. Common symptoms of the flu include:

- |                        |                                 |
|------------------------|---------------------------------|
| • Fever (usually high) | • Headache                      |
| • Extreme tiredness    | • Cough                         |
| • Sore throat          | • Runny or stuffy nose          |
| • Muscle aches         | • Nausea, vomiting and diarrhea |

**5. *Practice other good health habits.***

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food. Practicing healthy habits will help you stay healthy during the flu season and all year long.

For more information, visit [www.cdc.gov/flu](http://www.cdc.gov/flu) or call the CDC Flu Information Line at (800) CDC-INFO.

Title: Communicable Diseases Policy  
Policy Number: 117  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to base decisions involving persons who have communicable diseases on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Comments:

- (1) Communicable diseases include, but are not limited to, measles, whooping cough, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. Pottawattamie County may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).
- (2) Pottawattamie County will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Pottawattamie County reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the County finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.
- (3) Pottawattamie County will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

- (4) Employees concerned about being infected with a communicable disease by a coworker, customer, or other person should convey this concern to their supervisor, Department Head or the Human Resources Director. Employees who refuse to work with or perform services for a person known or suspected to have a communicable disease, without first discussing their concern with a supervisor, may be subject to discipline. In addition, where there is little or no evidence of risk of infection to the concerned employee, the employee's continued refusal may result in discipline or may be considered a voluntary resignation of employment with the County.

Title: Restricted/Modified Duty (Light Duty)  
Policy Number: 118  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to allow employees to return to work on a "restricted/modified" basis if the Department Head determines that restricted/modified duty is available for the employee. Employees released to restricted/modified duty as a result of a work related injury or illness shall receive preference over employees on restricted/modified duty as a result of a "non-work" related illness or injury.

Comments:

- (1) Prior to returning to work, the employee must present the Department Head with a medical certification from a physician allowing the employee to return to work with limitations and/or restrictions.
- (2) If there is a restricted/modified position available within the employee's department that satisfies the restrictions set forth by the physician, the employee will be assigned to said position or duties.
- (3) If there is a restricted/modified duty assignment available outside of the department that satisfies the restrictions set forth by the physician, an employee with a work-related illness/injury may be assigned to said position.
- (4) Restricted/modified duty is not meant to be a permanent work arrangement and no permanent restricted/modified duty positions are available.
- (5) The placement of an employee on restricted/modified duty will be evaluated at a minimum after thirty (30) days. The continuation of restricted/modified duty will be based upon the health condition of the employee, as verified by a physician, and the staffing needs of the department.
- (6) Employee's shall receive the pay and benefits of their regular job classification during their assignment to a restricted/modified duty position.
- (6) The application of a restricted/modified duty assignment is a management right determination.

Title: Layoff and Recall  
Policy Number: 119  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that, if the County must reduce its workforce because of adverse economic or other conditions, layoffs and recall from layoffs generally will be conducted in a manner that is consistent with County requirements, collective bargaining agreements and in accordance with the procedures described below.

Comments:

- (1) The County will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoff before any final decisions are made. In the event that a layoff is expected, the County will attempt to communicate information about an impending layoff as soon as possible.
- (2) Layoffs that are expected to be temporary generally will be handled according to the provisions of this policy. Selections for layoffs that are known to be permanent will be made according to this policy and then handled according to policies outlined in Termination of Employment.
- (3) Employees whose job classification is represented by a union shall adhere to layoff procedures outlined in their respective collective bargaining agreement. Non-Union employees who are paid on an hourly basis, within each affected department typically will be selected for layoff in the following order:
  - (a) Temporary and part-time employees will be laid off first;
  - (b) New employees who have not completed their introductory period, will be laid off next; and
  - (c) Full-time employees will be laid off next, based on their demonstrated ability to perform the available work.
- (4) Exempt employees within each affected department typically will be selected for layoff based on evaluation of the following criteria:
  - (a) Demonstrated current and past performance;



- (b) Promotion potential and transferability of skills to other positions within the department.
- (5) Employees chosen for layoff will be given as much notice as is required by law. Except for emergencies, such as equipment failure or weather, a full time employee who is to be laid off for more than one (1) week will be given a ten (10) day notice prior to the layoff. No notice will be given for layoffs of a shorter period caused by lack of work, equipment failure, weather, or similar incidents.

Employees will be informed of the reason for the layoff, the estimated length of the layoff, and any rights they have to appeal their selection for layoff to the Board of Supervisors.
- (6) Employees who are laid off will be maintained on a recall list for six (6) months or until the County determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the Human Resources Department if they become unavailable or unwilling for recall i.e. obtain other employment. Employees who do not keep a current home address on record with the Auditor's Office/Payroll Division will lose their recall rights.
- (7) Employees will be recalled according to business need, their job classification, and their ability to perform the job. Notice of recall will be sent by registered mail, return receipt requested, to the current home address on record with the Auditor's Office/Payroll Division. Unless an employee responds to the recall notice within seven (7) business days following receipt of the notice, or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any job rights with the County.
- (8) Seniority will continue to accumulate during any layoff of thirty (30) days or less. Employees laid off for more than thirty (30) days and subsequently recalled within one year from the date of layoff will be credited with the years of service accumulated at the time of layoff.
- (9) If the layoff is expected to exceed thirty (30) days, the employee shall be paid for all accrued vacation, compensatory time and any other form of paid leave with the exception of sick leave. The employee shall be paid at the hourly rate in affect at the time of layoff. Employees who are laid off will not accrue sick leave, vacation or other forms of paid leave during the layoff.

Title: Separation of Employment  
Policy Number: 120  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to terminate employment because of an employee's voluntary or involuntary resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the workforce or other. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason and the County reserves the right to terminate employment at any time and for any lawful reason.

Comments:

- (1) Employees are requested to give advance written notice of their intent to resign. Employees who fail to give written notice are deemed ineligible for re-employment. When giving a written notice of resignation, the following guidelines are suggested:
  - (a) Department Heads and supervisory employees are requested to give a minimum of four (4) weeks' notice;
  - (b) Administrative employees are requested to give at least three (3) weeks' notice; and;
  - (c) All other employees are requested to give at least two (2) weeks' notice.
  - (d) Official resignations may only be rescinded with the approval of the Department Head.
- (2) Employees who are absent from work for three (3) consecutive work days without being excused or giving proper notice will be considered as having voluntarily resigned.
- (3) For policies and procedures leading up to discharge for disciplinary reasons, see Disciplinary Procedure.
- (4) For policies and procedures governing separation as a result of retirement, see Retirement.

- (5) For policies and procedures governing a reduction in force, see Layoff and Recall.
- (6) The Human Resources Department or designee may conduct an exit interview with the employee prior to separation.
- (7) Final paychecks are mailed to the employee's residence. Prior to receiving a final paycheck, the Department Head shall be responsible for:
  - (a) Ensuring that the employee has completed an authorization form in order for payroll to mail the employee's final payroll check.
  - (b) Securing all County property in the employee's possession, such as County identification cards, keys, credit cards, laptop computer, tools, and other similar items.
  - (c) Ensuring that accounts are settled as originally agreed or by deduction from final pay, as provided by law if the employee owes the County any money or is responsible for any lost or damaged County property.
  - (d) Ensuring that the employee has complied with the work restrictions set forth in the "Educational Reimbursement" policy, if the employee has received tuition reimbursement. If the employee is separating prior to one year after course completion, the employee is required to reimburse the County as outlined in the "Educational Reimbursement" policy.
- (8) The Auditor's Office/Payroll Division is responsible for notifying terminating employees who are covered by the County's group insurance plan(s) of their right to continue coverage under that plan as required under the Consolidated Omnibus Budget Reconciliation Act "COBRA".
- (9) Requests for employment references should be made in writing to the Human Resources Department or Auditor's Office/Payroll Division and should include an authorization by the employee for the release of the requested information. Reference information and dates of employment shall not be released without the employee's authorization.

Title: Personnel Records  
Policy Number: 121  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, and comply with government recordkeeping and reporting requirements.

Comments:

- (1) The County tries to balance its need to obtain, use, and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of County business or as is required by federal, state, or local law.
- (2) All official employee personnel records will be maintained in a centralized location in the Auditor's office unless otherwise approved by the Auditor. Department Heads shall submit all required employee personnel records to the Auditor's office for maintenance in the official personnel files. Department Heads may maintain administrative personnel files in their own offices, however all original official records shall be submitted to, and maintained by, the Auditor's office.
- (3) Employees have a responsibility to keep their personnel records up to date and should notify the Auditor's Office/Payroll Division in writing of any changes in at least the following:
  - (a) Name;
  - (b) Address;
  - (c) Telephone number;
  - (d) Marital status (for benefits and tax withholding purposes only);
  - (e) Number of dependents;
  - (f) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
  - (g) Beneficiary designations for any of the County's insurance, disability, retirement, deferred compensation plans; and
  - (h) Persons to be notified in case of emergency.

- (4) Personnel records are the property of the County and no information will be removed from an employee's personnel file by any person including the person about which the record is concerned. Employees requesting to review their personnel file shall make an appointment with the Auditor's Office/Payroll Division. Employees are allowed to make copies of the information contained in their personnel file at their own expense. An employee must provide written permission for any other person or persons to gain access to his/her confidential personnel records.
- (5) A copy of any report or record that reflects unfavorably on an employee that is to be submitted to the employee's personnel file shall be reviewed with the employee in person. The record or report shall be signed by the employee prior to it being submitted to his/her personnel file. In the event the employee will not sign the report, the Department Head shall so note on the report and shall then submit it to the employee's personnel file.

Employees who believe that any file material is incomplete, inaccurate, or irrelevant may submit a written statement of disagreement in the file.

- (6) Only Department Heads and Supervisor's who have an employment-related need-to-know for information about another employee may inspect the personnel file of that employee. Any of these reports or records may be made available to a court of competent jurisdiction only.
- (7) Any records generated as a result of post-employment medical testing or other medical records such as return to work slips received from attending physician, worker's compensation reports, FMLA, and other similar medical records, shall be kept in a locked confidential file separate from all personnel records. Only those who have an employment-related need-to-know for information about another employee may inspect the medical file of that employee. Medical files may only be reviewed with the approval of the Human Resources Director.
- (8) Employees should refer all requests from outside the County for personnel information concerning applicants, employees, and past employees to the Auditor's Office/Payroll Division or the Human Resources Department. Personnel information will be released only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information.

- (9) **Emergency Contact Information** Employees shall provide the Department Head with the following contact information to be used in cases of emergency.

**Medical Emergency Contact Information:**

Name of Contact, Address and related telephone number(s)

**Natural Disaster – Employee Contact Information:**

It is the responsibility of the Department Head to maintain an accurate employee listing if a natural disaster would occur and access to the courthouse and county records is restricted. In order to communicate with employees in disaster situations, the employee is required to provide the Department Head with current home telephone number(s), cellular telephone number(s), residence address and personal email address. The Department Head will ensure the privacy of this information and shall only utilize this information in emergency situations.

The Board of Supervisor's shall maintain an accurate listing of contact information for each Department Head.

# **PAY PRACTICES**

Title: Salary Administration  
Policy Number: 201  
Effective Date: July 1, 2009  
Revision Date: November 1, 2013. May 25, 2021  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to pay employees in a nondiscriminatory and competitive manner. However, all compensation policy decisions must take into consideration the County's overall financial condition and competitive position.

Comments:

- (1) New employees generally will be hired at the starting rate assigned to their job grade. The Department Head may recommend higher starting rates depending on an applicant's experience or skill level or other competitive considerations at the time of hire. These recommendations must be reviewed and approved before implementation by the appropriate Department Head, the Human Resources Director and the Board of Supervisors.
- (2) When determining wage rates, the County shall take into consideration overall compensation including numerous non-cash benefits such as health, dental, and life insurance, vacation, holidays, and other similar factors.
- (3) Employees who have questions about the County's salary administration and benefits program should direct their concern to their supervisor, Department Head, or the Human Resources Department.
- (4) **General Pay Increases:** All pay increases will be effective upon approval of the Board of Supervisors. Salary schedules shall be adjusted accordingly and shall become effective as determined by the Board of Supervisors. Employees who are eligible for an annual increase shall receive the increase at the beginning of the pay period in which the effective date for the pay increase occurs.
- (5) **Step Increases:**
  - (a) **General Step Increases**

Employees eligible for step increases shall receive the step increase at the beginning of each fiscal year.



Step increases for part time employee are based upon hours worked. i.e. Annual step advancement for full-time employees occurs after 2,080 work hours. Part-time employees, who work twenty (20) hours per week, shall not advance to the next pay step until completion of 2,080 work hours (approximately two years of employment). All paid leave is considered as hours worked for the purpose of this section.

- (6) **Rate of Pay for Promotion:** An employee who is “promoted” shall advance to the appropriate promotional pay grade and shall go to a pay step that guarantees a minimum of a five percent (5%) pay increase. If the 5% minimum is not an option within the new pay grade, the employee shall be placed at the maximum step of the new classification.
- (7) **Rate of Pay for Reallocation:** An employee who is reallocated to a different job classification shall advance to the appropriate pay grade and shall go to a pay step that guarantees a minimum of a five percent (5%) pay increase. If the 5% minimum is not an option, the employee shall be placed at the maximum step of the new classification.
- (8) **Rate of Pay for Demotion:** If an employee is demoted, the rate of pay shall be determined as follows:
  - (a) If the rate of pay in the higher grade position is more than the maximum rate of pay for the position to which demoted, the rate of pay shall be reduced to no more than the maximum rate of pay of the lower position.
  - (b) If the rate of pay in the higher grade position falls within the range of the pay grade for the position to which demoted, the rate of pay may remain unchanged.
- (9) **Rate of Pay for Transfer:** If an employee transfers to another county department to a position which is assigned to an equivalent pay grade, their rate of pay shall remain unchanged.

If a current County employee applies for and is selected for a position which is assigned to a lower pay grade, the Department Head along with the Human Resource Director shall determine the pay step assignment.

- (10) **Rate of Pay for Red-Circled Employees:** In the event that a job classification's base salary is significantly higher than comparable positions in the labor market, the Department Head may determine to "red-circle" or freeze the base wage for employees in said job classification. The purpose of red-circling an employee's salary is to allow the wages for the position to "catch-up" to the employee's salary. Red-circling an employee's salary is an option when a wage discrepancy is created through no fault of the employee. This is done rather than reduce the base salary of the employee.

If an employee's rate of pay is red-circled, he or she shall not receive any additional compensation until the maximum rate of the appropriate pay grade "catches up" with the employee's base salary. Once the maximum rate is equivalent or bypasses the wage of the red-circled employee, the employee will be placed back on the job classification's assigned pay grade at an appropriate pay step.

Title: Pay Procedures  
Policy Number: 202  
Effective Date: July 1, 2009  
Revision Date: November 1, 2013  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Comments:

- (1) Employees shall be paid on a biweekly basis with paychecks distributed every other Friday. If payday falls on a holiday, employees shall be paid on the day preceding the holiday.
- (2) It is the policy of Pottawattamie County that no advance in future wages (including accrued vacation leave) shall be made.
- (3) Employees will receive on each payday, a check or deposit advice showing gross pay, deductions, and net pay. Federal and state income taxes, Social Security (FICA), mandatory wage withholding, and retirement system (IPERS) contributions will be deducted from an employee's paycheck as required by law. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay if they authorize the deductions in writing.
- (4) Employees who discover an error in their pay check, lose their pay check, or have it stolen must notify the Auditor's Office/Payroll Division immediately. In the case of loss or theft, the Auditor's Office/Payroll Division will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, including any fees related to stop payment, and the County will not be responsible for the loss or theft of a check if it cannot stop payment on the check.
- (5) **Overtime Pay.** Nonexempt employees (those not exempt from the overtime and minimum wage requirements of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half (1 ½) times their regular hourly rate for work performed in excess of forty (40) hours during their normal workweek unless otherwise provided by law or collective bargaining agreement. Paid leave with the exception of sick leave, shall be considered as hours worked for the purpose of computing overtime.

- (6) **Compensatory Time.** Nonexempt employees may choose compensatory time in lieu of a cash overtime payment. Compensatory time shall be earned at the rate of one and one-half (1 ½) times the actual number of hours worked in excess of forty (40) hours per work week. Compensatory time off shall be taken at the discretion of the Department Head. All efforts shall be made to grant requests for compensatory time off unless said request constitutes a hardship for the department.

Employees may not exceed forty (40) hours of accumulated compensatory time off without prior approval of their Department Head. Employees shall be compensated in cash for accumulated compensatory time at the time of separation.

- (7) **Call Back/In Pay.** An employee who is called back to work shall be paid a minimum of two (2) hours pay at the overtime rate, unless such call-back is two (2) hours or less prior to the employee's next regular shift. Call-back does not apply where an employee is ordered to work beyond the employee's regular shift before the end of their shift.
- (8) **Shift Differential.** Continuous shift employees may be eligible for shift differential. Employees represented by a bargaining agent should refer to the appropriate collective bargaining agreement for the shift differential pay schedule. Non-Represented employees shall receive shift differential in accordance with schedules provided to the Department Head at the beginning of each fiscal year. These schedules shall be posted on departmental bulletin boards and/or distributed by the Department Head.
- (9) **Working Out of Classification Pay.** If an employee is requested to work in a higher rated job classification for a period exceeding five (5) consecutive working days, he/she shall receive at least the minimum hourly rate for the higher rate job classification effective on the sixth (6<sup>th</sup>) day that he/she so works, and shall be returned to his/her regular rate of pay upon completion of his/her temporary assignment.
- (10) **Longevity Pay.** All full-time positions and part-time employees working 24 hours or more per week will receive longevity pay. Employees represented by a bargaining agent should refer to the appropriate collective bargaining agreement for the longevity schedule. Non-Represented employees shall receive longevity pay in accordance with schedules provided to the Department Head at the beginning of each fiscal year. These schedules shall be posted on departmental bulletin boards and/or distributed by the Department Head. Statutorily appointed deputies are not eligible for longevity pay. Employees who are eligible for longevity shall receive longevity and longevity increases at the beginning of the pay period in which the employee's anniversary date occurs.

- (11) **Termination Pay.** An employee who is dismissed or who voluntarily resigns shall receive his or her final paycheck on the first regularly scheduled payday following termination of employment. In addition to hours worked, the employee shall be paid for leave balances, other than sick leave, which have been accrued but not taken.
- (12) Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their Department Head or with the Auditor's Office/Payroll division.

Title: Pay Procedures/  
Longevity Pay for Non-Bargaining Employees  
Policy Number: 202A  
Effective Date: July 1, 2009  
Revision Date: November 1, 2013  
Authorized by: Board of Supervisors

Policy:

Section 1. All regular, full-time, non-bargaining employees (excluding Elected and Appointed Officials) shall be paid, in addition to their base or normal hourly rate, longevity pay as follows:

<b><u>Years of Service</u></b>	<b><u>Hourly</u></b>
Upon completion of five (5) years service	\$.25/hr.
Upon completion of ten (10) years service	\$.65/hr.
Upon completion of fifteen (15) years service	\$.90/hr.
Upon completion of twenty (20) years service	\$1.10/hr.

Longevity and longevity increases shall become effective at the beginning of the pay period in which the employee's anniversary date occurs.

Section 2. All part-time employees working a minimum of twenty-four (24) hours per workweek shall be paid, in addition to their base or normal hourly rate, longevity pay on an annual basis on their anniversary date, as follows:

<b><u>Years of Service</u></b>	<b><u>Annual</u></b>
Upon completion of five (5) years of service	\$100.00
Upon completion of ten (10) years of service	\$200.00

Title: Position Classification Plan  
Policy Number: 203  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

The position classification plan is supported by written job descriptions setting forth the duties and responsibilities of each class and the qualification(s) necessary for appointment to a position of that class. The objectives of the classification plan are to:

- a. Establish qualification standards for recruiting purposes;
- b. Provide a means of analyzing work distribution, areas of responsibility, lines of authority and other relationships between positions;
- c. Provide uniform titles for positions;
- d. Indicate training needs;
- e. Provide like pay for like work;
- f. Provide a basis for developing standards of work performance;
- g. Establish lines of promotion; and
- h. Assist in determining budget requirements.

Comments:

- (1) The Human Resources Director with the approval of the Board of Supervisors shall be responsible for the maintenance of a classification plan based on investigation and analysis of the duties of each position in the County personnel system.
- (2) Job descriptions shall be adopted by the Board of Supervisors and maintained for each class in the classification plan. Each job description shall define the class, describe the essential duties and responsibilities of the class, and summarize the minimum standards of training, experience and other qualifications required for appointment. Duties described in the job description shall not be construed to restrict the assignment of other similar duties.
- (3) The assignment of duties to a position, the location of work, equipment and tools furnished, work schedule and working conditions shall be the responsibility of the Department Head to which the position is assigned.
- (4) The assigned class title shall be the official title for every position in the County personnel system for personnel transactions and budget administration. However, working titles or statutory titles may be used in day to day departmental business.
- (5) Every position in each department shall be allocated by the Board of

Supervisors to one of the classes established in the classification plan. No person shall be appointed, promoted, transferred, or demoted to any position until it has been properly classified as herein provided. As additional positions are established or as existing positions are changed, such allocation or reallocation shall be made to new or existing classes as necessary.

- (6) All changes in a department with regard to classifications, pay of the affected position and staffing shall be approved by the Board of Supervisors.
- (7) **Addition of New Positions:**  
Department Heads wishing to create new positions within their department shall submit a request to the Board of Supervisors. Written justification for such positions must accompany the request. The Board of Supervisors shall approve or deny the request. Upon approval, a new job description shall be created and appropriate salary range assigned prior to filling the position.
- (8) **Revision of Existing Positions/Reallocation:**  
When substantial changes in duties, responsibilities and/or qualifications of an existing position have been made, the Department Head shall notify the Board of Supervisors in writing of such changes. The reasons for such changes shall also be submitted.

The Board of Supervisors may request a job study from the Human Resources Department and upon completion shall classify and reallocate the position to a new classification and pay grade if appropriate.

If a revision is approved by the Board of Supervisors, Human Resources will forward copies of the position description to the Department Head and shall indicate the step and pay grade assigned to the position. The effective date of the change shall be that date authorized by the Board of Supervisors. The Department Head shall have the affected employees read and sign the revised job description and shall forward copies to the Auditor's Office/Payroll Division for placement in the employee's personnel file.

- (9) **Vacant Positions:**  
Elimination of existing vacant positions must be approved by the Board of Supervisors. Department Heads wishing to permanently remove, or not fill an existing vacant position shall submit to the Board of Supervisors written notification of the need to permanently vacate the position. The effective date of the removal shall be that date authorized by the Board of Supervisors.
- (10) **Eliminated Positions:**



Elimination of an existing filled position must be approved by the Board of Supervisors. Department Heads wishing to eliminate an existing filled position shall submit to the Board of Supervisors notification of the need to eliminate the position and employees affected. The effective date of the elimination shall be that date authorized by the Board of Supervisors.

When a position is eliminated, the incumbent may be reassigned or the employer may be required to invoke "layoff procedures".

**(11) Classification Review:**

- (a) Department Heads may request a classification review of any position in their department at any time. Such requests shall be submitted in writing to the Board of Supervisors.
- (b) Any employee may request a classification review of his or her own position at any time providing the position has not been reviewed within the previous year. Such requests shall be submitted to the Board of Supervisors in writing through the Department Head.
- (c) The Human Resources Department shall perform reviews and audits of the various classes as are deemed necessary.
- (d) The Human Resources Department and the Auditor's Office/Payroll Division shall maintain a master set of all approved job descriptions in the classification plan. Such job descriptions shall constitute the official class specifications in the classification plan. The copies shall indicate the date of adoption of the latest revision of the job description for each class. This master file shall be available at the Human Resource Department for review by any employee.
- (e) The Human Resources Department shall supply each Department Head with a copy of the official job description(s) assigned to their department.

# EXPENSES

Title: Automobile Expenses  
Policy Number: 301  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County when possible to provide vehicles for business use in order to allow employees to drive on County business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

Comments:

- (1) Employees who need transportation in the course of their normal work may be assigned a County vehicle for their use. All other employees needing transportation for County business may use vehicles assigned to their department. As a last alternative, when no County vehicles are available, employees may use their own vehicle for business purposes, but only with the prior approval of their Department Head.
- (2) Employees who use their personal vehicles for approved business purposes will receive a mileage allowance in accordance with the Internal Revenue Service and as approved by the Board of Supervisors. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance.
- (3) County vehicles may not be operated at work or taken home by an employee without prior authorization of the Department Head. Employees shall not use County vehicles for non-business purposes unless prior authorization is received from the Department Head.

According to the *IRS Commuting Rule*, employees who commute to and from work in a county vehicle are provided a taxable benefit which is valued at \$1.50 for each one-way commute. Employees shall provide the Auditor's Office/Payroll division with documentation identifying the number of days the vehicle is used for commuting per pay period. This amount will be included in the employee's wages for tax purposes.

- (4) Employees driving county vehicles or personal vehicles on County business may claim reimbursement for parking fees and tolls actually incurred. In addition, employees driving County vehicles may claim reimbursement for gasoline and other expenses directly incurred for business purposes. All requests for reimbursement must be approved by the employee's supervisor.

- (5) Employees must report any accident, theft, damage, breakdown, or mechanical problem involving a County vehicle or a personal vehicle used on County business to their Department Head or supervisor, regardless of the extent of damage or lack of injuries. An employee must call for a local law enforcement agency to come to the scene of any work related vehicular accident immediately, even if there is no apparent damage.

Employees are expected to cooperate fully with authorities in the event of an accident. An employee may be held personally responsible for damage to a county vehicle if an investigation discloses that the employee was under the influence of alcohol, illegal drugs, prescription medication (that would render the person unable to drive) or if the investigation discloses negligence, carelessness or misuse.

- (6) Employees are required to adhere to traffic laws and regulations at all times while operating a vehicle for county business. Employees are responsible for any fines/fees or other expenses incurred as a result of a motor vehicle traffic violation.
- (7) In accordance with state law, employees are required to carry liability insurance for their personal vehicles. The insurance carried by the employee will stay with the vehicle. As a result, if an employee is in a motor vehicle accident while operating their personal vehicle for county business, the employee's personal car insurance would be the primary source of coverage.
- (8) Time spent by employees driving a County or personal vehicle on County business during normal working hours is considered hours worked for pay purposes. Regular commuting time to and from an employee's residence is not treated as work time for pay purposes unless authorized by the Department Head and approved by the Board of Supervisors.

\*\*Travel time to and from required training events, meetings, or other similar required work events is considered as hours worked for pay purposes, unless the event is located in the general vicinity of the employee's work reporting location. Supervisors shall inform their employees prior to the event, as to whether or not the travel time will be treated as work time for pay purposes.

- (9) It is the responsibility of the employee to wear seat belts while operating and/or riding in County vehicles. It is also the responsibility of the employee to ensure that seat belts are secured for individuals transported in personal or county vehicles.

- (10) Employees shall not attempt to make any mechanical repairs to a county vehicle unless properly authorized by the Department Head or supervisor or unless assigned to such duties. An employee may be held personally responsible for any unauthorized mechanical repairs made to a County vehicle.

Title: Employee Travel Authorization & Expense Policy  
Policy Number: 302  
Effective Date: 7/1/2009  
Revision Date: 11/14/2017, 8/9/2022  
Authorized by: Board of Supervisors

## **POLICY**

It is the policy of Pottawattamie County to reimburse Employees for reasonable expenses related to County business. Pottawattamie County prefers to pay expenses directly and not as a reimbursement to the Employee.

This policy is meant to cover necessary expenses incurred; and travel for employment related meetings, conferences, conventions, seminars, schools of instruction or other events (hereinafter referred to as “meetings”) related to an employee’s position with Pottawattamie County. Reimbursement shall mean repayment to an individual or allowable charges to a County authorized credit card for County related travel expenses.

This policy does not apply to travel that is performed as a part of an Employee’s routine work activities.

## **SCOPE**

This policy is applicable to all County Employees including Elected Officials.

## **REQUEST FOR TRAVEL AUTHORIZATION**

Elected Officials and Department Heads must approve all travel for their employees.

- A. Elected Officials and Department Heads are required to notify the Board of Supervisors if they have approved out of state travel for themselves or one of their employees. This notification needs to be completed prior to any payments being made for the travel. For the purpose of this policy, out-of-state travel does not include travel within the Omaha metropolitan area and surrounding counties to include Burt, Dodge, Washington, Saunders, Douglas, Sarpy, Cass and Lancaster Counties in Nebraska. The form provided (in Appendix A) needs to be completed for out-of-state travel and included with any reimbursement or payment claims related to the travel.
- B. Elected Officials, Department Heads and Law Enforcement are not required to notify the Board of Supervisors if Employees are traveling out of state for confidential investigations, litigation matters, or for travel which is a part of the Employee’s regular job duties.

## **IRS REGULATIONS - TAXABLE MEAL EXPENSES & REIMBURSEMENTS**

- A. Meal allowance per diems for employees while traveling on County business are taxable as income, according to IRS regulations if the trip does not require overnight lodging. Meals can include a tip up to 15% of the cost of the meal or as prescribed by the establishment.
- B. Meal allowance reimbursement requests that are taxable shall be submitted directly to the Elected Official or Department Head for approval and for processing. Approved reimbursements will be paid by Accounts Payable and included on the employee's payroll-as taxable income.
- C. All meal receipts must be itemized, state who the meal was for (listing each person's name if more than one person), list if there was an overnight stay, and the business purpose. This includes employee reimbursements and charges on County credit cards.

## **TRAVEL EXPENSES**

Any advance payments must be paid for on a County credit card. If an employee pays for these expenses themselves, they may not be eligible for reimbursement.

### **A. Meeting Registration Fees**

- 1. Registration fees for meetings should be paid for in advance if there is a discount provided for early registration, payment should be made through Accounts Payable or County credit card with Elected Official or Department Head approval. An itemized receipt for the registration fee is required.
- 2. The County will not be responsible for penalty charges arising from the failure of the Employee to cancel registration for a meeting, except when determined by the Elected Official or Department Head to be a justifiable emergency.

### **B. Transportation**

- 1. Driving Personal or County Vehicle:
  - a. Employees driving for County business must have a valid driver's license. Employees driving a private vehicle must have valid proof of motor vehicle insurance.
  - b. Pottawattamie County may pay mileage reimbursement for travel in a

personal vehicle. When a personal vehicle is used for out-of-state travel, reimbursement will be based on the cost of coach class air travel or actual mileage, whichever is less.

- c. The reimbursement rate for mileage shall be as approved by the Board of Supervisors. The mileage reimbursement rate is intended to cover the costs of operating the vehicle for business purposes, including standard maintenance, repairs, taxes, gas, insurance, and vehicle registration fees.
- d. All claims for mileage must show total miles traveled, dates traveled, point of departure, intermediate and final destination. Commonly used and reliable internet-based map services may be used to determine mileage distances.
- e. When calculating mileage related to travel, the employee shall claim mileage utilizing the shortest distance. Rather than have the employee report to work first, the employer will allow the employee to leave from home for their meeting as long as the employee's mileage claim reflects the shortest distance between leaving from home and leaving from their work reporting location. Per IRS regulations, trips starting from home to workplace on normal days off or when called in, do not qualify for reimbursement.
- f. Mileage expenses will not be reimbursed without approval of the Elected Official or Department Head if the employee was traveling on a day trip and a County vehicle was available or to same meeting location as members of the same department and the employee did not carpool.

2. Airfare Expenses:

- a. Air travel will be reimbursed at "coach" or "economy" rates. No first-class tickets will be reimbursed.
- b. Documentation showing point of departure, intermediate and final destination is required. Alternate air travel arrangements (i.e., depart from other than Omaha, stay over on a Saturday night, and other similar arrangements) will be reimbursed if a cost savings to the County can be documented. If a cost savings cannot be documented, the County will only reimburse the cost of a round trip ticket at the price of the ticket at the time of purchase, if the employee chooses to alter travel arrangements.
- c. Early ticket purchase of coach airfare tickets will be allowed to take advantage of reduced costs. However, if an employee is unable to attend the meeting and fails to cancel the ticket within the proper time, or if the



- d. employee changes the flight arrangements, the employee will be responsible for the cost of the prepaid ticket or fees associated with changing flights unless approved by the Elected Official or Department Head.
- e. The County will reimburse for one piece of checked luggage only (excluding any charges for overweight luggage). Receipts are required. No additional luggage or overages will be paid.
- f. If an employee receives reimbursement fees or free airline tickets as a result of being bumped off of a flight, he or she shall report the reimbursement fee or free airline ticket to their Elected Official or Department Head upon their return to work. Expenses incurred as a result of a voluntary bump are considered personal and are not a reimbursable expense.

3. Car Rental Expenses:

- a. Individuals are permitted to rent cars in cases where local transportation is necessary if prior approval has been received from the Elected Official or Department Head.
- b. When using a rental car, the employee will be required to purchase the rental agreement in the name of POTTAWATTAMIE COUNTY, IOWA and designate the authorized driver. Only authorized County employees are allowed to drive a rental car purchased with County funds.
- c. The rental agreement will include purchasing additional insurance as provided by the rental car company which must include a loss damage waiver (collision) and supplemental liability insurance.
- d. The employee will be reimbursed for actual expenses related to the vehicle, including rental costs, insurance, fuel, parking and tolls, if any.
- e. Employees are to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.
- f. Pottawattamie County will only cover car rental agreements for employees operating rental vehicles during the course and scope of their employment. The employee will be responsible for any driving infractions, fines and any deductible / damage that must be paid resulting from any accidents / incidents that occur during non-business usage or are in direct conflict with any existing County policy. The employee shall report any incident out of the ordinary which

occurs with the rental vehicle to their supervisor and the County Risk Manager.

C. Parking, Tolls, Taxi and Other Necessary Expenses:

1. Transportation costs for taxi, shuttle, public transportation, and other similar transportation may be reimbursed for County business only. Transportation for personal business is not a reimbursable expense.
2. Tolls fees are reimbursable if they are incurred driving to and from a meeting site, to and from the airport, or from the off-site hotel to the meeting site on the actual days of the meeting.

Parking Fees:

3. Parking fees may be reimbursed.
4. In instances where a reimbursement for parking meters is being claimed for which receipts are not available, reimbursement for the unsupported claim of the employee will be paid up to \$5.00 per claim using an Affidavit Claim Form found on the Intranet under the Auditor's Accounts Payable page. If the parking meter accepts a credit card, the employee may use this method of payment in order to substantiate the claim.
5. If round trip airfare is available and the employee voluntarily elects to drive his/her personal vehicle, reimbursement for parking fees, shall not exceed the cost of a round-trip airfare less any mileage reimbursement (i.e. parking fees, plus mileage shall not be greater than the cost of airfare).

D. Lodging

1. Lodging may be reimbursable for travel of 50 miles or more from the employee's residence with Elected Official or Department Head approval.
2. Lodging reimbursement is limited to the actual cost of a single room plus applicable taxes for each employee.
3. Employees are expected to seek standard lodging accommodations that are comfortable, convenient, meet business needs, and offer the best and lowest value.
4. Travelers are encouraged to ask for the discounted rate when making

reservations (i.e., the governmental, educational or corporate rate).

5. Reimbursement will not be made without the itemized hotel bill.
  - i. Expenses incurred for items such as in-room movies, use of health club facilities, personal calls, are not considered lodging and will not be reimbursed.
  - ii. Expenses for laundry cleaning and pressing may be reimbursed if authorized by the Elected Official or Department Head.
  - iii. Alcohol, social activities, or expenses incurred for personal services will not be reimbursed.
  - iv. Expenses incurred for wifi/internet will be allowed only when required for official County business.
6. Pottawattamie County will not be responsible for penalty charges due to failure to cancel hotel registration, unless determined by the Elected Official or Department Head to be a justifiable emergency.
7. For hotel/motel stays in Iowa, per Iowa Code 80.45A, lodging providers must have completed the Human Trafficking Training and be on the certified list before making a room reservation . This includes procuring a space or services for a conference, meeting, or banquet. Here is the link to check if a lodging provider has been certified <https://stopthiowa.org/certified-locations> . If a stay is paid for on a County card and the lodging provider is not on the certified list, the employee will be responsible for reimbursing the payment. If the employee has paid for the stay themselves, and the provider is not on the certified list, the employee will not be reimbursed for the stay. Reserving a room or staying at a lodging provider that is not certified may also result in traveling privileges being suspended.

#### E. Meals

1. Employees may be provided meal allowances when traveling on County business.
2. Reimbursement for meals and incidental expenses shall not exceed the federal per diem rate based on the city/County location of the traveler's destination. Meal tips and other incidental expenses are included in the per diem. Alcohol is not a reimbursable expense. Cities/Counties not specifically listed on the federal per diem will be reimbursed at the standard federal rate. Federal per diem rates can be found at [www.gsa.gov](http://www.gsa.gov) .

3. Whenever a meal is included in the conference fee or provided for as part of the overnight accommodations that particular meal allowance may not be reimbursed. This would include if a hotel or conference provides a continental breakfast, no reimbursement for other arrangement would be allowed. Exceptions must be approved by department head or elected official prior to travel.
4. Meals reimbursed without an overnight stay will be taxable income to the traveler. The payment of meal expenses shall not exceed the federal guidelines of individual meal reimbursements for non-overnight travel, departures, and arrivals.

#### F. Clothing

- a. For articles of clothing and/or maintenance of the articles of clothing to be reimbursed to an employee, the clothing must be required by the County and not suitable for everyday wear per IRS guidelines. If the clothing is part of an agreement or contract to be reimbursed, it may be taxable income to the employee.
- b. An itemized receipt is required for all reimbursements.

### **DOCUMENTATION OF EXPENSES**

1. All expenses must be submitted with itemized receipts. Failure to do so may result in the denial of the expense. Expenses for personal items or personal business are not eligible for reimbursement.
2. Travel expenses shall be itemized and listed on the departmental expense form. Employees are to enter the amount of the expense and an explanation or reason for the expense. (i.e.: Airfare - \$429.00, Hotel - \$235.00, Taxi from airport to hotel - \$15.00, Toll Bridge from hotel to meeting - \$2.00.)
3. Upon return from travel or expense being paid, the employee must complete an expense form within five (5) working days and submit it, with receipts, to the Elected Official or Department Head for review and approval. The Elected Official or Department Head should have all claims for these items to the Auditor's AP Department within ten (10) working days or with credit card billing cycle. For travel expense all receipts shall be attached to the Travel Expense Form. The Employee shall note whether the expense was personally paid or paid by County credit card. Mileage reimbursement may be submitted separately with the employee's regular mileage reimbursement form.

4. The Elected Official or Department Head will authorize reimbursement for approved expenses paid by the Employee. The Elected Official or Department Head will attach a copy of the Travel Expense form and accompanying receipts to the reimbursement claim for processing.
5. The Elected Official or Department Head will authorize the payment of approved travel expenses paid for with a County credit card. The Elected Official or Department Head will attach a copy of the Travel Expense form and accompanying receipts to the credit card billing statement for processing.
6. The Elected Official, or Department Head or Auditor's Department may deny an expense or a portion of the expense for reasons including but not limited to:
  - a. Failure to provide an itemized receipt where required.
  - b. Meal expenses that exceed the per diem rate for the area traveled to.
  - c. Penalty charges assessed for cancellations that are not the fault of the employer.
  - d. Any expense deemed personal, including alcohol.
7. Expense reimbursements are limited to the conference dates unless approval for early arrival or late departure is received from the Elected Official or Department Head. Expenses incurred after the conference date will be considered personal and may not be paid with County funds.

## **EMPLOYMENT INTERVIEWS**

Pottawattamie County Elected Officials and Department Heads may authorize travel, lodging and meal expense for one employment interview per applicant who is not a current resident or Employee of the County.

**Appendix A****POTTAWATTAMIE COUNTY****OUT-OF-STATE TRAVEL NOTIFICATION FORM**

This form is used to notify the Board of Supervisors of out-of-state travel and to provide an estimate of travel expenses. It must be submitted to the Board of Supervisor's office no later than one (1) week prior to the out-of-state travel. **Completed form must accompany any claims sent for payment or reimbursement.**

**TRAVEL INFORMATION**

Name of Employee Traveling: \_\_\_\_\_

Department: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Travel: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Name of Elected Official/Department Head Authorizing Travel: \_\_\_\_\_

**PURPOSE OF TRIP****1. Conference Travel**☐

Giving a presentation

☐

Serving as panel member, chair

☐

Serving as an Office or Board Member

☐

Continuing Education

Other please explain \_\_\_\_\_

\_\_\_\_\_

**2 Non-Conference Travel**

State Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conference Name (Please give complete name) \_\_\_\_\_

<b><u>Expense</u></b>					<b><u>Cost Estimate</u></b>
Transportation	Mileage	<input type="checkbox"/>	Airfare	<input type="checkbox"/>	
Lodging					
Meals: Breakfast	Included	<input type="checkbox"/>	Not Included	<input type="checkbox"/>	
Lunch	Included	<input type="checkbox"/>	Not Included	<input type="checkbox"/>	
Dinner	Included	<input type="checkbox"/>	Not Included	<input type="checkbox"/>	
Conf./Seminar Fee					
Other:					
Total Estimated Cost					\$ 0.00

Meals may be included in conference fees or provided by the hotel. Indicate whether meal is included or not. If meal is not included, please refer to the U.S. General Services Administration website for allowable meal per diem at [www.gsa.gov](http://www.gsa.gov) Select travel, select a state, select calculate per diem allowances for a trip, select your travel dates, select destination county, select breakdown, the total M&IE rate is listed (middle row), scroll up to the top of the page and select M&IE for breakdown by meal (breakfast, lunch, dinner), find the corresponding number on the far left for your total and the breakdown is provided.

## Employee Handbook/Credit Card Policy

Title: Credit Card Policy  
Policy Number: 303  
Effective Date: July 1, 2009  
Revision Date: August 10, 2021  
Authorized by: Board of Supervisors

### Policy:

It is the policy of Pottawattamie County to utilize direct billing, reimbursement, or purchase order whenever possible, to make authorized county purchases. When these options are not available, purchases may be made by utilizing an authorized county credit card. Traveling expenses may be made by utilizing an authorized county credit card. When using an authorized county credit card all reasonable attempts should be made to ensure the transaction is processed as "Tax Exempt".

All credit cards are to be issued from the same financial institution as agreed upon by the Board of Supervisors and the Auditor. All credit cards will be on the same billing cycle and the county will obtain a global credit card limit with the financial institution. This global credit card limit will then be allocated amongst all departments as determined by the Board of Supervisors or the Budget and Finance Director.

### Objectives:

Consolidate County purchases into one global liability and thereby eliminate numerous outstanding liabilities at different institutions.

Allow for standardized dates across the County for reporting and processing of credit card expenses.

Allow the County to conduct business with vendors who no longer allow purchase order payments and now require a credit card.

Take advantage of cost-saving opportunities by being able to purchase on the Internet and through catalogs.

### Comments:

- (1) The Budget and Finance Director will serve as Credit Card Administrator. The Auditor, Chairman of the Board of Supervisors and Finance and Tax Officer will also be given same account privileges. Privileges include but not limited to:
  - Viewing statements and requesting information from financial institution
  - Temporarily raising credit limits for onetime purchases as requested by Department Heads
  - Ordering or Canceling new credit cards
- (2) Department Heads are responsible for obtaining credit card(s) for their department and for issuing credit cards to their respective employees. Department Heads and respective employees will be required to sign a **Pottawattamie County Credit Card Agreement** (Exhibit A) setting forth their obligations once the card has been issued. This agreement will be signed on an annual basis and shall be filed in the County Auditor's office.

- (3) The County Auditor will maintain the signed credit card agreements in a secure area. This agreement shall include the name of the company issuing the card, the name of the employee listed on the card, the card limit, the card number, expiration date and a telephone number to call if the card is missing or stolen.
- (4) Department Heads will be responsible for distributing County credit cards to employees as needed and will assume responsibility for those employee purchases as well. Each Department Head will maintain an up to date listing of credit cards issued to their employees.
- (5) Department Heads will adhere to assigned credit limit, but may appeal to Credit Card Administrator for temporary increases.
- (6) Credit cards must not be used to make purchases that under normal circumstances would require a competitive bid.
- (7) Credit cards are to be strictly used for official County purposes. Use of the card should be limited to goods and services which cannot efficiently be purchased by such methods as purchase order or direct billing. Allowable expenditures:
  - Motel/hotel expenses and guarantee of reservations
  - County vehicle expenses
  - Meals including a tip of up to 15% of the cost of the meal or a tip that is prescribed by the establishment
  - Airline reservations
  - Car rental
  - Registration fees
  - Departmental expenses as approved by the department head

Additionally, a cardholder must:

- ensure that the card is used only by the cardholder; use by anyone other than the approved cardholder is strictly prohibited. All cards will be attached to an individual not just to a department.
  - request tax-exempt purchase if purchasing in or shipping to State of Iowa
  - obtain an itemized receipt in addition to the purchasing card receipt. Purchases without an itemized receipt may not be paid by the County and may be deducted from the employees next paycheck. See policy item (10) for exceptions.
- (8) The misuse or abuse of the card shall mean using a County credit card outside of the employee's authorized parameters. Misuse or abuse of the card includes, but is not limited to:
    - using the card for personal or unauthorized purposes



- using the card to obtain a cash advance or cash in lieu of a credit to the purchasing card account
- using the card to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the County or the Code of Iowa
- allowing use of the card by another individual
- splitting a purchase or using another cardholder's card to circumvent the card purchasing limit of the card
- failing to provide your Department Head with required receipts
- failing to complete and submit the log of transactions within seven (7) days after the close of each billing cycle.
- failing to provide, when requested, information about any specific purchase
- not adhering to the County Credit Card Policy

(9) Misuse, Abuse or Fraudulent Violation. Depending on the severity, the following actions may be taken along with other disciplinary actions as provided in Employee Handbook Policy 711 - Disciplinary Procedure.

- 1st Offense: When a card is accidentally used in violation of this policy, both the cardholder and the cardholder's Department Head will be notified of the infraction. The cardholder will be advised to use the card for business purposes only within the parameters established by these policies. The cardholder will also be advised that all card privileges will be suspended if further violations occur. The cardholder will be personally responsible for reimbursing the County for unauthorized purchases.
- 2nd Offense: All purchasing card privileges will be suspended for a period of three (3) months. The cardholder's Department Head will be notified of this violation and subsequent suspension of privileges. At the end of the three-month period, the cardholder's Department Head may elect to reinstate the cardholder's privileges, with the approval of the Board of Supervisors. The cardholder will be personally responsible for reimbursing the County for any unauthorized purchases.
- 3rd Offense: Use of the Credit card will be suspended permanently. The cardholder will be personally responsible for reimbursing the County for any unauthorized purchases.

These actions may be initiated at the discretion of the Auditor or Budget and Finance Director after consultation with the appropriate Department Head and the Board Chair. Further, the Department Head may ask the County Auditor or Budget and Finance Director to initiate any of the above actions at any time

(10) Employee Termination or Transfer.

A cardholder who terminates employment with the County or transfers to another department, must return the credit card to their Department head who will provide it to the Credit Card Administrator. Final paycheck may be delayed until all pending credit card charges have cleared and proper documentation of each expense has been provided to Department Head/Elected Official. Failure to do so may result in a portion of final paycheck being withheld to pay charged expenses.

(11) Documentation

The cardholder is responsible for maintaining adequate documentation to verify and explain all purchasing card transactions. To facilitate reconciliation and approval of statements, it is essential that cardholders obtain and retain vendor documentation for purchases, including

- itemized vendor sales receipts,
- itemized packing slips or shipping orders, and
- purchasing card detailed charge slips with item descriptions.

On an ongoing basis, the cardholder should maintain a log of transactions to document transactions made with the card. This includes date, purpose and person(s) in attendance. Adequate documentation, as described above, should be filled out on **Monthly Expense Form** (Exhibit B) if required by Department Head or elected official.

It is understood that from time to time a receipt may be lost, in such event a **Receipt Affidavit Form** (Exhibit C) should be filled out and accompany the documentation. Habitual use of this form may constitute a misuse or abuse violation of the County Credit Card policy.

Each month, the cardholder will retrieve a statement which lists charges made during the previous billing cycle. Upon retrieving the statement, it is essential that the cardholder perform the following:

- review the statement; compare back-up documentation (receipts, packing slips, charge slips, etc.) to the transactions listed on the statement
- reconcile each and every transaction to assure that it is correctly listed on the statement; it is, however, possible that transactions completed will not appear until the next statement
- reconcile each and every transaction on the statement to assure that it is correctly listed and that adequate documentation for each transaction is attached.

Upon reconciliation, the statement and all supporting invoices, packing slips, charge slips, receipts, etc. should be forwarded to the Department Head within seven (7) days after the close of each billing cycle. The Department Head will review the statement by:

- ensuring that each purchase is an appropriate use of County funds,

- confirming that receipts and written explanations are attached for each listing on the statement,
- confirming that the attached receipts match the dollar amount of each listing on the statement,
- ensuring that the card is not used for personal purposes, and
- ensuring that the card is used and receipts are signed only by the cardholder.

After reconciliation by the Department Head, he/she must approve (by signing) the statement. By signing and approving the statement, the Department Head certifies the statement's compliance to the established policies and procedures governing the County Credit Card Policy. The Department Head must forward the approved statement to the Auditor no later than ten (10) days after the billing cycle ends.

It is encouraged that all cardholders sign up for electronic confirmation that their credit card statements are ready then print to allow the most time possible to meet documentation and approval deadlines. If a Department Head is unavailable to approve, the Budget and Finance Director can review and approve.

Example:

End of Credit Card Billing Cycle:	July 31 <sup>st</sup>
Cardholders documentation to Department Head:	August 7 <sup>th</sup>
Department Head to Auditor:	August 10 <sup>th</sup>
Auditor Payment to Financial Institution after final approval of Board of Supervisors:	August 14 <sup>th</sup>

*(Payment due dates are generally 21 days from end of billing cycle)*

## Pottawattamie County CREDIT CARD AGREEMENT

**If card is lost or stolen, call 1-833-933-1647 immediately, and notify your Department Head.**

The employee listed above has been provided with a copy of the County's purchasing card policy, and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

1. County credit cards are for official County use only. I acknowledge that any misuse of the County Credit Card may result in a suspension and/or termination from use of the Credit Card as outlined in Section 9 of the Policy.
2. Credit card payments must be processed on a timely basis. All charges need accompanying original receipts. A Receipt Affidavit may be used to replace a missing original receipt. See Section 12 of the Policy for details.
3. If appropriate receipts are not turned in and cannot be reproduced, I agree to reimburse the County for any undocumented charges or any charges that do not comply with County policies. Any request for reimbursement will be in writing and specifically state what charges are to be reimbursed. If I fail to reimburse the County within seven days of receiving the written request, I specifically agree that the reimbursement will be withheld from my wages until paid in full; however, at no time shall my pay be reduced below statutory minimum wages.
4. The Credit Card will be immediately surrendered upon retirement, resignation, termination or request of the department head. I understand that the use of the Credit Card for any purpose after its surrender is prohibited.
5. I understand a Credit Card is not provided to all employees. Assignment is based on my need to purchase material for the county and/or to provide for business travel. My use of the Credit Card may be revoked at any time for any reason without notice. I understand that the use of the Credit Card is a privilege, not an entitlement nor reflective of my title and/or my position.

I have read Pottawattamie County Card Policy and procedures and accept them.

Cardholder Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Employee \_\_\_\_\_

Credit Limit \_\_\_\_\_

Company Issuing Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration \_\_\_\_\_

Department Head Approval \_\_\_\_\_

---

Internal Use Only

Credit Card Returned \_\_\_\_\_

Reason \_\_\_\_\_

Received By \_\_\_\_\_

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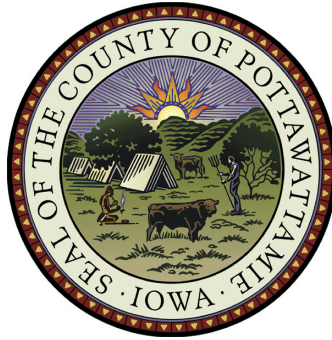
## Exhibit B

Expense  
Month

## Department Head/Elected Official

303:7

**MELVYN J HOUSER**  
**POTTAWATTAMIE COUNTY AUDITOR**  
**AND ELECTION COMMISSIONER**  
 227 S 6<sup>TH</sup> ST, PO BOX 649  
 COUNCIL BLUFFS, IOWA 51502-0649



Kristi Everett, First Deputy - Elections  
 Linda Swolley, First Deputy - Real Estate  
 Kristy Hassay, Second Deputy - Real Estate  
 Becky Lenihan, Finance & Tax Officer  
 Phone (712) 328-5700  
 FAX (712) 328-4740

## RECEIPT AFFIDAVIT

This form is to be used for credit card purchases, employee reimbursements or when the vendor's receipt does not show an itemization of the purchase and the vendor cannot provide an itemized copy, or the original receipt is not available. Please make sure completely filled out, signed and dated.

- ☐ Reason receipt is not available (please indicate):  
☐ Lost Original Receipt  
☐ Vendor receipt not itemized  
☐ Other(specify): \_\_\_\_\_

Vendor purchased from: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

How pertains to County business (what purchase was for):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Description of what was purchased:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I \_\_\_\_\_, certify that I made the purchase described above, that all of the purchase was for County business (unless otherwise noted) and all is within policy guidelines. There was not any alcohol purchased.

\_\_\_\_\_  
 Signature / Date

Title: Participation in Trade & Professional Associations  
Policy Number: 304  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to encourage employees to participate in certain trade and professional associations.

Comments:

- (1) Employees are encouraged to participate in trade and professional associations that promote County goals, individual skills development, professional development, professional recognition or that may be necessary for maintaining professional licenses. However, employee participation in those associations must not conflict with the County's interests.
- (2) The County may identify certain trade and professional associations in which representation is desirable and then designate the employees that it will sponsor for membership. Employees designated for membership act as County representatives in the association and are expected to promote the County's interests and participate accordingly
- (3) Employee participation in trade and professional association activities will not be considered as hours worked for pay purposes, unless participation is at the County's request or under its direction and control.
- (4) Department Heads are responsible for coordinating representation in trade and professional associations. The following factors may be considered in selecting associations for representation and in designating employees to be sponsored for membership:
  - (a) The nature and purpose of the association;
  - (b) The potential benefit to the County, including enhancement of the County's reputation and the development of the employee's leadership and organizational skills;
  - (c) The cost to the County;
  - (d) The extent to which the County already is represented in the association; and

- (e) The employee's job responsibilities, length of service, and overall qualifications for membership;
  - (f) Necessary for maintenance of professional license or continuing education requirements.
- (5) Department Heads are responsible for planning, budgeting, and approving the expenses of their employees' participation in association activities. The County will pay or reimburse the approved and reasonable expenses of employees sponsored for membership in trade and professional associations. Employees not sponsored for association membership may be eligible for reimbursement for the expenses of special association events, if participation in the activity is approved in advance by the Department Head.
- (6) Employees must have their Department Heads advance approval before soliciting or accepting any official position in a trade or professional association. The Department Head also should determine what compensation the employee will receive for association activities conducted during working time and any reimbursement for expenses incurred in performing official duties.
- (7) Employees are encouraged to contribute articles, present papers, and give talks to trade and professional associations. However, employees must obtain prior approval from the Department Head for any communication that might represent the County's position or involve any confidential information.



**Title:** Mobile Device Policy  
**Policy Number:** 305  
**Effective Date:** July 1, 2009  
**Revision Date:** August 28, 2018, July 9, 2020  
**Authorized by:** Board of Supervisors

## **POLICY**

Mobile devices such as cell phones and tablets may help employees to more effectively perform their jobs, but they also create new risks to privacy, confidentiality, intellectual property and protected health information ("PHI") in the workplace. This policy is intended to manage the risks that mobile devices present in the workplace.

## **SCOPE**

This policy applies to all county employees and Elected Officials. Exceptions may be made for law enforcement or emergency reasons.

## **DEFINITIONS**

**Mobile Device** – Any electronic computing and communications device used by an employee that is capable of receiving, processing, or transmitting digital information in any manner. ***Mobile devices include cell phones, smartphones, mobile computing and communications devices, digital music players, hand-held computers, laptop computers, tablet computers, personal digital assistants (PDAs) and similar devices.***

**Prohibited Mobile Device** – Mobile devices which have not been configured to comply with this policy or which may produce electromagnetic interference with medical devices, equipment located in county medical clinics (public health or county jail) or communications equipment (communications center or remote sites) are prohibited.

**Business Use** – Any call, text, email, internet connection or similar action taken by an employee for the purpose of conducting official county business in direct support of their assigned duties and responsibilities.

**Personal Use** – Any call, text, email, internet connection or similar action taken by an employee when not conducting official county business.

**Confidential or Sensitive Information** – All information collected or created by an employee should be treated as confidential. Confidential information includes, but is not limited to the following:

- Protected Health Information (PHI), as defined under HIPAA or other medical information protected by state or federal law.
- Confidential personal or county information, such as employee records, social security numbers, driver's license numbers, and financial information.
- Photographs or video showing patient faces or building security measures.

- Metadata, data that is created and collected by a mobile device, while conducting official county business.
- Intellectual property such as software designs, copyrighted text, logos or graphics.

**Security Officer** – An individual appointed by the Board of Supervisors who is responsible for overseeing, implementing and monitoring the security requirements for the County's HIPAA program.

**Privacy Officer** – An individual appointed by the Board of Supervisors who is responsible for overseeing, implementing and monitoring the County's HIPAA program.

## **MOBILE DEVICES IN THE WORKPLACE – GENERAL USE**

### **General Policies:**

Use of mobile devices must comply with this and other county policies. The use of mobile devices may be terminated by the county at any time for any reason. Work performed on a mobile device is considered as hours worked. Non-exempt (hourly) employees, who are not "on-call", shall not perform work, i.e. answer texts, emails during non-working hours unless they have express permission to work overtime from their supervisor.

### **Personal Phone Calls/Text/Email/Internet Usage:**

Personal use of a mobile device (calls, text, email, or internet usage) during the work day should be limited to break or lunch times to the maximum extent possible. Employees are not allowed to distract other employees with use of their personal mobile device at work. The Elected Official or Department Head, at his/her sole discretion, is permitted to ban or limit employees' use of personal mobile devices at work.

### **Confidential Records:**

Various records created or maintained by Pottawattamie County contain confidential and sensitive information such as medical and mental health information, personally identifiable information such as names, dates of birth, telephone numbers and similar information as well as photographs and videos of individuals. This information must be handled in strict accordance with this policy. Storage and transmission of confidential or sensitive information on a mobile device, whether by email, internet or wireless means, is prohibited unless the device is registered with IT and the transmission is encrypted as set out in this policy.

### **Business Use of Mobile Device and Cellular Phones**

If an Elected Official or Department head requires that the employee be accessible for county business, the employer may issue the employee a county owned mobile device for work.

Mobile devices purchased and issued by the county shall remain the property of Pottawattamie County. Employees may be responsible for any costs associated with replacing a lost, stolen or damaged county-issued mobile device due to employee carelessness or negligence. Employees should not use a county-issued mobile device for personal use unless authorized by their Elected Official or Department Head. Employees may be responsible for charges incurred by the county for an employee's personal use of the county-issued mobile device. Records contained on or about a county-issued mobile device, such as cellular phone records, may be considered public records and may be subject to Iowa Open Records laws.

Employees provided county-issued cellular phones are expected to be accessible, on and off duty, as required by the Elected Official or Department Head.

### **Reimbursement for Business Use of Personal Cellular Phones**

Elected Officials may receive a reimbursement for the business use of their personally-owned mobile cellular device. The Board of Supervisors shall determine the reimbursement level on an annual basis during the first meeting in January. The Elected Official is required to register their personal cellular phone with IT for access to county systems and shall provide documentation of the actual monthly cost of the mobile device such as a monthly statement or invoice to be eligible to receive a monthly reimbursement.

Elected Officials or Department Heads may provide a reimbursement to their employees for talk and text use of their personal cellular phones during a designated time period where the employee experiences a high call volume for work related issues. Reimbursement for talk and text use shall not exceed \$20.00 per month and the employee is required to submit a copy of their monthly phone bill in order to receive reimbursement.

All county-related communication conducted on an employee-owned device may be considered a public record and may be subject to relevant provisions of Iowa Open Records laws.

### **Mobile Device – Access to County Email, Data and Computer Systems/Programs:**

Elected Officials and employees who access county email, networks, data and similar systems (county systems) on a mobile device are required to register the device with the Information Technology (I.T.) Department. Authorization to register the mobile device must be in writing by the Elected Official or Department Head and must be approved by the county Security Officer.

Before access is granted to county systems, the I.T. Department shall confirm the following:

- Receipt of written authorization to register the mobile device.
- The device is password protected as required by policy.
- Encryption software has been installed on the device.

- Anti-virus application/software has been installed on the device.
- Location services for the applicable device applications have been enabled.

Employees are prohibited from accessing county systems with an unregistered mobile device. Accessing, transmitting or disclosing confidential or sensitive information by a mobile device must be in compliance with all Pottawattamie County policies at all times.

Confidential and sensitive information stored on the mobile device or transmitted from a mobile device must be encrypted and the mobile device must lock after unsuccessful login attempts and timeout access to the mobile device based inactivity. Bluetooth and infrared (IR) services must be configured as approved by the Security Officer or turned off.

#### **Lost or Stolen Mobile Device:**

Employees granted access to county systems containing confidential and sensitive information are required to report a lost or stolen mobile device immediately to the Elected Official or Department Head **AND** to the County's I.T. Department. The I.T. Department will immediately disable the mobile device access to county systems and attempt to locate the device. If the mobile device was not password protected and the employee had access to confidential or sensitive information with the mobile device, the Security Officer may authorize the wiping or erasing of the mobile device data to factory settings to avoid a security breach.

#### **Suspension of Mobile Device Access to County Systems:**

Access to county systems may be suspended at any time with or without notice to the employee based on the needs of the county. Suspension from county systems will occur if one of the following takes place:

- If the employee fails to password protect their mobile device or refuses to comply with any section of this policy or any other similar policy.
- To avoid, prevent or mitigate the consequences of a violation of this policy.
- To investigate a security breach, security incident, or violation of this or any other county policy or policies.
- To protect individual health, privacy, reputation or financial interests.
- To protect any county assets, information, reputation or financial interests.
- Upon request of the Elected Official or Department Head in which the employee works.
- Upon request of the County Attorney's Office or the Security or Privacy Officer.

#### **Termination of Mobile Device Access to County Systems:**

Access to county systems may be terminated at any time with or without notice to the employee. Termination will occur if one of the following takes place:

- Upon separation of employment with Pottawattamie County.
- Upon a change in the employee's role, as directed by the Elected Official or Department Head in which the employee works.

- If it is determined that the employee violated this or any other County policy affecting the use of a mobile device.
- The use of a mobile device without authorization, while authorization is suspended, or after authorization has been terminated is a violation of this policy.
- Upon request of the Elected Official or Department Head in which the employee works.

Employees shall return all county-issued mobile devices and county equipment upon termination of employment or upon direction of the Elected Official or Department Head.

**Internal Audit of Mobile Devices:**

The encryption software application required on mobile devices that have access to county systems or that contain confidential or sensitive information will automatically perform audits of the registered mobile device to ensure the device is password protected. The encryption software will also scan the mobile device for applications and services that may be harmful to device security and may prevent the installation of the application. If this occurs, authorization for installation must be approved by the county's Security Officer.

An audit may be performed by the county at any time to ensure compliance with this and other county policies. Employees are required to cooperate with an audit request. Employees shall not delete or modify any confidential or sensitive information stored on the mobile device after receiving an audit request.

**Audits or Evidentiary Review – Use of Personal Information:**

All information on a mobile device registered on the county system, including personal information, may be subject to audit or “evidentiary review” as provided in this policy. Any personal information may be used or disclosed by Pottawattamie County to the extent necessary.

**Evidentiary Review of Mobile Device:**

As part of a complaint or lawsuit, it may be necessary to preserve evidence that may be contained on an employee's mobile device. If so, the Pottawattamie County Attorney's Office will request that the employee submit their mobile device for an evidentiary review to determine if the mobile device contains evidence relevant to the complaint or lawsuit. Employees are required to cooperate with any request for an evidentiary review by the Pottawattamie County Attorney's Office. An employee receiving such a notification shall immediately turn their mobile device over to the County Attorney's Office and shall not delete or modify any confidential or sensitive information that may be stored on the mobile device after receiving the request for an evidentiary review.

# **BENEFITS**

Title: Holidays  
Policy Number: 401  
Effective Date: July 1, 2009  
Revision Date: July 17, 2012  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to designate and observe certain days each year as holidays. Eligible employees will be given the holiday designated off with pay for each holiday observed.

Comments:

- (1) Full-time employees are eligible for the following paid holidays.

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving (Lieu of Lincoln's Birthday)
- Christmas Day
- Floating Holiday (See Comment #10)

The Board of Supervisors will adopt a holiday schedule for each calendar year during the 1<sup>st</sup> Board meeting of each year. This schedule shall indicate the calendar date in which the County will observe each holiday. All employees shall observe the holiday as designated by the Board of Supervisors unless otherwise directed by a collective bargaining agreement or approved departmental policy.

- (2) Full-time employees (not on unpaid leave) are eligible to receive their regular rate of pay for each observed holiday. Part-time employees who work twenty-four (24) hours or more per week are eligible to receive holiday pay only for holidays on which they normally would be scheduled to work and only for their regularly scheduled number of hours. Part-time employees who work less than twenty-four (24) hours per week, temporary employees and employees on leaves of absence without pay or on layoff are not eligible to receive holiday pay.

- (3) To receive holiday pay, an eligible employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, the County may require verification of the reason for the absence before approving holiday pay.
- (4) A holiday that occurs on a Saturday or Sunday generally will be observed by the County on either the preceding Friday or following Monday.
- (5) A holiday, for time worked, shall be defined as a twenty-four (24) hour period commencing at 12:00 AM midnight and ending the following 12:00 AM midnight.
- (6) In the event that a holiday falls within the employee's vacation period, such day will not be counted as a day of vacation. In the event that a holiday occurs during an employee's bona fide sick leave, such employee will receive holiday pay and such day will not be counted against the employee's sick leave.
- (7) The County recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the County's regular holiday schedule. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt the County's business and if the Department Head approves. Employees may use appropriate paid leave for these occasions, or they may take the time off as an unpaid, excused absence if paid leave has been exhausted.
- (8) All work performed on any observed holiday shall be compensated for at the rate of one and one-half ( $1 \frac{1}{2}$ ) times the actual number of hours worked on such holiday. In addition, the employee shall receive holiday pay which shall constitute eight (8) hours of pay at straight time at the employee's rate of pay at the time of the observed holiday. For example, if an employee works eight (8) hours on an observed holiday, they shall be compensated eight (8) hours at one and one-half ( $1 \frac{1}{2}$ ) their regular rate or twelve (12) hours straight pay plus eight (8) hours of holiday pay for a total of twenty (20) hours of pay. If the employee works four (4) hours on an observed holiday, they shall be compensated four (4) hours at one and one-half times ( $1 \frac{1}{2}$ ) their regular rate of pay or six (6) hours straight pay plus eight (8) hours of holiday pay for a total of fourteen (14) hours pay.
- (9) Employees who work the official holiday and the holiday observed by the County will receive holiday benefits only on the day that the County observes the holiday. If the employee works the official holiday, but not the holiday observed by the County, that employee will receive holiday benefits on the day worked.



- (10) Employees shall be credited with one (1) floating holiday on July 1<sup>st</sup> of each fiscal year. New employees will be credited with a floating holiday after they have completed their introductory period. The floating holiday is to be utilized between July 1<sup>st</sup> and June 15<sup>th</sup> of the fiscal year. The floating holiday will be scheduled by mutual agreement between the employee and the employer and shall be taken in a full day increment. Requests for scheduling a floating holiday on a day designated for religious observation shall not be unreasonably denied. Floating holidays shall not be carried over from contract year to contract year. If the floating holiday is not used by June 15<sup>th</sup> of the fiscal year, it shall be forfeited.

Title: Vacation Leave  
Policy Number: 402  
Effective Date: July 1, 2009  
Revision Date: July 1, 2014  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to provide annual vacations with pay to full-time and part-time employees in accordance with the guidelines established below.

Comments:

- (1) Vacations are accrued based on the employee's length of service. Employees shall be eligible for paid vacation time after six (6) months of continuous service with the County and successful completion of the employee's introductory period.
- (2) Full-time employees shall accrue vacation on a bi-weekly basis in accordance with the following schedule:

<b>Years of Service</b>	<b>Bi-Weekly Accrual</b>	<b>Annual Accrual</b>	<b>Max Allowed</b>
Upon Hire	3.0770 hrs.	80 hours	160 hours
After 4 years	4.6154 hrs.	120 hours	200 hours
After 9 years	5.5385 hrs.	144 hours	224 hours
After 14 years	6.1539 hrs.	160 hours	240 hours
After 24 years	7.6923 hrs.	200 hours	280 hours

Due to this policy change, employees have until July 1, 2015 to reduce their vacation accrual to the maximum vacation allowed. Employees who are currently over the maximum are encouraged to work with their Department Head or Elected Official over the 2014/15 fiscal year in order to be in compliance with the policy on July 1, 2015.

- (3) Part-time employees who work twenty-four (24) hours or more per week shall accrue vacation on a pro-rated basis in accordance with the full-time schedule above. Hours shall accrue bi-weekly and shall be pro-rated based upon the part-time employees regular work schedule. If there is a change to the employee's regular work schedule, the Department Head shall notify payroll to discuss an adjustment in the bi-weekly accrual. The maximum vacation a part-time employee can receive is 75% of full-time accrual. Part-time employees who work less than twenty-four (24) hours per week and temporary/variable hour employees are not eligible to receive paid vacation.
- (4) Vacation may be taken in one (1) hour increments or less if approved by the Department Head.

- (5) Vacation will be paid at the employee's base rate at the time the leave is taken.
- (6) Vacation may not be taken in advance. Employees may not take paid vacation until they have accrued the vacation.
- (7) Employees may not receive compensation for accrued vacation in lieu of time off unless written approval is received from the Department Head and approved by the Board of Supervisors.
- (8) Officially designated holidays within a period of vacation leave shall not be counted against vacation leave. Continuous shift employees, as identified in collective bargaining agreements, who "bank" holiday hours shall designate how the holiday is to be deducted if it falls during their vacation leave.
- (9) Employees on a leave of absence, other than a military leave of absence, are required to use all accrued paid vacation time as part of the leave, prior to going on a leave without pay. Vacation leave shall not be earned by any employee on a leave of absence without pay.
- (10) Vacation shall be granted at the time requested by the employee subject to the provision of this Article. The Employer shall have the right to approve or disapprove of an employee's requested vacation period, considering the scheduling requirements of the department, and shall not consider individual personalities, nor shall the Employer discriminate between or among employees. If the workload permits vacation, but the number of persons on vacation must be limited, seniority shall govern.
- (11) Pottawattamie County encourages employees to use their available vacation time. Employees may elect to carry over up to eighty (80) hours of vacation from year to year.. The maximum amount of vacation an employee may have is the annual accrual plus eighty (80) hours. All remaining vacations earned must be taken by the employee , unless a vacation was scheduled by the employee and, canceled by the Employer.

Effective July 1, 2015 and forward, if the employee's or Department Head's accrued vacation exceeds annual accrual plus 80 hours vacation accrual will temporarily stop unless written authorization stating otherwise is received from the Department Head and approved by the Board of Supervisors. When vacation is taken again and the total accrued amount falls below the maximum, vacation accrual will begin again.

- (12) Upon separation from employment with the County, employees shall be paid for any unused vacation accrued at the time of separation. Vacation shall be paid out in one lump sum on the final paycheck unless otherwise directed by the Department Head.

- (13) Employees who have a question in regard to the calculation of their vacation hours, pay or eligibility may request a review by the Human Resources Department.

Title: Insurance/Retirement Programs  
Policy Number: 403  
Effective Date: July 1, 2009  
Revision Date: July 1, 2018 (Approved June 12, 2018), 5/4/2021  
Authorized by: Board of Supervisors

### Policy

It is the policy of Pottawattamie County to provide its employees with various insurance and retirement benefits. Information and summaries explaining these benefit plans are furnished to employees participating in the plans (plan participants) and beneficiaries as necessary. The County reserves the right at any time to modify, amend, or terminate its employee benefit plans as they apply to all current, former, and retired employees.

### Comments:

- (1) The County offers certain benefits to eligible employees, including health, dental, life and disability insurance and pension/retirement plans. An employee becomes eligible for insurance benefits the first of the month following 30 continuous days of employment.
- (2) All insurance benefits provided by the County are described in official documents that are kept on file in the Auditor's Office/Payroll Division. These documents are available electronically on the county's intranet. Please contact payroll if you would like an individual copy of these documents. These documents are the only official and binding materials concerning the County's insurance benefits. Refer to these documents if you have questions or disputes.
- (3) The Auditor's office, in conjunction with the Human Resources department, is responsible for all communications and disclosures concerning County benefits and for compliance with all applicable laws and regulations.
- (4) Each employee must designate a beneficiary under the County's group insurance and retirement plans. The designation must be made in writing and on a form provided by the insurance provider. It is the employee's responsibility to maintain accurate contact information and beneficiary designations. Contact the Auditor's Office/Payroll Division in order to complete the necessary paperwork should changes occur that would affect eligibility status or beneficiary designation.
- (5) Employee contributions to benefit plans will normally be deducted from the employee's paycheck. Employee contributions to, health and dental insurance are automatically deducted from the employee's paycheck before income tax (pre-tax) through the County's flexible spending account.

(6) **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act, as amended, (COBRA) provides eligible employees, retirees, spouses, former spouses, and dependent children the right to temporarily continue their health and dental coverage at group rates. This coverage, however, is only available when coverage is lost due to certain specific qualifying life events (life event). COBRA participants pay the entire health premium including contributions previously paid by the County.

Employees, spouses, and dependents covered by the County's health and dental benefit plans will be notified of their COBRA rights, in certain specified situations including voluntary or involuntary termination of employment (other than for gross misconduct), reduction in hours of employment or death of the employee.

In the event of a legal separation, divorce or a dependent child's losing eligibility for coverage; the employee must provide written notification to the Auditor's Office/Payroll Division within sixty (60) days after the life event occurs in order to be eligible for COBRA.

When necessary, employees will be provided with a certificate of prior health coverage when they lose coverage under the county's health insurance plan.

- (7) Employees of Pottawattamie County are required to participate in the Iowa Public Employee's Retirement System (IPERS). Contributions to IPERS are mandated by Iowa law. In addition to the mandatory IPERS retirement plan, Pottawattamie County employees may participate in a voluntary IRC§457 Deferred Compensation Plan.

## **POTTAWATTAMIE COUNTY INSURANCE & RETIREMENT PROGRAM**

### **HEALTH INSURANCE**

#### **Iowa Governmental Health Care Plan (I.G.H.C.P.)**

Pottawattamie County is a member of the Iowa Governmental Health Care Plan (IGHCP) trust. IGHCP utilizes Wellmark (Blue Cross Blue Shield) as the insurance carrier. Health insurance for new employees will become effective on the first of the month, following 30 days of continuous employment.

Full-time employees (those working 40 or more hours per week) electing to participate in the County's health insurance program shall contribute a percentage of the monthly premium for single and family coverage, as determined by the Board of Supervisors each year.

Part-time and variable hour employees who work an average of thirty (30) hours or more per week may be eligible to participate in the County's health insurance program. The County will contribute an amount as required by law toward the cost of a single premium for those employees working less than 40-hours per week.

#### **Open Enrollment or Life Events**

Employees may make changes to their health insurance coverage during the annual Open Enrollment period (for a July 1<sup>st</sup> effective date). Employees may also make changes to their health insurance coverage if the employee experiences a life event such as marriage, birth/adoption of child, spouse losing coverage and other similar qualifying events. If a life event occurs, the employee must notify payroll within 30 days of the qualifying event. If the employee fails to make timely notification, the affected person may not enroll until the next annual Open Enrollment period.

### **Death of an Employee**

When an employee dies while on duty and the death is an event for which benefits are payable under Iowa Worker's Compensation laws, the covered surviving spouse or covered surviving dependent children may still be eligible for coverage. If eligible, the county will contribute an amount equal to the active full-time employee rate for a period not to exceed three (3) years following the date of death. If the covered surviving spouse or covered surviving dependent children remain eligible for coverage under the county's group health plan following this three (3) year period, they may continue on the health plan by paying the premium cost as determined by the county. The Board of Supervisors will review eligibility for a covered surviving spouse or covered surviving dependent children on a case by case basis and any exceptions made must be authorized by the Board of Supervisors.

### **Health Insurance for Retirees:**

Upon retirement, employees may, if eligible, continue to receive health insurance coverage provided under an existing plan. In order to receive this coverage, the employee must:

- Meet the normal retirement formula as prescribed by IPERS and;
- Must have fifteen (15) years of continuous service with Pottawattamie County and;
- Must be at least fifty-five (55) years of age and not yet sixty-five (65) years of age and;
- Must be covered by the County's primary health insurance program prior to the time of retirement and;
- Must pay the entire premium cost as determined by the County.

Health insurance coverage for retiree's shall cease upon the retiree reaching the age of sixty-five (65) or becoming eligible for Medicare benefits.

### **WELLNESS PROGRAM**

Pottawattamie County offers a Wellness Program for their employees.. The Wellness Program is a **voluntary** program and those eligible to participate include:

1. Full-time employees (working 40 or more hours per week).
2. Retirees who participate in the retiree health insurance.
3. Part-time employees who are eligible to participate in the county's health insurance program.
4. Spouses are eligible if they are enrolled in the county's health insurance plan. Spouses are eligible to participate in the program, but are only eligible to receive the discount if the employee also participates in the program.

Employees who enroll in the Wellness Program and who successfully complete the program requirements will be eligible for a \$30 per month discount on their health insurance premium after any designated waiting period. For more information on the Wellness program, please contact Human Resources.



### **DENTAL INSURANCE**

Full-time employees are eligible to participate in the County's dental plan. Pottawattamie County provides, at no cost to the employee, a single dental insurance policy. Employees electing family dental coverage shall contribute a percentage of the monthly premium for single and family coverage, as determined by the Board of Supervisors each year.

There is no annual Open Enrollment for the dental plan. Late entrants will be subject to a waiting period (as determined by the insurance provider) unless the employee experiences a qualifying life event, such as marriage, birth/adoption of child, spouse losing coverage and other similar events. If a life event occurs, the employee must notify the payroll department within 30 days of the life event or the affected person(s) will be subject to a waiting period during which time benefits may be excluded.

### **LIFE INSURANCE**

Pottawattamie County provides a Group Term Life Insurance Plan in the amount of twenty-five thousand (\$25,000) dollars, with twenty-five thousand (\$25,000) dollars of additional accidental death and dismemberment insurance to full-time employees, those working 40 or more hours per week. There is no cost to the employee for this coverage. Employees are eligible to purchase additional voluntary life insurance at their expense through Pottawattamie County.

### **LONG TERM DISABILITY**

Pottawattamie County provides a Long Term Disability Insurance Plan, with a one-hundred and eighty (180) calendar day waiting period to full-time employees, those working 40 or more hours per week. There is no cost to the employee for this coverage.

**Termination of Insurance Coverage:** Insurance coverage provided by Pottawattamie County will end on the last day of the month in which the employee separates from employment. Insurance premiums are paid one month in advance and are deducted from an employee's paycheck accordingly. Employees will be reimbursed for any premium amount which was deducted from their paycheck and not utilized.

**IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS)**

Full-time Pottawattamie County employees are required to participate in the Iowa Public Employee's Retirement System (IPERS). Contributions to IPERS are mandated by the Code of Iowa. Please visit the IPERS website for contribution rates.

[www.ipers.org](http://www.ipers.org)

**VOLUNTARY VISION PLAN**

Full-time employees (those working 40 or more hours per week) are eligible to participate in the county's voluntary vision plan. The employee is responsible for 100% of the premium for single and/or family coverage.

**MISCELLANEOUS BENEFITS**

Full-time employees are eligible to participate in the County's flexible medical spending account, voluntary critical illness/accident insurance policy, , and 457 Deferred Compensation plans. For more information on these plans and any of the plans listed above, please contact the Auditor's Office/Payroll Division.

Title: Educational Assistance Program  
Policy Number: 404  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to provide educational assistance to its employees in accordance with the guidelines established below.

Comments:

- (1) To be eligible for educational assistance, employees must have regular, full-time status and have successfully completed their introductory period including any extension thereof.
- (2) Eligible employees may be reimbursed only for courses of study that in the County's sole determination, provide benefit to the County by furthering the employee's skills and/or knowledge required in his/her present job or in a future position within the same County Department. In addition, only courses that are offered by pre-approved institutions of learning will be eligible for reimbursement. This policy does not apply to required continuing education for certain County employees.
- (3) In order to be eligible to receive this benefit, an employee must have a current satisfactory performance evaluation, complete the applicable request form and submit it to his/her Department Head for approval no less than thirty (30) days prior to the start of the course. Applications for educational reimbursement may be obtained from the Department Head or the Auditor's Office/Payroll Division.
- (4) The following factors should be utilized in evaluating requests for educational assistance:
  - (a) The nature and purpose of the course of study;
  - (b) The benefits to be derived by the employee and the County;
  - (c) The employee's level of responsibility.
- (5) The County will reimburse fifty percent (50%) of tuition up to a maximum of \$1,100 per fiscal year for courses that have been approved by the Department Head prior to enrollment in the class. Tuition will be

reimbursed for courses only, no books, lab fees, parking or any other miscellaneous fees shall be reimbursed. The Board of Supervisors reserves the right to limit the reimbursable amount and reimbursement is on a first come-first served basis.

- (6) The employee must successfully complete the course with a grade of "C" or equivalent or better to receive reimbursement. No reimbursement will be made for a grade lower than "C" including C-, or for classes the employee does not complete.
- (7) Approved applications shall be submitted to the Board of Supervisors and copies to the Auditor's Office/Payroll Division for submittal in the employee's personnel files. Employees seeking reimbursement for educational expenses must submit to the Department Head a certified transcript of their grade(s) and a tuition statement.
- (8) Employees will not be reimbursed for tuition associated with the course if they voluntarily leave the County or are terminated for reasons other than layoff or job elimination while they are enrolled in the class.
- (9) Employees seeking reimbursement for educational expenses must agree in writing to repay the County in full if they leave the County voluntarily within one (1) year of completing the course. It shall be the responsibility of the Department Head to notify the Auditor's office prior to the issuing of the final paycheck as to whether or not the employee is required to reimburse the County for funds expended under the educational assistance program. If reimbursement is required, funds will automatically be deducted from the final paycheck.
- (10) Employees are expected under normal circumstances to schedule class attendance and the completion of study assignments outside of their regular working hours at the County. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance and termination of employment.
- (11) Participation in the program does not guarantee the employee a promotion and/or pay increase.

## POTTAWATTAMIE COUNTY EDUCATIONAL REIMBURSEMENT REQUEST FORM

Employees who comply with the conditions set forth in the Educational Assistance Program policy as set forth in the Pottawattamie County Employee Handbook will be eligible to be reimbursed up to a maximum of fifty percent (50%) of the tuition cost per approved course. The maximum amount of reimbursement is \$1,100 per fiscal year. Courses must be job related and must have been approved by the Elected Official or Department Head prior to enrollment in the class.

This form must be completed and submitted to the Department Head for approval no less than thirty (30) days prior to the start of the course. Upon completion of the course, the employee must submit a copy of the grade(s) and the official record of tuition costs to the Board of Supervisors in order to receive reimbursement.

Name: \_\_\_\_\_ Date Request Submitted \_\_\_\_\_

Department: \_\_\_\_\_ Job Classification: \_\_\_\_\_

Educational Institution: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course Completion Date: \_\_\_\_\_

Full Cost of Course Tuition: \_\_\_\_\_ 50% Reimbursement Request: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Supervisors

\_\_\_\_\_  
Date

Employees will not be reimbursed for tuition associated with the course if they voluntarily leave the County or are terminated for reasons other than layoff or job elimination while they are enrolled in the class. Employees must agree in writing to repay the County in full if they leave the County voluntarily within one (1) year of completing the course. *Employee Initials* \_\_\_\_\_

Title: Employee Assistance Program  
Policy Number: 405  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County recognizes that problems of a personal or emotional nature can have an adverse effect on an employee as well as on the employee's job performance. Pottawattamie County is vitally interested in helping employees resolve these problems before they become so advanced as to impact their employment.

The Alegent Health Employee Assistance Program (EAP) has been established to help deal with these problems. This program is designed to provide early identification, motivation, and referral to appropriate care.

Definitions of Problems within the Scope of this Program:

Behavioral problems that are the result of physical, psychological, marital, financial, or similar nature involving either the employee or a dependent of the employee which observably and repeatedly interferes with the employee's job performance are included within the scope of this program.

This includes illnesses in which the consumption of alcoholic beverages and/or other drugs by an employee or dependent of an employee interferes with the employee's job performance.

Pottawattamie County recognizes that if such problems are diagnosed and properly treated a high percentage of the cases can recover. Early diagnosis facilitates and expedites this recovery.

Comments:

- (1) It is the purpose of this policy, and of the control measures used to implement it, to provide a basis for in-house action regarding personal problems in a manner, which will:
  - (a) Encourage the earliest possible identification and referral in all situations where employee health and work performances have been affected.
  - (b) Coordinate in-house and community resources so those employees seeking help can benefit from the best combination of appropriate educational, advisory, helping and therapeutic services.

(2) Who is Eligible?

All employees and their household members. Household member, as used herein, shall mean the spouse or minor dependent children of the covered employee or any person who resides permanently in the "employee" residence.

(3) Voluntary Self-Referral by Employee

Through the EAP, Pottawattamie County employees and their families have the opportunity to seek consultation, diagnosis, and in some instances, short-term treatment for any mental illness or personal problems. In the event that employees or household members of employees recognize that they have personal problems and feel that they might benefit from the EAP, Pottawattamie County encourages them to seek such assistance. With voluntary self-referral, the employee or family member may contact their local EAP directly at the phone number provided to them in the literature. Literature may be obtained from Human Resources or the Auditor's Office/Payroll Division.

- (a) Pottawattamie County will provide short-term/problem resolution sessions free of charge to the employee or family member during the contract year.
- (b) The employee or dependent may contact the EAP to discuss various resources available for personal assistance.
- (c) The employee or dependent may contact the local EAP directly, identify himself/herself as an employee or dependent and obtain services at the EAP office.
- (d) All information regarding the employee's or dependent's request for assistance will be held in strict confidence.
- (e) If the request for assistance is made by the employee, Pottawattamie County will not receive any information unless the employee requests and provides a written release of information. EAP does not notify Pottawattamie County of those employees who self-referral.
- (f) No EAP case records shall be maintained by Pottawattamie County. Case records shall be maintained by Alegent Health EAP.

(4) Management Referrals

An employee evidencing personal problems resulting in substandard job performance may be referred to the EAP to seek to remedy the situation and bring the employee's performance up to standard. Department Head referrals for diagnosis and/or treatment should be based strictly on unsatisfactory job performance or behavior and is considered an

additional resource to standard supervisory tools. This program is not designed to offset the authority or responsibility of the Department Head.

When a Department Head observes a general decline in an employee's work performance or particular on-the-job incident (s) which may indicate an employee's personal problem, such as temper flaring, argumentativeness, increased absenteeism, and similar incidents, the Department Head require the employee to visit EAP (mandatory EAP referral).

- (a) The Department Head should notify Human Resources if an EAP referral is warranted. The Department Head may call the EAP at any time to discuss specific cases with an EAP counselor or discuss the appropriateness of a referral to the EAP.
  - (b) If a referral is deemed appropriate, the Department Head or Human Resources Director shall call EAP and ask to speak with a counselor. The situation shall be explained to the counselor and the employee's name will be provided. The Department Head or Human Resources Director may arrange the first appointment or let the employee schedule his/her own.
  - (c) The Department Head shall meet with the employee and make the EAP referral. The EAP will request that the employee complete a "Release of Information" form so that EAP can communicate with the Department Head to inform them as to whether or not the employee scheduled and/or kept an appointment with the EAP counselor.
  - (d) The EAP counselor will call the Department Head within the next working day after the employee's first appointment with attendance and cooperation level information only.
  - (e) The EAP counselor will continue to contact the Department Head for a period of time to be jointly determined by the Department Head and the counselor.
- (5) *Financial Costs*  
Assessment and short-term/problem resolution sessions are paid for by Pottawattamie County. Thereafter the employee or dependent will assume financial responsibility for expenses incurred during the treatment process. The employee will be informed during the initial meeting with EAP that he or she should consult with his or her medical insurance group for information on the coverage of such service.



(6) Confidentiality

The Employee Assistance Program (EAP) will not be effective unless confidentiality is safeguarded when employees or their dependents use the services. It is the policy of the Alegent Health EAP, that persons using EAP services shall be protected by strict confidentiality procedures. Pottawattamie County shall adhere to the comments set forth by Alegent Health.

Confidentiality will be protected at several levels and in several ways:

- (a) Ethical/legal standards of the counseling profession forbid disclosure of any information regarding treatment (including even admission of who seeks treatment), unless the client signs a written release of information.
- (b) All communications between the employee or dependent (user) and the EAP Coordinator or treatment provider shall be confidential.
- (c) No records of conferences; records for referral for treatment; or records of treatment shall become a part of the employee's personnel file from voluntary self-referral. Pottawattamie County will not have access to names of employees for voluntary self-referral.
- (d) Employees who are referred to the EAP and who use EAP treatment services must sign a written release form before any information may be communicated to anyone about the services they use.
- (e) No written releases of information used in the EAP will ever include diagnoses or any other content from assessment and/or treatment sessions for employees or dependents.
- (f) All Department Head referrals to the EAP require the employee to sign the EAP Release of Information form before any information about the referral can be communicated to the referring Department Head. Department Heads shall contact Human Resources prior to making management referrals to the EAP program.
- (g) Department Heads who refer an employee to the EAP will not discuss this referral with anyone other than Human Resources and the EAP Coordinator.
- (h) No matter what type of referral is made, information relating to treatment will be held confidential unless the employee grants appropriate releases.

- (i) Physicians and counselors in the community who are providing EAP services to employees will communicate only with the EAP Internal Coordinator and not with anyone at Pottawattamie County.
- (j) Only statistical totals, never names, are included in reports to Pottawattamie County.
- (k) A mental health provider shall maintain case charts in locked file cabinets except when actively in use.
- (l) Upon termination of treatment, case charts shall be transferred to the EAP for appropriate storage.
- (m) No files may be removed from the EAP offices except upon termination or for clinical supervision at another EAP facility.
- (n) All EAP charts and files shall be maintained separately from personnel records of Pottawattamie County.

Title: Worker's Compensation  
Policy Number: 406  
Effective Date: July 1, 2009  
Revision Date: October 4, 2014  
Authorized by: Board of Supervisors

Policy:

All employees are covered by the County's workers' compensation insurance program which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury or illness arising out of or in the course of employment with Pottawattamie County. The County's worker's compensation insurance carrier is Iowa Municipality Worker's Compensation Association hereinafter referred to as IMWCA.

Comments:

- (1) Pottawattamie County participates in the "Company Nurse" on call reporting system for workplace injuries and/or illness that **require** medical attention beyond first aid. Company Nurse is an "on-call" telephone program utilized by employees to report these types of workplace injuries or illnesses. If an employee is injured on the job and requires medical attention beyond first aid, Company Nurse will be contacted in order to report and document the injury. A registered nurse will take the call and the employee will be provided with guidance and care advice and may be provided with a medical referral to the County's Occupational Health care provider.
- (2) Iowa Worker's Compensation law gives the employer the authority to direct medical care for their employees. Medical attention needed for a work related injury is provided by CHI Health - Occupational Health Services – Mercy Hospital located at 715 Harmony Street, Suite 201 in Council Bluffs, IA. Employees are required to utilize CHI Occupational Health Services for work related injuries. The only exceptions are as follows:
  - a. An emergency situation dictates another facility;
  - b. The employee is referred to a specialist if medical care is needed beyond what CHI Occupational Health Services can provide.
  - c. If prior permission to go elsewhere is granted from IMWCA, the Risk Manager or the Department Head.
- (3) If a work related illness or injury occurs, the employee shall adhere to the following reporting procedures.
  - a. Employees must report any accident or injury regardless of severity occurring during work hours immediately or as soon as possible or practical, to his/her Supervisor and to the Risk Manager. If the injury is an **EMERGENCY**, call 911 and/or take appropriate actions before

- contacting the Supervisor or Risk Manager. Report accident or injury/illness to the Supervisor and the Risk Manager as soon as possible if unable to make immediate notifications.
- b. For **non-emergent** accidents or injuries, the Employee or Employee's Supervisor will contact the Risk Manager with the employee present in order to report and document the incident and to obtain further guidance. If the injury requires medical attention beyond first aid, the employee will be directed to contact Company Nurse. If the Risk Manager can not be reached and medical attention beyond first aid is needed, the Supervisor shall have the employee contact Company Nurse to report and document the incident and to obtain medical assistance for the employee.
  - c. If the employee is referred to the County's Occupational Health care provider, the employee shall report within 4 hours to the clinic during normal business hours or Emergency Department, after business hours. In order to reduce the waiting time for the employee, the Supervisor shall contact the clinic to notify them that the employee is enroute (712-328-5550).
- (4) If the employee seeks medical care as a result of a workplace accident, injury or illness, the employee shall adhere to the following procedures in order to return to work.
- a. If the medical provider orders the employee to be off work due to illness or injury, the employee shall deliver a copy of the medical provider's orders to their Supervisor. The employee shall notify their supervisor immediately if they are unable to return to work or if the employee is not able to perform their regular duties.
  - b. If an employee is released back to work by a medical provider, the employee shall deliver a copy of the doctor's release to their Supervisor. No employee who seeks treatment from a medical provider may return to duty without first having been released by the medical provider.
  - c. Employees released to work on a restricted/modified duty basis shall be required to adhere to necessary restrictions imposed by a medical provider until released to full duty. An employee who fails to adhere to restrictions shall be sent home by the Department Head and shall be subject to disciplinary action.
- (5) The following forms/supplemental reports are required for accidents, injuries or illness which may occur in the workplace. All documentation shall be forwarded to the Risk Manager for incident reporting and for claim processing with the County's worker's compensation carrier. These reports must be completed by the end of the business day/work shift unless prior approval for an extension is granted by the Department Head. All forms are located on the county intranet under the Risk Management section.

- a. All employees who are injured or who become ill from an event that occurs while the employee is working, shall submit an "Employee Report of Injury" form to the Risk Manager outlining in detail the events which caused the employees illness or injury.
  - b. The Supervisor shall complete a "Supervisor Accident Investigation" form, if necessary and shall forward to the Risk Manager.
  - c. All witnesses to the incident shall be required to complete the "Witness Statement" form which shall be forwarded to the Risk Manager by the Supervisor.
  - d. The Risk Manager or designee shall take pictures of the area/equipment where the work injury occurred. Pictures should be taken as soon as possible after the incident.
- (6) The Risk Manager will be in contact with the Department Head or designee within twenty-four (24) hours of any report of work-related incident, injury or illness. The Department Head or designee and Risk Manager will assess the situation to determine the cause and corrective action to prevent similar incidents in the future. They will also determine if further investigation or reporting of the incident is warranted.

If the employee has continuing restrictions as a result of a work-related injury or illness, the Department Head and Risk Manager will discuss the employee's restrictions (if any) and determine if the department is able to accommodate the restrictions.

- (7) The Risk Manager will contact the Department Head or designee in order to follow up with the employee within three (3) business days of an incident to discuss the accident or injury and how to prevent reoccurrence. The Risk Manager will ensure that all required forms have been completed documenting the incident.
- (8) The Risk Manager will contact the Department Head or designee within five (5) business days of the incident to discuss the final outcome of the incident and any corrective action if needed.
- (9) For those employees whose work-related illness or injury prevents them from working, eligible employees may supplement their worker's compensation pay by utilizing approved sick leave equal to net pay.
- (10) Employees injured on the job may be assigned to restricted/modified duty assignments in any County department which can accommodate the employees work restrictions. Employees who refuse restricted/modified duty assignments may be disqualified from worker's compensation benefits.
- (11) Employees may be subject to disciplinary action including termination for filing fraudulent worker's compensation claims or for providing false information to the employer and/or worker's compensation carrier regarding an employee injury or illness.

Title: Worker's Compensation/Return to Work Program  
Policy Number: 406.A  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Employees are Pottawattamie County's most valued assets. Employee safety and well-being are a major concern for the County. When employees become ill or are injured on the job, it is our intent to assist them with a quick recovery and return them to meaningful employment.

- A. It is the policy of Pottawattamie County to provide modified or alternate work for employees injured on the job, if the employee is temporarily unable to perform the duties outlined in his/her job description. Restricted/Modified duty will be provided as available in compliance with the American's with Disabilities Act (ADA) and the Iowa Worker's Compensation Act.
- B. Pottawattamie County will make reasonable accommodations to a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.
- C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.

Comments:

(1) Definitions:

- (a) County Physician means the physician(s) agreeing to perform worker's compensation medical services for Pottawattamie County and its employees as authorized by Pottawattamie County and the worker's compensation carrier.
- (b) Compensable Injury and On-the-Job Injury means an injury/illness that is confirmed as arising out of and in the course of employment with Pottawattamie County.
- (c) Off-the-Job Injury means an injury/illness that occurred off-the-job and is not related to employment with Pottawattamie County.

- (d) Restricted/Modified Duty means modified job requirements to meet short-term restrictions as prescribed by the County Physician.
- (2) Eligibility:
  - (a) Any full-time or part-time employee who is unable to perform his/her regular and normal job duties due to a work related injury or illness as determined by the County physician.
  - (b) Restricted/Modified duty is recommended by the County physician when the County physician:
    - (i) feels that the employee's medical condition temporarily prevents the employee from performing full regular duties, including full-time work.
    - (ii) feels that the condition is temporary, so far as can be determined and probably will improve given time and/or treatment;
    - (iii) feels that the maximum medical improvement (MMI) has not yet taken place;
    - (iv) has provided instructions for specific restrictions in writing to the Employer.
- (3) Objectives:
  - (a) To return employees who are injured on the job to work as soon as possible when there is not a significant risk of substantial harm to themselves or others.
  - (b) To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
  - (c) To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
  - (d) To retain qualified and experienced employees.
  - (e) To reduce the cost of disability benefit programs.

(4) Return to Work Options:

For those employees who have been treated at the County's Occupational Health Clinic, the County physician may determine that the employee is:

- (a) **Able to return to normal and regular duties with no restrictions**  
If the employee is instructed by the County physician to return to regular duties with no restrictions, the employee should return to work and complete the scheduled shift. The employee is required to provide their supervisor with a physician's statement releasing them to full duty prior to returning to work.
  - (b) **Able to return to work with restrictions**  
If the County physician deems the employee able to return to work but with restrictions, the employee will receive a physician's statement to this effect. The physician's statement will list the employee's restrictions. The employee is required to provide his/her supervisor with the physician's statement and to discuss the restrictions with the supervisor prior to returning to work.
  - (c) **Unable to return to normal and regular duties, temporarily**  
The County physician may determine that the employee should stay out of work for a limited period. The County physician will provide the employee with a physician's statement to this effect. The employee is required to contact his/her supervisor to discuss the recommendations of the County physician.
  - (d) **Unable to return to normal and regular duties, permanently**  
If possible, Pottawattamie County, will make a reasonable accommodation for those employees unable to return to their normal duties as a direct result of a work related illness or injury.
- (5) Responsibilities
  - (a) Employee's Responsibility
    - (i) The employee shall forward all physicians' statements to their supervisor or designated representative so that a proper determination can be made regarding their work status.
    - (ii) The employee shall comply with the directives provided by the County physician in regard to their care. If the employee does not agree with the county physician, the employee shall notify Human Resources. Seeking treatment from an unauthorized physician may result in the denial of worker's compensation benefits.
    - (iii) The employee shall comply with any restriction the County physician may impose while being treated. Failure of the employee to adhere to restrictions during working hours may result in disciplinary action.



- (iv) The employee shall notify their supervisor and/or Department Head if required to perform any work related activity which is not consistent with the restrictions outlined by the County physician.

(b) Supervisor/Department Head's Responsibility

- (i) If the employee is out of work for a limited time period, the Safety Coordinator may contact the County physician in order to ask what type of job duties the employee is capable of doing.

If the employee is required to be out of work, the Safety Coordinator shall contact the employee on a weekly basis to check in with the employee to discuss their progress as it relates to the work injury.

- (ii) Review physician's statements with the employee to determine if restricted/modified duty is available. Jobs for restricted/modified duty will be identified and the employee will be placed in the following order:

- Modify current job to accommodate the restrictions given by the County physician.
- Identify another job within the Department that accommodates the restrictions given by the County physician.
- Contact Human Resources in order to identify a job within another Department that accommodates the restrictions given by the County physician.

- (iii) If restricted/modified duty is available, the Department Head/Supervisor shall monitor the employee to ensure that work restrictions are adhered to. If an employee performs job functions which are not within the work restrictions, the Supervisor shall request that the employee cease the activity, determine why the employee was performing the activity and shall then report the information to the Department Head.

Supervisors who knowingly and willingly allow employees to work outside of the restrictions imposed by the authorized treating physician shall be subject to discipline. Employees who knowingly and willingly work outside of their restrictions shall be subject to discipline.

(6) Work Standards

- (a) An employee on restricted/modified duty is subject to all rules, regulations, work standards, policies and procedures of Pottawattamie County.
- (b) Employees on restricted/modified duty are required to follow the policies and procedures of the department to which they are assigned.
- (c) If the employee is placed on restricted/modified duty outside of his/her normal work area, the reporting supervisor is responsible for assuring that actual hours worked, leave taken, and other similar leaves are reported to the employee's supervisor.
- (d) Unsatisfactory performance during restricted/modified duty will be addressed as any other type of performance problem.

(7) Employee Availability

Employees on restricted duty as a result of an on-the-job illness/injury must hold themselves available for any and all work fitting their medical restrictions. This includes jobs in another department and hours that may vary from their regular work schedule.

(8) Employee Refusal of Transitional Employment

In the event an employee refuses to return to transitional employment which is approved by the County physician, the rights to worker's compensation income benefits may be suspended.

(9) Employee Refusal to Return to Regular and Normal Duty

Employees who refuse to return to regular duty after being approved to return by the County physician may be subject to disciplinary action.

(10) Employee Cooperation with the Safety Coordinator

Employees injured on the job are required to cooperate with the Safety Coordinator if an investigation occurs as the result of an accident. The Safety Coordinator will monitor the employee's progress off and on the job until the employee is released to full duty by the County physician. Failure to cooperate with the Safety Coordinator may result in disciplinary action.

(10) Restricted/Modified Duty Placement for Off-the Job Injuries

At the discretion of the Department Head, requests for restricted/modified duty assignments for employees who receive off-the-job injuries/illnesses can be arranged within their department. The Department Head will determine if there is acceptable vacancies available meeting the posted restriction criteria of the injured/ill employee and comply accordingly. If none are available, the injured/ill employee must use available paid leave or must request an unpaid leave of absence as provided by County policy.

There is no mandatory requirement to place employees recovering from off-the-job injuries/illnesses into any restricted/modified duty program. Due to the limited available positions in each department, restricted/modified duty assignments will not always be available. Restricted/modified duty is not meant to be a permanent work arrangement; therefore an employee will be placed in these positions for a period of time equal to the shorter of:

- a. the time the employee remains under physician's restricted release.
- b. the restricted/modified duty is no longer available.

If an employee remains on restricted/modified status following the completion of thirty (30) calendar days, his/her health condition will be evaluated to determine whether or not further restricted/modified status is appropriate.

# **WORK AREAS**

Title: Maintenance of Work Areas  
Policy Number: 501  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that work areas must be kept clean and orderly at all times.

Comments:

- (1) Employees are responsible for maintaining their public work areas in a clean and orderly fashion. To fulfill this responsibility, each employee should, at a minimum, do the following:
  - (a) Place coats, boots, umbrellas, and other items of clothing in designated areas so that work stations are not unnecessarily cluttered and aisles, floors, and walls are free of debris;
  - (b) Throw away trash, waste and scrap in proper containers;
  - (c) Consume any food only in the cafeteria or in employee break areas so that public work areas are kept free of food and related litter;
  - (d) Prior to the end of the workday, clean and store all tools and equipment and properly secure any items, papers, or information of value, and;
  - (e) Report to your supervisor, Department Head or a member of the departmental Safety Committee any existing or potential workplace hazards and safety violations.
- (2) Department Heads and Supervisors are responsible for having their employees maintain their work areas according to the requirements of this policy. Each Department Head and Supervisor should:
  - (a) Make sure that aisles, floors, and walls are free of debris and other unnecessary items and that all end-of-the-shift tasks have been performed;
  - (b) Monitor the facilities and equipment and issue maintenance requests where appropriate and necessary;

- (c) Arrange for the removal of any items from the workplace that are not needed for the flow of business or the enhancement of employee comfort;
  - (d) Report to a member of the departmental Safety Committee any existing or potential workplace hazards and safety violations, and;
  - (e) Ensure the proper disposal of all trash, waste, and scrap.
- (3) The County will attempt to maintain the temperature, lighting, and noise level of its facilities at a level that is comfortable for employees and also appropriate for the nature of its operations. Employees should inform their Department Head or Supervisor of any concerns about working conditions.

Title: Personal Property  
Policy Number: 502  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to ask employees to refrain from bringing unnecessary or inappropriate personal property to work.

Comments:

- (1) The County recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may disrupt work or pose a safety risk to other employees. Weapons are prohibited in the workplace. (see *Weapons Free Workplace Policy #801*)
- (2) Employees are expected to exercise reasonable care to safeguard personal items brought to work. The County is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.
- (3) Designated employees may be assigned an office desk, locker, or storage area for the safekeeping of small personal effects during working hours. In addition, closets or designated areas may be available for the storage of outdoor clothing. Employees are responsible for maintaining their office desks, lockers or storage areas in a clean and sanitary manner. Employees may lock their assigned desk or locker during their work shift only unless prior approval is received from their supervisor.
- (4) Employees may be entitled to have a reasonable expectation of privacy when dealing with personal property, possessions, or workspace. However, in order to maintain a safe and secure workplace or to investigate allegations of workplace misconduct, including criminal misconduct, the County reserves the right to inspect all personal property brought onto County's premises, including vehicles, packages, briefcases, backpacks, purses, bags, and wallets. In addition, the County may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations. These inspections may occur at any time, with or without notice as law allows.

- (5) Articles of personal property belonging to another individual found on the premises should be returned to the owner, if known, or turned into your Department Head or designee. If the property does not belong to a departmental employee, it should be turned into the Board of Supervisor's Office.



Title: Parking  
Policy Number: 503  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to provide parking facilities, when practical, for the benefit and convenience of its employees, customers, and visitors.

Comments:

- (1) The County will provide parking for employees as practical. Special spaces will be designated for certain employees, customers, and visitors. The Department Head or designee will notify new employees of their designate parking area(s) upon hire.
- (2) The County parking lot is considered part of the County premises; therefore, all County policies and rules apply to employees and their vehicles while on the lot. Employees are prohibited from entering County parking lots carrying weapons that can be used to commit bodily harm; this includes guns, hunting rifles, knives, clubs, and similar items. The County reserves the right to search vehicles parked in the County parking lot as provided by law.
- (3) Employees who use the County parking lot do so at their own risk. Employees are encouraged to lock their cars at all times when left in the parking facilities and to remove valuables. The County assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle while in the County parking lot.
- (4) Employees are not permitted to park in the metered lots designated for the general public. If an employee parks in a metered lot, they are responsible for any parking tickets they may incur and may be subject to disciplinary action. Employees are not permitted to leave their work station for the sole purpose of putting money into a parking meter.

Title: Smoking & Tobacco Use  
Policy Number: 504  
Effective Date: July 1, 2009  
Revision Date: July 14, 2020  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to comply with all applicable federal, state, and local regulations regarding smoking/tobacco/nicotine use in the workplace and to provide a work environment that promotes productivity and the well-being of its employees. Effective July 1, 2008, Pottawattamie County shall adhere to and shall enforce the SmokeFree Air Act passed by the Iowa Legislature.

For purposes of this policy, “smoking” includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other substance.

For purposes of this policy, tobacco includes any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless chewing tobacco, and/or snuff.

Comments:

- (1) The County recognizes that smoking in the workplace can adversely affect employees. Accordingly, smoking and tobacco use is prohibited on County property and outdoor areas, which includes but is not limited to:
  - County buildings and property
  - County owned sidewalks and parking lots
  - A sitting or standing area immediately adjacent to a County building
  - County owned courtyard, patio, or deck
  - County park shelters and other county buildings including garages and sheds
  - County owned vehicles
- (2) Department Heads and Supervisors are expected to enforce these regulations. The smoking and tobacco use policy applies to employees as well as customers and visitors while on County property.
- (3) Pottawattamie County is subject to progressive civil fines for violating this law. As a result, employees who violate the policy may be subject to employment related disciplinary action, up to and including termination if the violation occurs during the employee’s normal working hours. In addition, employees may receive a citation and civil fine from a law enforcement official if ticketed for the offense.

- (4) Customers and visitors who smoke on County property should be informed that they are in violation of the SmokeFree Air Act and should be asked to stop smoking. If the individual refuses to stop smoking, they should then be asked to leave the area where smoking is prohibited. If the individual refuses to leave, local law enforcement officials may be contacted.
- (5) Information regarding Iowa's SmokeFree Air Act may be found online at <https://smokefreeair.iowa.gov/> or 1-888-944-2247.

Title: Solicitation  
Policy Number: 505  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to prohibit solicitation and distribution of materials on County premises by non-employees and to permit solicitation and distribution by employees only as outlined below.

Comments:

- (1) The County limits solicitation and distribution on its premises because those activities can interfere with its normal operations, reduce employee efficiency, annoy customers, and pose a threat to security.
- (2) Individuals not employed by Pottawattamie County are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on County premises.
- (3) The Department Head may authorize a limited number of departmental fund drives by employees on behalf of charitable organizations or for employee gifts. Countywide distribution must have prior approval from the Board of Supervisors.
- (4) The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:
  - (a) Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution or the targeted employee is prohibited. The term "working time" does not include an employee's authorized meal period, rest break or other times when the employee is not required to be working.
  - (b) Distribution of literature is prohibited in public work areas at all times.
  - (c) Distributing literature in a way that causes litter on County property is prohibited.

- (5) The County maintains various communication systems to communicate County information to employees and to disseminate or post notices required by law. These communication systems (including bulletin boards, electronic mail, County website and intranet, voice mail, facsimile machines, and personal computers) are for business use only and may not be used for employee solicitation or distribution of literature. In particular, bulletin boards are for the posting of County information and notices only. The unauthorized use of the communication systems or the unauthorized distribution or posting of notices, or other materials on any County property is prohibited.

**ABSENCE**

Title: Attendance and Punctuality  
Policy Number: 601  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County employees are accountable to the public they serve. It is therefore the policy of Pottawattamie County to require employees to report for work punctually and to work all scheduled hours and any required overtime. Every employee's attendance at work is essential. Frequent tardiness, poor attendance, frequent work absences, or abuse of sick leave disrupt work flow and productivity and will not be tolerated.

Definitions:

Unauthorized Absence:

An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.

Tardy:

A tardy is defined as reporting to work after the designated start time at the beginning of the work shift or reporting to work late after designated lunch and break times.

No Call/No Show:

A no call/no show is defined as failure to report to work or reporting late to work thirty (30) minutes or more without calling the supervisor or as otherwise determined by the Department Head.

Comments:

- (1) Department Heads and/or Supervisors should notify employees of their starting, ending, and break times during their normal work day. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.
- (2) Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early during their workday. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. If the supervisor is unavailable, notification should be made to the Department Head or designee. Failure to adhere to departmental notification procedures of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action beyond point accrual.

- (3) As allowed by law, employees shall not be paid for time missed due to late arrival if the time missed exceeds five (5) minutes after starting or before quitting time unless written approval to utilize paid leave is received from the Department Head or designee.
- (4) Employees who are delayed in reporting for work more than thirty (30) minutes and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the work day and may be subject to disciplinary action beyond point accrual. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees, who report for work in a condition considered not fit for work as determined solely by the Department Head or designee, whether for illness or any other reason, will be sent home. Utilization of appropriate paid leave for this type of circumstance shall be determined by the Department Head.
- (5) Employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness or unauthorized absence.
- (6) Employees must report to their supervisor after being absent, give an explanation of the circumstances surrounding their absence, and, when applicable, certify that they are fit to return to work. Failure to notify the supervisor of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action beyond point accrual.
- (7) Employees must obtain permission from their supervisor in order to leave the County premises during working hours. In addition, employees who are frequently away from their work area for business reasons should inform their supervisors of their whereabouts during working hours.
- (8) Employees who are absent from work for three (3) consecutive work days without giving proper notice to the County may be considered as having voluntarily resigned. At that time, the County will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.
- (9) Unauthorized or excessive absences or tardiness may result in disciplinary action beyond point accrual. Pottawattamie County may utilize a point system in regard to tardy and "no call, no show" absences. This is at the option of each Department Head. The Department Head will notify all of his/her employees if it is determined that the point system will be utilized for these type of absences. If the point system is utilized, the following shall apply and employees will be notified of points accrued with the attached form.



(a) Employees will be charged points for absences in accordance with the following:

- Each late in (tardy) or early out,  
5 minutes or more 1 point
- 3 late in (tardy) or early outs of  
2 - 4 minutes within a pay period  $\frac{1}{2}$  point
- Each "no call, no show" for work 5 points

Employee shall be notified in writing when points have been accrued. The notification shall include the points charged, the reason for the points and the total number of points accrued to date. An employee who wishes to contest points charged, shall direct their questions to their Department Head.

It is important for employees to understand that excessive tardiness is unacceptable and may be cause for disciplinary action. If an employee reports to work one (1) minute late on a regular basis, he/she may not accrue points however, the behavior is unacceptable and the employee may be subject to progressive discipline.

(b) Employees will receive disciplinary action for points accrued in accordance with the following:

- 4 points Oral Reprimand
- 6 points Written Reprimand
- 8 points 1 day suspension
- 10 points 3 days suspension
- 12 points 6 days suspension
- 14 points & above Termination recommendation

Points will automatically accrue according to policy and shall be based upon a "rolling" twelve (12) month period. The "rolling" twelve (12) month period is measured backward from the date of point accrual. Points will be removed one (1) year from the date accrued.

Title: Funeral Leave  
Policy Number: 602  
Effective Date: July 1, 2009  
Revision Date: July 1, 2013  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to permit employees to be absent from work due to the death of certain identified family members as authorized. The County will provide compensation for funeral leave according to the guidelines below.

Comments:

- (1) An employee will be granted, up to five (5) consecutive work days of paid funeral leave for bereavement and attendance at the funeral services for the employee's spouse, parent or child, be they related by blood or marriage.
- (2) An employee will be granted, up to three (3) consecutive work days of paid funeral leave for bereavement and attendance at the funeral services of the employee's brother, sister, brother-in-law, sister-in-law, grandparents, or grandchild, be they related by blood or marriage and any other persons who are members of the employee's household.
- (3) An employee will be granted one (1) day of paid funeral leave to attend the funeral services of a relative not listed in Section 1 or 2 above.

In the event of the death of a fellow employee within their department, the Department Head or designated representative shall determine the minimum staffing requirements that will need to be in place at the time of the employee's funeral and will determine the amount and type of paid leave usage required.

- (4) An employee who has completed the introductory period will be granted one-half (1/2) day without pay to attend the funeral services of a neighbor or close friend, or to act as a pallbearer funeral attendant.

Employees may utilize paid personal, vacation or compensatory time to act as a pallbearer or funeral attendant or to attend funeral services for individuals not listed above, as authorized by the employee's supervisor.

- (5) Employees must attend funeral services in order to qualify for funeral leave pay.

- (6) Part-time employees who work twenty-four (24) hours or more per week are eligible to receive paid funeral leave as outlined above only for those days on which they normally would be scheduled to work and only for their regularly scheduled number of hours. Temporary and variable hour employees and employees on leaves of absence without pay or on layoff are not eligible to receive paid funeral leave.

Title: Sick Leave  
Policy Number: 603  
Effective Date: July 1, 2009  
Revision Date: May 1, 2019, November 22, 2022  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to permit employees to be absent from work due to personal illness and injury; medical or dental appointments; or to care for certain identified immediate family members as defined below. Pottawattamie County provides a bona fide sick leave plan as an insurance policy for full-time employees. Part-time, temporary, and variable hour employees are not eligible to receive sick leave benefits. To help full-time employees, maintain their income during certain authorized sick leave absences, the County will provide compensation according to the guidelines below.

Comments:

- (1) Full-time employees shall earn sick leave at the rate of one and one-half (1 1/2) working days or twelve (12) hours for each month of service, six (6) hours of sick leave per pay period and shall be allowed to accumulate unused sick leave to a maximum of one hundred twenty (120) working days or nine hundred and sixty (960) hours. On months that have 3 pay periods you will receive six (6) hours on the first two pay periods and no sick time on the third pay period.
- (2) Sick leave may be used for personal illness and injury, including examination or treatment for medical, surgical, dental, or optical problems. Sick leave **will not** be granted if an employee is injured while gainfully employed by a different employer and/or self employed.
- (3) An employee may utilize up to forty (40) hours of earned sick leave per fiscal year for the care and necessary attention to ill or injured members of the employee's immediate family.

Immediate Family Serious Illness/Injury:

The employee may utilize up to two-hundred-forty (240) hours of their sick leave to care for an immediate family member due to a "serious health condition". When granting additional sick leave, the County shall adhere to the definition of a "serious health condition" as outlined in the Family & Medical Leave Act of 1993. To qualify for additional sick leave, the employee must have a FMLA request on file accompanied by a physician's certification. This leave shall run concurrent with the employee's FMLA year.

Immediate family member is defined as spouse, child, or parent or as

otherwise authorized by the Board of Supervisor's on a case by case basis.

Of the 240 hours, 40 can be used for parental leave. See below, (6).

- (4) Sick leave may be taken in fifteen (15) minute increments or less if approved by the Department Head.
- (5) Paid sick leave may be used for maternity leave for up to eight (8) weeks as is medically necessary as certified by a medical physician. Any additional maternity leave time will either be vacation time or unpaid.

Paid sick leave may be used for parental/paternity leave (the parent who is not giving birth) for up to 40 continuous hours within the first 90 days following the birth. Parental leave is intended for custodial parents. These 40 hours will be deducted from the 240 hours allotted for immediately family serious illness/injury, reference (3) above.

Paid sick leave may be used for the adoption of a child five (5) years and younger for up to two (2) weeks. Sick leave may be used for the adoption of a child over the age of five (5) as determined by the Board of Supervisors on a case-by-case basis.

- (6) If an officially designated holiday falls within a period of paid sick leave, that day shall not be counted against paid sick leave.
- (7) Except in cases of serious confining illnesses which are certified by a physician, sick leave will not be paid on the working day immediately preceding or following a holiday, unless the department head is confident such sick leave is not being abused.
- (8) Sick leave shall not be used as personal or vacation leave. Employees may be subject to disciplinary action for abusing or violating this policy.
- (9) Sick leave shall not be taken or granted before it is accrued.
- (10) Sick leave shall not accrue during a leave of absence without pay, an unpaid suspension, or a lay-off.
- (11) A full-time employee who transfers from one County department to another shall maintain their current sick leave balance.
- (12) If eligible, employees may supplement worker's compensation benefits with sick leave to receive net pay.

- (13) An employee who has accumulated 120 days of sick leave may convert twenty-five percent (25%) of their next accumulated sick leave in excess of one-hundred twenty (120) days to vacation leave.

- (14) Upon retirement under IPERS, employees shall be eligible for cash reimbursement of unused accumulated sick leave in the following increments:

0 – 599 hours accrued	0% conversion of accrued sick leave balance
600 – 750 hours accrued	25% conversion of accrued sick leave balance
751 – 900 hours accrued	35% conversion of accrued sick leave balance
900 – 960 hours accrued	50% conversion of accrued sick leave balance

Sick leave shall be reimbursed based upon the employee's regular rate of pay at the time of retirement.

In the event of death of a full-time employee (regardless of IPERS eligibility status), the employee's beneficiary or estate shall be reimbursed for the employee's unused accumulated sick leave in accordance with the schedule outlined above.

- (15) Employees are prohibited from utilizing paid sick leave from Pottawattamie County to work for a secondary employer or if they are fatigued as a direct result of working for a secondary employer. Fraudulent use of sick leave to related work for a secondary employer is prohibited and will result in disciplinary action up to and including termination.
- (16) When an employee is unable to perform assigned job duties due to illness, or non-work-related injury, they shall take the following steps to ensure the proper administration of sick leave.
  - (a) To be eligible for sick leave payment, an employee shall notify their supervisor as soon as possible, but in any event, not later than the starting time of the employee's workday, unless the personal illness or injury occurs while at work.
  - (b) The supervisor should not approve sick leave immediately. The supervisor initially acknowledges the call. Approval or denial will be administered, when the employee records are verified that leave is available, and the employee is eligible.  
  
If an employee has exhausted their sick leave, the employee will not be compensated unless approval to utilize other available paid leave is received from the Department Head or designee in writing.

- (c) If the employee will not be at home, then they shall give their supervisor a phone number where that employee can be reached, should the need arise. The Department Head has the right to request documentation, investigate and validate all sick leave requests.
- (17) The Employer reserves the right to require a physician's certification for any absence due to sickness if abuse is suspected. The Employer shall so notify the employee by 10:00 A.M. on the day for which sick leave is taken by telephoning said employee at their residence. The cost of obtaining a physician's certification, if such certification is required by the Employer pursuant to this section, shall be borne by the Employer.
- (18) If an employee is absent for three (3) consecutive workdays due to illness, the employee is required to provide the employer with a physician's certification in order to return to work. The cost of obtaining this certification shall be borne by the Employee.
- (19) After the employee has used sick leave on six (6) separate occasions during the fiscal year without a physician's certificate, the Employer may require a physician's certification for any future sick leave during the fiscal year and the expense of this certification shall be borne by the employee. For the purpose of this section, FMLA absences are not included in the calculation of the six (6) separate occasions.
- (20) The Department Head may require a second opinion from a medical physician in order to verify an illness or injury. The Department Head may at their discretion, request that the employee visit a physician selected by the County. If the Department Head selects the County physician, the office visit charge will be paid by the employer. The employer will notify the employee in writing of the scheduled appointment.

If the employee refuses to adhere to the County's request or refuses to sign appropriate medical release forms, the employee's sick leave shall be denied.
- (21) No employee shall make false reports of illness or injury or otherwise deceive or attempt to deceive any supervisor or Department Head as to the condition of the employee's health. Employees who abuse or falsify the reason for an absence will be subject to disciplinary action up to and including termination and compensation for the absence will be stopped immediately.

603:4

(22) Sick Leave Abuse:

Employees may be disciplined for sick leave abuse, or misuse. Sick Leave Abuse means the utilization of sick leave for unauthorized purposes or the misrepresentation of the actual reasons for charging an absence to sick leave including use for personal reasons or in lieu of vacation. This may also include a chronic or patterned use of sick leave. Indications of sick leave abuse may include but are not limited to the following:

- a) Patterned use of sick days or unpaid leave the day before, or the day after, regularly scheduled days off.
- b) Patterned use of sick leave or unpaid leave the day before, or the day after, a holiday.
- c) Patterned illness on Holidays for which the employee is scheduled to work.
- d) Patterned use of sick leave on days that have been submitted for time off and have previously been denied.
- e) Patterned use of sick leave or unpaid leave on the same day of the week, or month.
- f) Patterned use of sick leave or unpaid leave on, or the day after, payday.
- g) Patterned use of calling in sick after being notified that sick leave, including family sick leave has been exhausted.
- h) Patterned use of calling in sick after sick leave has been accrued (earn a day, take a day).

Patterned use shall be considered any three (3) or more occurrences of any one of the above or determined events in a rolling calendar year.

603:5



Title: Sick Leave Donation Policy  
Policy Number: 604  
Effective Date: July 1, 2009  
Revision Date: August 30, 2022  
Review Date:  
Authorized by: Board of Supervisors

Policy:

Eligible employees may voluntarily donate a portion of their accrued sick leave hours to assist another employee with a serious health condition. The purpose of this policy is to alleviate the hardship caused if a serious health condition forces an employee to exhaust his/her paid leave thereby losing compensation. The definition of a “serious health condition” can be found in this manual under the “Family and Medical Leave” (FMLA) policy.

Comments:

- (1) This is a voluntary program. Employees shall not be required to donate their accrued sick leave to anyone.
- (2) *Eligibility:*  
Full-time employees who have completed their introductory period and who have suffered a serious health condition are eligible to receive donated sick leave if the following conditions are met:
  - (a) The employee must have exhausted all of his/her paid leave time including, sick leave, vacation, personal leave, holidays and compensatory time; and
  - (b) The employee must either provide or have a FMLA medical certification request on file with the Auditor’s Office/Payroll division; and
  - (c) The employee has not utilized 480 hours of donated sick leave during their entire employment history with Pottawattamie County.
  - (d) Employees on Worker’s Compensation or Disability Income are not eligible to receive donated sick leave.
  - (e) Donated sick leave may be used for maternity leave for up to eight (8) weeks or as is medically necessary as certified by a medical physician.

- (f) Donated sick leave may be used for the adoption of a child five (5) years and younger for up to eight (8) weeks. In addition, spouses employed by the same employer are jointly entitled to a combined leave of eight (8) weeks of donated sick leave. Donated sick leave may be used for the adoption of a child over the age of five (5) as determined by the Board of Supervisor's on a case by case basis
  - (g) Employees are not eligible for sick leave donations in order to care for an immediate family member. Donations may be used solely for an employee's serious health condition only.
- (3) Employees must apply for or be nominated by another employee in order to receive donated sick leave. Employees must complete a "Sick Leave Donation Request" form and shall submit it to the Human Resources Department. If the employee meets the criteria established above, the employee is entitled to ask for donated sick leave. The Human Resources Department does not deny or approve an employee's request based on anything other than the employee's eligibility under the criteria. The employee's "worthiness" or "degree of hardship" is not a factor and will not be considered if the employee otherwise meets the criteria.
- (4) The Human Resource Department in conjunction with the Auditor's Office/Payroll division will maintain a list of employees who have been approved to receive sick leave donations. Unless specified in a collective bargaining unit, an employee may donate to another employee regardless of union affiliation.
- (5) If an employee is nominated by another employee to receive donated sick leave, that employee shall be notified by the Human Resources Department in order to receive written consent to receive donations. If the employee is unable to provide written consent due to circumstances beyond his or her control, the Human Resources Department will accept donations on behalf of the employee provided the employee meets all other eligibility requirements.
- (6) Employees are limited to receiving a maximum of four-hundred and eighty (480) hours of donated sick leave during their employment with Pottawattamie County.
- (7) Employees may use donated sick leave during the required waiting period under the Long Term Disability Income Plan as long as disability benefits have not begun.
- (8) Employees receiving donations will be paid a maximum of forty (40) hours per work week at their current rate of pay, not the pay rate of a donor.

- (9) The County will not inform the recipient of the names of those donating hours or the specific number of hours an employee donates.
- (10) If the employee on leave returns to work or separates from employment, any remaining donated leave will be returned to the donors. Hours will be distributed back to the donating employee based upon the date the authorization was received. Last authorization received shall be the first to be reimbursed.
- (11) Donated sick leave may result in additional time away from work by the recipient and as a result, the recipient's Department Head must agree to the transfer of sick leave time. In addition, the Department Head of the employee donating the sick leave will be notified of the donation for the purpose of accurate record keeping.
- (12) Utilization of donated sick leave shall count toward the recipient's FMLA entitlement.
- (13) Employees utilizing donated sick leave shall be considered to be on an unpaid leave of absence and shall not accrue vacation, sick leave or holidays.
- (14) While on donated leave, if the employee is not eligible for FMLA, the employee will be responsible for paying the full health insurance premium, including county contributions.
- (15) The donating employee shall complete the "Sick Leave Waiver & Donation Authorization Form" and shall specify the employee to receive the donated hours. Once a donation has been processed, neither the donor nor the recipient may revoke the transaction. A separate form must be completed for each pay period in which a donation is desired.
- (16) Donations of sick leave must be in whole hours, with a minimum of one (1) hour per donation. An employee may donate any number of sick leave hours so long as the donating employee maintains at least forty (40) hours of accrued sick leave in his or her personal account.
- (17) Terminating employees (including those retiring) may not donate accrued sick leave at the time of separation.

(18) *Definitions:*

- (a) Serious Health Condition: as defined in the “Family & Medical Leave” policy within this handbook.
- (b) Introductory Period: as defined in the “Introductory Period” policy within this handbook or as defined within respective collective bargaining agreements.
- (c) Long Term Disability Income Plan: as provided for by the county and as defined in the “Insurance Benefits” policy within of this handbook.
- (d) Recipient: A full-time county employee who is eligible to receive donated sick leave.
- (e) Donor: A full-time county employee who is eligible to donate sick leave to another employee.

Title: Court & Jury Service Leave  
Policy Number: 605  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to permit regular full-time and permanent part-time employees to be absent from work due to jury duty and court proceedings and to provide income protection while an employee carries out his/her civic responsibility. The County will provide compensation for these types of absences according to the guidelines below.

Comments:

- (1) An employee who is selected for jury duty shall receive a paid leave of absence for the time the employee spends on jury duty for up to five (5) work days. The employee shall receive their regular pay and shall turn over to the County jury service fees, collected for a normal working day for a maximum of five (5) work days. Additional compensation for time away from the workplace for this purpose will be considered on a case-by-case basis.
- (2) An employee required by subpoena to appear in a Court proceeding in which the employee is not a party to the proceedings, shall be allowed up to one (1) day paid leave of absence. The employee shall receive regular pay and shall turn over to the County subpoena fees, collected for a normal working day. Additional paid leave, i.e. vacation, compensatory time or other similar leave may be granted as required to comply with the subpoena. Employees are not permitted to utilize paid sick leave for this type of leave. Employees may utilize unpaid leave if they have exhausted appropriate paid leave.
- (3) An employee shall promptly notify his/her Department Head when called for jury duty or to serve as a witness. The employee is required to provide copies of the subpoena or jury summons to his/her Department Head prior to approval of paid leave time. The Department Head will verify the notification and make scheduling adjustments to accommodate the employee's obligation. The Department Head will also provide court documentation to the Auditor's Office/Payroll Division for processing.
- (4) An employee who is not selected or who is released from jury duty or the court proceeding during normal working hours shall report to work immediately.

Title: Leave of Absence  
Policy Number: 606  
Effective Date: July 1, 2009  
Revision Date: July 17, 2012  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to grant employees extended leaves of absence under certain circumstances. Except where indicated below, employees will be required to utilize all appropriate paid leave prior to receiving a leave of absence without pay.

Comments:

- (1) The County will comply with the provisions of the federal Family and Medical Leave Act ("FMLA"). Policy #607 outlines the FMLA's requirements, including the rights and obligations of employees, notification requirements, and the County's obligations.
- (2) Employees generally are eligible for leaves of absence if they have completed at least one (1) year of continuous service, or as specified by law. The granting and duration of each leave of absence and the compensation received by the employee, if any, during the leave of absence will be determined by the County in conjunction with applicable federal and state law. The following types of leaves will be considered:

(a) Medical Leave of Absence.

Employees who are unable to work because of a serious health condition, disability, or work-related injury may be granted a medical leave of absence. This type of leave covers disabilities caused by pregnancy, childbirth, or other related medical conditions. The County requires certification of an employee's need for medical leave, both before the leave begins and on a periodic basis thereafter, by the employee's health care provider. Employees are required to utilize all paid sick leave, vacation, personal, and other similar leaves prior to receiving leave without pay. *For an explanation of the FMLA and medical leave, see Policy #607*

Maternity Leave of Absence: In accordance with the Iowa Code, employees are allowed up to eight (8) weeks of medically indicated leave following the birth of a child. Female employees will be allowed to utilize eight (8) weeks of paid sick leave following the birth of a child. Employees requesting to use additional sick leave must provide a medical certification from their health care provider

indicating medical necessity and approval of the Department Head. Upon expiration of sick leave, vacation, personal, and other similar leaves shall be utilized prior to receiving leave without pay.

(b) *Parental Leave of Absence.*

An employee may be granted a parental leave of absence in connection with a child's placement with the employee for adoption. Employees are required to utilize sick leave (limited to eight (8) weeks for the adoption of children under the age of five (5) ), vacation, personal, and other similar leaves prior to receiving leave without pay. Employees who adopt children five (5) years of age and older may be allowed to utilize sick leave only with the prior approval of the Board of Supervisors. If both adopting parents work for Pottawattamie County, the employees are allowed to use a combined eight (8) weeks of sick leave. *For an explanation of the FMLA and parental leave, see policy #607.*

(c) *Family Care Leave of Absence.*

Employees may be granted a family care leave of absence for the purpose of caring for the employee's child, spouse, or parent who has a serious health condition. The County requires certification of the family member's serious health condition, both before the leave begins and on a periodic basis thereafter, by the family member's health care provider. Employees are required to utilize all paid sick leave (as allowed by policy), vacation, personal, and other similar leaves prior to receiving leave without pay. *For an explanation of the FMLA and family leave, see policy #607.*

(d) *Personal Leave of Absence.*

Employees may be granted a leave of absence to attend to personal matters in cases in which the County determines that an extended period of time away from the job will be in the best interest of the employee and the County. Employees are required to utilize all vacation, personal, and other similar leaves (other than sick leave) prior to receiving leave without pay.

(e) *Military Leave of Absence.*

An employee is eligible for a military leave of absence beginning the first day of employment unless the employee is employed temporarily for six (6) months or less. This leave is provided to employees who are members of the National Guard, organized reserves or any component part of the Military, Naval, or Air Forces or Nurse Corps, or who are or may be otherwise inducted into the military service of this state or of the United States, or who are

members of the Civil Air Patrol. In accordance with the Iowa Code, Chapter 29, a military leave of absence will be granted without loss of pay for the first thirty (30) days, if an employee is ordered by proper authority to state active duty, state military service, or federal service, or when performing a civil air patrol mission pursuant to section 29A.3A or as otherwise provided by law.

Where the period of active duty is less than thirty (30) days, a leave of absence shall only be granted for those days that the employee would normally perform services for the County. This would include participation in annual encampment or training duty in the U.S. Military Reserves or the National Guard.

Employees are requested to notify their Department Head as soon as they are aware of any military obligation. Employees may use accrued vacation, personal leave, and other similar leaves but are not required to do so during their military leave of absence. Employees are not permitted to use sick leave for this type of leave.

Employees who perform and return from military service will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service-promotions, and length of service-pay increases, as required by applicable federal or state law.

Please contact the Human Resources Department for questions regarding the County's military leave policy, applicable state and federal laws and continuation of benefits during a military leave of absence.

(f) *Educational Leave of Absence.*

Employees who want to continue their education in preparation for added responsibilities with the County may be granted an educational leave of absence when the County determines that this type of leave will be beneficial to it and the employee. Employees are required to utilize all vacation, personal, and other similar leaves (but not sick leave) prior to receiving leave without pay.

(g) *Election Leave of Absence.*

An employee may, upon written application and approval of the Department Head, be granted up to thirty (30) days leave without compensation, if the employee is a candidate for a paid partisan elective office. Leave may be granted for a primary, general, or partisan special election.



(h) Voting Leave.

While voting leave is not considered a “leave of absence”, any employee required to work for all of the hours during which the polls are open on an election day shall be given sufficient time off to vote.

(i) Leave of Absence without Pay

A leave of absence without pay is a predetermined amount of time off from work for whatever purpose, which has been requested by an employee who has completed the introductory period and approved by the Employer in writing. The employee will be given a copy of the authorization. In order to be eligible for a leave of absence without pay, the employee shall have exhausted all appropriate accumulated leave, i.e. sick leave, vacation, compensatory time and other similar leaves. The leave of absence shall be authorized at the Department Head's discretion

During a leave of absence without pay, the employee:

- must pay the entire premium for group hospital and dental insurance during any month the employee is not on the payroll.
- must pay the entire premium for group life insurance.
- shall not receive any other job benefits during the period of absence; and
- shall not acquire additional seniority during said leave.

The Employer may make exceptions to any of the above conditions for approved leaves or unpaid days not exceeding thirty (30) days.

- (3) Leaves of absence under this policy generally should be taken in full week increments, except for intermittent or reduced schedule leaves taken under the FMLA or as allowed or required by other applicable laws.
- (4) Requests for a leave of absence or any extension of a leave should be submitted in writing to the employee's Department Head at least thirty (30) days before the start of the leave or extension period. When the need for leave or an extension is not foreseeable, employees should give as much notice as is possible. All employees on approved leave are expected to report to their Department Head any change of status in their need for a leave or in their intention to return to work.

- (5) Employees who are on an approved leave of absence may not engage in any form of self-employment or perform work for any other employer during that leave, except when the leave is for military service or when the employment has been approved by the County under its Secondary Employment policy and the employee's reason for leave does not preclude the secondary employment.
- (6) The County will continue existing insurance coverage and provide benefits to employees while on leave as long as the employee is in a paid status or as required by the Family & Medical Leave Act (FMLA). Benefits that accrue according to length of service (such as paid vacation, longevity, seniority) do not accrue while an employee is on an unpaid status. Employees not eligible for leave under the Family and Medical Leave Act are required to pay the entire premium for group health, dental and life insurance while on an unpaid leave of absence.
- (7) Employees returning from a leave of absence will be reinstated to their same job or to an equivalent job with equivalent status and pay, to the extent required by law. Employees returning from a medical leave must provide certification of their ability to perform the essential functions of their job. Employees returning from a military leave also must comply with all of the reinstatement requirements specified by federal and state law. If the same job or one of equivalent status and pay is not available as a result of a reduction in force, the employee will be treated in the same manner as though he/she had been actively employed at the time of the reduction in force.
- (8) Employees who are unable to report for work because of arrest and incarceration, may be placed on a personal leave of absence. During this time an employee may be allowed to use accrued compensatory time, vacation, or other similar paid leaves, however, not sick leave. The employee's Department Head and the Human Resources Director will decide whether active employment is appropriate pending final disposition of the charges.
- (9) If an employee fails to return to work at the conclusion of any approved leave of absence, including any extension of the leave, the employee will be considered to have voluntarily terminated employment.

Title: Family & Medical Leave Policy  
Policy Number: 607  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County will comply with all applicable requirements of the Family and Medical Leave Act ("FMLA").

Comments:

- (1) The FMLA requires all public agencies, including state, local, and federal employers, to provide eligible employees up to twelve (12) weeks of job-protected leave in any twelve (12) month period for certain personal and family medical reasons. The twelve (12) month period is a rolling period measured backward from the date an employee uses any FMLA leave.
- (2) Employee Eligibility.  
The FMLA defines eligible employees as employees who have worked for the County for at least twelve (12) months and who have worked at least 1,250 hours in the previous twelve (12) months.
- (3) Leave Entitlement.  
Eligible employees may take leave for the following reasons:
  - (a) To care for the employee's child upon birth or in connection with a child's placement with the employee for adoption or foster care;
  - (b) To care for a parent, spouse, or child with a serious health condition;
  - (c) When the employee is unable to work because of the employee's own serious health condition.
- (4) Serious Health Condition.  
According to the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
  - (a) Inpatient care (i.e., an overnight stay), including any period of incapacity or any subsequent treatment in connection with the inpatient care;

- (b) “Continuing treatment” by a health care provider which includes any period of incapacity as a result of:
  - (i) A health condition lasting more than three consecutive days and any subsequent treatment or period of incapacity relating to the same condition that also includes (a) treatment two or more times by or under the supervision of a health care provider; or (b) one treatment by a health care provider with a continuing regimen of treatment;
  - (ii) Pregnancy or prenatal care, including severe morning sickness;
  - (iii) A chronic serious health condition that continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity;
  - (iv) A permanent or long-term condition for which treatment may not be effective, if the employee is under the supervision of a health care provider (but not necessarily receiving active treatment); or
  - (v) Any period of absences to receive multiple treatments by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days if not treated.
  - (vi) Any period of absence for the treatment of substance abuse. Absence because of the employees actual use of the substances, does not entitle the employee to FMLA leave.
- (5) Spouses employed by the same employer are jointly entitled to a combined leave of twelve (12) workweeks of family leave in the twelve (12) month period to care for a parent who has a serious health condition. However, each spouse may take up to twelve (12) workweeks of leave to care for a child or spouse with a serious health condition.
- (6) *Birth, Adoption, or Foster Care of Children.*  
FMLA leave for birth or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement. In addition, spouses employed by the same employer are jointly entitled to a combined leave of twelve (12) workweeks of parental leave in the twelve (12) month period for the birth or placement of a child for adoption or foster care.

(7) *Intermittent or Reduced Work Schedule Leave.*

In certain circumstances, eligible employees may take FMLA leave intermittently (for example, in blocks of time) or by reducing their work schedule. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, employees may take their FMLA leave intermittently or on a reduced work schedule only with the County's permission. If the FMLA leave is because of the employee's serious illness or to care for a seriously ill family member, the employee may take the leave intermittently or on a reduced work schedule if it is determined by a health care provider to be medically necessary.

(8) *Notice and Certification.*

- (a) Employees who want to take FMLA leave ordinarily must provide their Department Head at least thirty (30) days notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practicable. The Department Head and/or the employee shall notify the Auditor's Office/Payroll Division of the need for the leave. For tracking purposes, the Auditor's Office/Payroll Division shall mail FMLA forms to the employee's home address upon request.
- (b) When leave is needed to care for an immediate family member or for the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment in order to minimize disruptions of their department operations.
- (c) In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification from a health care provider of the condition on a certification form provided by the employer. (A copy of the medical certification form is attached to this policy and may also be obtained from your Department Head, the Auditor's Office/Payroll Division, Human Resources, and the County Intranet). The County also may require a second, and if necessary, a third opinion (at the County's expense), periodic re-certifications of the serious health condition, and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work.
- (d) Medical certification forms shall be submitted to the Auditor's Office/Payroll Division for processing. Final approval of FMLA leave shall be made by the Auditor's Office/Payroll Division in conjunction with the Human Resources Director upon review of the medical certification. Approval of FMLA may be delayed or FMLA may be denied for lack of proper medical certification. FMLA leave may also be delayed for employees who do not provide proper advance notice of the foreseeable need for leave.

- (e) If an employee does not specifically request FMLA leave, the County may designate any leave time, as FMLA leave based upon the qualifying reason given for the leave. Department Heads shall notify the Auditor's Office/Payroll Division immediately of any employee absence(s) which may be a qualifying event. The County shall notify the employee of their eligibility status and that the leave taken will be designated as FMLA. This notification may be made orally or in writing within five (5) business days of acquiring knowledge that the leave is being taken for an FMLA qualifying reason. If the notice is made orally, the County shall confirm it in writing via U.S. Postal service.

(9) *Benefits During FMLA Leave.*

- (a) Employees taking leave under the FMLA are entitled to receive health and dental benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. If applicable, arrangements will be made for employees to pay their share of health insurance premiums while on leave. If an employee chooses not to return to work from FMLA leave, the County may be entitled to recover premiums it paid to maintain health and dental coverage during the leave.
- (b) The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. All applicable accrued leaves must be utilized before an employee is placed on an unpaid status (*See Leaves of Absence, #606*). An employee may utilize compensatory time for an FMLA qualifying reason however, the compensatory time taken shall not be counted towards an employee's FMLA period.

(10) *Job Restoration After FMLA Leave.*

The County generally will reinstate an employee returning from FMLA leave to the same or equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

(11) *FMLA Leave for Military Families.*

- (a) An eligible employee who is the spouse, child, parent, or “next of kin” of a wounded U.S. military service member may receive a total of twenty-six (26) weeks of unpaid leave during a twelve (12) month period to care for the service member. The employee must use any applicable accrued paid vacation, personal, sick days, and other similar leave during an unpaid FMLA leave. Sick leave may be utilized as allowed by the collective bargaining agreement or county sick leave policy.
- (b) Eligible employees may take up to twelve (12) weeks of unpaid leave during any twelve (12) month period because of “any qualifying exigency” arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status, in support of a contingency operation. The employee must use any accrued paid vacation, personal days and other similar leave (other than sick days) before being placed on an unpaid status.

(12) *Other Provisions.*

- (a) The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.
- (b) Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the County has approved the employment under its Secondary Employment policy and the employee’s reason for FMLA leave does not preclude the outside employment.
- (c) It is the intent of this policy to comply with the Family and Medical Leave Act as amended and to outline the general guidelines which shall be followed by Pottawattamie County. Any disputes arising from the policy statement or the Family and Medical Leave Act as amended shall be presented to the Pottawattamie County Board of Supervisors for discussion, interpretation and resolution.

(13) Definitions.

In accordance with the Family Medical Leave Act of 1993, the following definitions shall be used for the outlined terms:

**"Son" or "Daughter" or "Child"** means the inclusion of a biological, adopted or foster child, a stepchild, legal ward or child of a person standing in loco parentis (in place of a parent). The son, daughter or child must be either under age 18 or 18 and over but incapable of self care because of a mental or physical disability.

**"Parent"** means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child as defined above. *The terms do not include parents-in-law.*

**"Spouse"** means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriages for employees residing in the State of Iowa.

**"Health Care Provider"** is defined as those authorized to practice by the state in which they practice. (For complete listing see DOL Final FMLA Regulations, 825.118) Including

- Doctor of medicine or osteopathy
- Podiatrist
- Dentist
- Clinical psychologist
- Optometrist
- Chiropractor (care limited)
- Nurse practitioner
- Nurse midwife
- Clinical social worker
- Christian Science practitioner listed with First Church of Christ, Scientist, Boston
- Any health care provider recognized by the employer's group health plan
- A health care provider as defined above who practices and is licensed in a country other than the U.S.



Title: Inclement Weather/Emergency Courthouse Closing  
Policy Number: 608  
Effective Date: July 1, 2009  
Revision Date: February 23, 2021  
Authorized by: Board of Supervisors

Policy:

It is the policy that county offices will remain open in all but the most extreme weather conditions and in emergency situations. Unless an emergency closing is announced, all employees are expected to report to work in accordance with their regular work schedule. However, all employees are urged to use their own discretion in deciding whether they can commute safely to work.

Comments:

Inclement Weather:

- (1) If weather conditions prevent an employee from reporting to work or from reporting to work on time, the employee is responsible for notifying his/her supervisor.
- (2) If an employee is unable to be present at work, reports to work late or leaves work prior to the designated quitting time due to weather conditions, the employee shall utilize appropriate paid leave in order to receive full pay. If an employee's appropriate paid leave accounts have been exhausted, then the employee shall receive leave without pay. Employees shall not be allowed to utilize sick leave if absent as a result of weather conditions.

Emergency Closing of County Facilities:

- (1) If the Board of Supervisors closes the courthouse due to an "emergency" situation, there may be circumstances under which essential personnel are required to work. The Board of Supervisors and individual Department Heads shall designate those essential personnel as the situation dictates.
- (2) In the event of an emergency closing, the Board of Supervisors Chairman will notify the Executive Assistant to the Board of Supervisors who will alert all employees through the County e-mail system. Notification of closing will also be announced as early as possible through the media.
- (3) It is the responsibility of the Department Head to maintain an accurate employee listing if an emergency situation and/or natural disaster would occur and access to the courthouse and county records is restricted. In order to communicate with employees in these type of situations, the employee is required to provide the Department Head with current home

telephone number(s), cellular telephone number(s), residence address and personal email address. The Department Head will ensure the privacy of this information and shall only utilize this information in emergency situations.

The Board of Supervisor's shall maintain an accurate listing of contact information for each Department Head.

- (4) When county offices are officially closed due to emergency situations, employees shall be compensated at their regular rate of pay for the remaining balance of the workday.

If county offices are officially closed for any length of time due to a natural disaster or any other type of emergency situation, the Board of Supervisor's shall determine what, if any, compensation is to be made to affected county employees. When making their decision, the Board of Supervisor's shall take into consideration the type of disaster, the length of time it will take to recover and current county policies and procedures.

**CONDUCT**

Title: Behavior of Employees  
Policy Number: 701  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

### Policy

As employees of Pottawattamie County, we are accountable to the public. It is the policy of Pottawattamie County that certain rules and regulations regarding employee behavior are necessary for efficient business operations, accountability to the public and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the County, or is offensive to customers or coworkers will not be tolerated.

### Comments:

- (1) Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of Pottawattamie County and its taxpaying citizens. Appropriate employee conduct includes:
  - (a) Punctual and regular attendance at work. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
  - (b) Treating all customers, visitors, and coworkers in a courteous manner;
  - (c) Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the County's best interests;
  - (d) Reporting to Department Head or supervisor suspicious, unethical or illegal conduct by coworkers, customers, or vendors;
  - (e) Reporting to Department Head or supervisor any threatening or potentially violent behavior or bullying by coworkers;
  - (f) Cooperating with County investigations;
  - (g) Complying with all County safety and security regulations;
  - (h) Wearing clothing appropriate for the work being performed;
  - (i) Performing assigned tasks efficiently and in accord with established quality standards;
  - (j) Giving proper advance notice whenever unable to work or report on time;
  - (k) Smoking only at times and in places not prohibited by state law, county rules or local ordinances;
  - (l) Maintaining cleanliness and order in the workplace and work areas.

- (2) The following list of impermissible behavior in the workplace is not intended to be an all-inclusive list. At the Department Head's discretion, any violation of the County's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action.
- (a) Engaging in or threatening acts of workplace violence, including but not limited to:
    - (i) Possessing firearms or other weapons on County property (other than certified law enforcement)
    - (ii) Fighting, assaulting or bullying a coworker, supervisor, guest, or customer;
    - (iii) Threatening or intimidating a coworker, supervisor, customer, or guest;
  - (b) Engaging in any form of sexual or other unwelcome harassment;
  - (c) Reporting to work under the influence of alcohol or illegal drugs, using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on County premises;
  - (d) Reporting to work or performing job duties in an unfit condition because of the consumption or misuse/abuse of prescription or over-the-counter medications or selling or dispensing prescription medications on County premises;
  - (e) Disclosing confidential County information;
  - (f) Failure to cooperate in a workplace investigation;
  - (g) Misrepresenting, falsifying, or altering any County record or report, such as an employment application, medical reports, expense accounts, and similar public records;
  - (h) Misrepresenting or falsifying timesheets, daily logs or any other time and attendance records for yourself or others;
  - (i) Stealing, destroying, defacing, or misusing County property, unauthorized personal use of county funds or property or another employee's or customer's property; making unauthorized purchases on county credit card(s);
  - (j) Employment connected theft, burglary, or battery;
  - (k) Misusing County communications systems, including the county website, electronic mail, computers, Internet access, and telephones ;
  - (l) Accessing pornographic websites;
  - (m) Refusing to follow Department Head or Supervisor instructions concerning a job-related matter or being insubordinate; insubordination; failure to follow directions;

- (n) Failing to wear a seat belt or other assigned safety equipment or failing to abide by safety rules and policies (willful violation) and failing to adhere to job related work restrictions or accommodations;
- (o) Soliciting or distributing information in violation of County policies;
- (p) Accessing personal websites during working hours such as "My Space", "Facebook", "Twitter", personal blogging, and other similar websites.
- (q) Smoking where prohibited by state law, local ordinance or County rules;
- (r) Using profanity or abusive language;
- (s) Sleeping on the job without authorization;
- (t) Gambling on County property;
- (u) Playing pranks or engaging in horseplay at the workplace;
- (v) Wearing unprofessional or improper attire or having an inappropriate personal appearance; (sloppy, unkept appearance);
- (w) Conducting personal business during working hours;
- (x) Using county property for personal gain or using county position for personal gain;
- (y) Unlawfully destroying county or work property including records;
- (z) Willful and/or reckless neglect of duty;
- (aa) Dishonesty.
- (bb) Any absence of three (3) or more consecutive work days without an excuse or notification; Excessive absenteeism and late arrival (tardy).
- (cc) Violation of County electronic communications policies and procedures.

Title: Confidential Nature of County Affairs  
Policy Number: 702  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that information designated as confidential may not be discussed with anyone outside the County and may be discussed within the County only on a “need to know” basis. In addition, employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the County, its employees, customers, and suppliers.

Comments:

- (1) Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary County property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.
- (2) The Security Privacy Officer (Sr. Network Administrator) is responsible for coordinating the security and control of County information and for approving any exceptions to this policy. Department Heads are responsible for identifying information that should be classified as confidential and should work closely with the Security Privacy Officer to develop procedures to secure and control the information. Information that is designated as confidential should be clearly identified and properly secured. A list of employees authorized to have access to the information should be prepared, and all access should be recorded.
- (3) All media inquiries and other inquiries of a general nature should be referred to the Department Head. In addition, all press releases, publications, speeches, or other official declarations must be approved in advance by the Department Head or the Board of Supervisors.
- (4) Questions about employee references or other information concerning current or former employees should be referred to the Auditor’s Office/ Payroll Division or the Human Resources Director.

Title: Conflicts of Interest  
Policy Number: 703  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to prohibit its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the County, its customers, or suppliers. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.

Comments:

- (1) Employees are expected to represent the County in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor or Department Head.
- (2) Employees may not engage in, directly or indirectly either on or off the job, any conduct which is disloyal, disruptive, competitive, or damaging to the County. Prohibited activity also includes any illegal acts committed while performing job assignments.
- (4) Employees must disclose any financial interest they or their immediate family have in any firm that does business with the County. The County may require divestiture of the interest if it considers the financial interest to be in conflict with its best interests.
- (5) Employees and their immediate family may not accept gifts, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with the County. The meaning of gifts for purposes of this policy includes but is not limited to, the acceptance of lavish entertainment and free travel and lodging and any property exceeding two dollars and ninety-nine cents (\$2.99).
- (6) Employees may not give, offer, or promise, directly or indirectly, anything of value to any representative of a customer, of a potential customer, or of a financial institution in connection with any transaction or business that the County may have with that customer, potential customer, or financial institution.



- (7) Employees may not disclose inside information to anyone, either inside or outside the County, who does not have a legitimate business need to know it.
- (8) Any conflict or potential conflict of interest must be disclosed to the County. Failure to do so may result in disciplinary action, up to and including termination of employment.

Title: Public Accountability  
Policy Number: 704  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to promote public trust and accountability. In an effort to accomplish this, Pottawattamie County requires that all employees treat the public in a courteous and respectful manner and to provide quality service to our citizens. Employees are guardians of county resources and are accountable to the public for their use. Therefore, employees shall make efficient use of all county resources including work time.

Comment:

- (1) The citizens of Pottawattamie County, provide the primary source of the County's business and each employee's job security. To promote positive interaction with the citizens of Pottawattamie County, all employees must represent the County in a positive manner and make the public feel appreciated when dealing with the County.
- (2) Employees with public contact are expected to know the County's services and to learn what the public wants and needs. These employees should educate the public about the use of County services and should seek new ways to continually provide better service.
- (3) Employees are encouraged to report recurring problems the public may have with County services to their supervisor or Department Head and to make suggestions for changes in County policies or procedures to solve problems.
- (4) Employees should be prepared to pay careful attention to complaints from the public and to deal with them in a helpful, professional manner. If a controversy arises, the employee should explain County policy respectfully and clearly. Any member of the public who become unreasonable, abusive, or harassing should be referred to the employee's supervisor or Department Head if the employee cannot resolve the problem.
- (5) Employees should be polite and thoughtful when responding to the public. A positive contact with the public can enhance goodwill, while a negative experience can lessen the public's faith and accountability.

- (6) Employees are not however, required nor expected to deal with members of the public who make them feel uncomfortable. Employees are encouraged to discuss these type of situations with their supervisor or Department Head for proper resolution.
- (7) Employees should always be mindful of efficient use of county time, supplies and resources. Employees are required to accurately document all work time.

Title: Personal Appearance of Employees  
Policy Number: 705  
Effective Date: July 1, 2009  
Revision Date: July 1, 2013  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. The following guidelines should be followed by all employees; however, nothing in this policy prohibits a Department Head from establishing a more stringent dress code for their office or department.

Comment:

- (1) Employees are expected at all times to present a professional, businesslike image to customers, and the general public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the County. Departures from conventional dress or personal grooming and hygiene standards are not permitted.
- (2) Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:
  - (a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments or office settings. The following clothing is prohibited: suggestive attire, ill-fitting or tight clothing, baggy clothing, clothing that reveals undergarments, jeans (unless approved or authorized by the Department Head), athletic clothing, yoga pants, leggings, shorts, T-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a professional or businesslike appearance.

In footwear fashion, flip-flops are a flat, backless, usually rubber sandal consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot. These types of sandals are prohibited in the workplace.

- (b) Clothing that reveals cleavage, your back, underarms, chest, feet, stomach or undergarments of any kind is not appropriate for this work environment. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished.
- (c) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Unnatural coloring or extreme hairstyles are prohibited.
- (d) Sideburns, moustaches, and beards should be neatly trimmed at all times.
- (e) Body piercings (other than those for earrings) should not be visible in this work environment.
- (f) Intentional body mutilation or modification should not be visible in this work environment. This includes but is not limited to: scarring, excessive ear piercing/stretching, tongue splitting, beneath the skin decorative implants, decorative tooth plating/engraving. This does not include traditional elective medical procedures (i.e. teeth straightening, cosmetic plastic surgery, and other similar procedures).
- (g) The display of unprofessional or offensive tattoos is prohibited. The following list includes but is not limited to, the types of tattoos prohibited for display by this policy.
  - i) Depictions of nudity or violence;
  - ii) Sexually explicit or vulgar art, words, phrases or profane language;
  - iii) Symbols likely to incite a strong negative reaction to any group (i.e. Swastikas);
  - iv) Initials or acronyms that represent criminal or historically oppressive organizations (i.e. KKK, SS, street gang names, numbers or symbols);
  - v) Multiple tattoos on the skin which can incite a negative reaction by the general public or that would detract from an appropriate professional image;
  - vi) Depictions of words or images that violates harassment or discrimination laws or county policy.

If the Department Head determines that a tattoo is inappropriate and that tattoo can not be covered in a manner which is acceptable with the department's uniform requirements or dress code, the individual will not be eligible for employment with Pottawattamie County.

- (h) Some employees may be allergic or sensitive to chemicals in perfumes or colognes, so wear these substances with restraint.
  - (i) Hats are not appropriate in the office. Head Covers that are required for medical or religious purposes or to honor cultural tradition are allowed.
- (3) Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.
- (4) Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- (5) Employees should always dress in a manner that allows them to safely perform their job. Certain job classifications may require that the employee wear safety clothing or carry safety equipment in order to perform their job in a safe manner. It is the responsibility of the Department Head or designee to notify employee's of this requirement.
- (6) At the discretion of the Department Head, employees may, on certain days or holidays, be allowed to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear tight, ill-fitting, baggy or otherwise ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.
- (7) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include being sent home. Employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also may result in disciplinary action.
- (8) Compliance with the intent of this policy shall be determined by a reasonable person standard.

Title: Personal Finances of Employees  
Policy Number: 706  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County employees are expected to maintain control and responsibility over their personal finances. It is the policy of Pottawattamie County to deal with employee financial information, such as garnishments in the following manner.

Comments:

- (1) The failure of employees to meet their personal financial obligations may impose an administrative and financial burden on the County through extra bookkeeping and the need to respond to garnishments, wage assignment requests, and other legal notices and court orders.
- (2) The County will not disclose employee financial information to outside parties without express written permission from the employee, except as required by law.
- (3) The County will conduct credit checks of applicants for employment if required based upon business necessity or if the position deals with financial responsibility. In addition, the County may conduct credit checks on current employees being considered for promotions or transfers to positions where personal financial considerations may impact the employee's ability to perform the job on behalf of the County.
- (4) The County Auditor is the only person authorized to receive an order of garnishment or attachment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. The Auditor's Office/Payroll Division will notify the affected employee that is has received such a notice or order and then deduct the required amount from the employee's earnings, up to the limit permitted by law or court order.
- (5) No employee will be terminated because his earnings have been garnished for one indebtedness. However, repeated garnishments or other wage assignments for more than one indebtedness may result in discipline, up to and including termination, depending on the employee's job classification and circumstances of the case and any legal restrictions.
- (6) The County will not deny employment to, or terminate the employment of, any person solely because that person has filed a petition for bankruptcy.

Title: Drug/Alcohol Free Workplace  
Policy Number: 707  
Effective Date: July 1, 2009  
Revision Date: 11/14/2017  
Authorized by: Board of Supervisors

## **POLICY**

It is the policy of Pottawattamie County to provide safe, dependable and efficient services to the public which it serves. Pottawattamie County is committed to maintaining a workplace that is free from the effects of drug and alcohol use and abuse in accordance with the federal Drug-Free Workplace Act of 1988, Public Law 100-690, and any amendments thereof.

Pottawattamie County intends to provide a drug free environment for all of its employees. It is not the County's intent to intrude into the private lives of employees. However, the effect of drug and alcohol abuse on safety, work quality, increased medical expenses and lost productivity require a drug and alcohol free workplace policy. Pottawattamie County desires to make its employees aware of the dangers of drug and alcohol abuse and encourages employees to voluntarily seek assistance for any substance abuse. This policy prohibits the use and ingestion of illegal drugs at all times.

## **SCOPE**

This policy is applicable to all county employees including Elected Officials.

## **NON-DISCRIMINATION**

In accordance with the requirements of the Americans with Disabilities Act, the County does not discriminate against employees or applicants who are qualified individuals with a disability who are not currently engaged in the use of prohibited drugs or alcohol and who do not otherwise violate the provisions of this policy, including but not limited to individuals who:

1. Have successfully completed or who are currently participating in a supervised rehabilitation program and are no longer engaging in such use; or
2. Have otherwise been rehabilitated and are no longer engaging in such use.



## **PROHIBITED DRUGS**

Prohibited drugs addressed by this policy include the following:

1. **Illegal Drugs:** Illegally used controlled substances or drugs under the Drug Free Workplace Act of 1988, any drug or any substance identified in Schedule 1 through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 are prohibited at all times in the workplace unless a legal prescription has been written for the substance. Illegal use includes use of any of the specified illegal drugs, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.
2. **Legal Drugs:** The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited under this policy. However, not taking the medication as prescribed; not having a prescription for the medication or excessive use or abuse of such drugs shall be considered to be the same as use of illegal drugs under this policy.

Employees must report their use of over-the-counter or prescribed medications to their supervisor if the use of such medications might impair their ability to perform their job safely and effectively. Employees required to drive are required to notify their supervisor of any medications prescribed which have a warning with respect to the operation of machinery or vehicles. If it is determined that the employee is unable to perform the job safely and properly, the employee will be required to utilize sick leave until they are released to return to work by a medical professional.

Pottawattamie County reserves the right to take appropriate action if the use of a prescribed or an over-the-counter drug is impairing or is deemed likely to impair the employee's ability to perform his/her job.

3. **Alcohol:** The use of beverages containing alcohol is prohibited in the workplace. Alcohol is considered a "prohibited drug" under this policy.

## **PROHIBITED BEHAVIOR AND CONDUCT**

1. The following is prohibited conduct and employees who engage in this conduct will be subject to termination of employment and may in addition, suffer legal consequences:
  - A. The use, sale, offering for sale, storing, distribution or possession of illegal drugs, including controlled substances, imitation controlled substances, counterfeit controlled substances on the job, County property or in County vehicles is prohibited.
  - B. The illegal use, sale, offering for sale, storing, distribution or possession of prescription medications or over-the-counter medication on the job, on county property, or in county vehicles is prohibited.
  - C. The use of alcohol in the workplace, or the sale, offering for sale, distribution or illegal possession of beer, wine, liquor, or other alcoholic beverages or medicines containing alcohol on the job, on county property or in county vehicles is prohibited.
  - D. Employees are prohibited from reporting for duty or remaining on duty anytime there is a presence of a prohibited illegal drug in the body.
  - E. Employees are prohibited from reporting for duty or remaining on duty if they are under the influence of alcohol.
  - F. An employee who tests positive for alcohol or illegal drugs has engaged in prohibited conduct.
  - G. Being under the influence of a prescription or over-the-counter medication that affects the employees' ability to safely perform any of their job functions is prohibited.
  - H. Commercial drivers are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he/she submits to a required post-accident drug and alcohol test, whichever occurs first.
  - I. Employees who refuse to test for drugs or alcohol when required by the employer or any conduct that results in a test refusal is prohibited conduct.
  - J. All County employees who are off duty and under the influence of alcohol or illegal drugs, are obligated to refuse any emergency calls or call outs. Reporting for work under the influence of alcohol or drugs is prohibited conduct.

2. For the purpose of enforcing this policy, employees, their personal possessions (including personal vehicles), and their County-issued equipment and containers are subject to inspection and surveillance at all times while on County property or work sites or while conducting County business as provided by law. Any refusal by the employee to submit to an inspection is an act of insubordination subject to disciplinary action.
3. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is Pottawattamie County's intent and obligation to provide a drug-free work environment.
4. As required by law, it is a condition of continued employment that any employee who is convicted of any criminal drug violation for conduct in the workplace is required to notify their Elected Official or Department Head of this fact no later than five (5) calendar days after such conviction. (A conviction means a finding of guilt, including a plea of "nolo contendere" or "no contest", of the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal, or state criminal drug statutes.) Employees who violate this provision will be subject to disciplinary action up to and including termination of employment.
5. Employees are obligated to report co-workers who are in violation of this policy. If an employee becomes aware of another employee using, possessing, selling, purchasing, or transferring prohibited drugs or alcohol while on the job, he/she is expected to take prompt action to report the information to their immediate supervisor. Failure to do so is prohibited conduct.
6. Employees are required to report alcohol/drug related traffic offenses to their supervisor, if it will affect their ability to operate a motor vehicle for county business. This report shall be made no later than the next scheduled business day and before operating a vehicle for county business.
7. Pottawattamie County will not take adverse action against any employee that makes a voluntary admission of alcohol misuse or controlled substance use provided that the employee does not self-identify in order to avoid testing. The County will allow the employee sufficient opportunity to seek an evaluation, education or treatment to establish control over the employee's drug or alcohol problem.

Self-reporting just after being notified of a test

- a. Does not release the employee from the responsibility of taking the alcohol or drug test.
- b. Does not release the employee from discipline which may arise from a positive test.
- c. Does not qualify as a voluntary referral.

Please refer to the Drug & Alcohol Testing Program, Section VI for additional information on employee admission of alcohol and controlled substance use.

## **DRUG & ALCOHOL TESTING REQUIREMENTS**

1. The federal Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA) requires that commercial drivers be tested for drugs and alcohol under the following conditions: Pre-Employment, Reasonable Suspicion, Random and Post-Accident. Commercial drivers who voluntarily admit to alcohol misuse or controlled substance use will be subject to return-to-duty testing and may also be required to employee monitoring and non-DOT follow-up testing.

Commercial drivers performing safety sensitive functions will be tested for five (5) substances: marijuana (THC metabolite), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP).

2. Pottawattamie County will conduct Pre-Employment and Reasonable Suspicion drug and alcohol testing.

The County drug test will test for nine (9) substances which include: marijuana (THC metabolite), cocaine, amphetamines, opiates (including heroin), phencyclidine (PCP), Benzodiazepines, Barbiturates, Methadone, and Propoxyphene. For the purpose of this policy, this shall be hereinafter referred to as a County drug test. The county reserves the right to add additional drugs as they become available for testing.

Employees who are required to maintain a commercial driver's license shall be required to submit to both, the DOT and County drug and alcohol test for Pre-Employment and Reasonable Suspicion.

Employees who test positive for drugs or alcohol shall be placed on administrative leave without pay pending final disciplinary action.

**Please refer to the Drug & Alcohol Testing program (Appendix A) for additional information on Drug & Alcohol abuse and testing requirements.**

Title: Breastfeeding Policy  
Policy Number: 708  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy

It shall be the policy of the Pottawattamie County Board of Supervisors to provide positive support to breastfeeding mothers in the workplace. The breastfeeding policy applies to the expression of breast milk during work hours.

Comments:

- (1) Employees are not allowed to bring nor have their babies brought to the workplace for the purposes of breastfeeding.
- (2) An employee who has chosen to breastfeed and will be expressing milk during work hours shall so advise their Department Head at least one (1) week prior to returning to work from maternity leave so that arrangements can be made.
- (3) Employees who are breastfeeding may utilize their two (2), fifteen (15) minute paid rest breaks and their one half (1/2) hour unpaid meal period for the purpose of expressing breast milk. In the event that additional time is needed, employees may use accumulated vacation, personal leave or other similar paid leave (not sick leave) as is necessary.
- (4) Employees are required to use a room designated by the Department Head. The designated room will have a lock on the door for privacy and shall be kept clean at all times.
- (5) Employees may store their expressed breast milk in the refrigerator closest to their work location. The stored milk should be labeled as such and should include the employee's name.
- (6) Employees are encouraged to rent or purchase an electric or battery operated breast pump to shorten the time needed to express their breast milk.

Title: Participation in Community Affairs  
Policy Number: 709  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to encourage employees to participate in the community service affairs of charitable, educational, fraternal, and civic organizations.

Comments:

- (1) The County may identify certain community activities for which it wants to be represented and designate the employees it will sponsor for participation or membership in these organizations. Designated employees representing the County in the organization will be expected to promote the County's interests. Under these circumstances, time spent on the community activity will be considered hours worked for pay purposes.
- (2) Time spent on community affairs, when not undertaken at the request of the County, normally should be outside of the employee's regular working hours and, therefore, will not be considered hours of work for pay purposes. Employee-initiated participation in community affairs that involves an extended period of time away from the job should be handled according to the procedures contained in Leaves of Absence.
- (3) Every employee who expresses an opinion in a public forum should clearly state whether the opinion is a personal one or one representing the County. Any public communication which might be considered as representing the County's position must be approved in advance by the Department Head or Board of Supervisor's. Employees should not discuss internal confidential affairs in any public forum.
- (4) Pottawattamie County does not make contributions or expenditures in connection with any election to political office or in connection with any primary election, political convention, or caucus held to select candidates for political office.
- (5) Employees planning to campaign for, seek, or accept appointment to public office must give prior notice of their intentions to their Department Head. Department Heads must give prior notice to the Board of Supervisors. Employees engaging in political activities do so as individuals on their own time, not as representatives of the County, and should not make any representations to the contrary.

- (6) Employee participation in community activities should not adversely affect the employee's job performance, be detrimental to the County's interests, or place the employee in the position of serving conflicting interests.

Title: Telephone Policy  
Policy Number: 710  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

This policy outlines the use of county telephones, personal cell phones and PDA's during working hours.

Comments:

- (1) Pottawattamie County discourages personal telephone calls while at work. Personal telephone calls should be made during an employee's lunch or break period. Personal calls whether they are placed from the office or received into the office shall be held to a minimum. Under no circumstances shall a member of the general public, an elected official, a county employee or a member of the Board of Supervisors have to wait for assistance as a result of a personal telephone call.
- (2) Personal calls should be local unless an emergency situation exists and the employee has prior approval from his/her department head or immediate supervisor. If a long distance call is granted on a county telephone, it shall be to the cost of the employee.
- (3) While at work employees are expected to exercise the same discretion in using personal cellular phones and PDA's as is expected for the use of County phones. Excessive personal calls and texting during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to ensure that friends and family members are aware of the County's policy.
- (4) Pottawattamie County will not be liable for the loss of personal cellular phones or PDA's brought into the workplace.
- (5) Employees in possession of County equipment such as county cell phones or PDA's are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection.



- (6) All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or PDA's at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone or PDA for business use are expected to refrain from using their phone while driving – use of a cell phone or PDA, whether personal or County issued, while driving is not required by the County. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or use hands-free operations, refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Texting is prohibited while operating a vehicle for county business.

- (7) Hands-free equipment will be provided with County issued phones and PDAs to facilitate the provisions of this policy.
- (8) Employees who are charged with traffic violations resulting from the use of their cell phone or PDA, whether County issued or personal, while driving will be solely responsible for all liabilities that result from such actions.
- (9) The use of camera phones, PDA's or other audio or video recording capable devices within the County may constitute not only an invasion of employees' personal privacy, but may breach confidentiality of County protected information. Therefore, the use of camera or other video-capable recording devices within Pottawattamie County is prohibited without the express prior permission of the Department Head and of the person(s) present at the time. This prohibition is specifically applicable to restrooms and locker rooms, if applicable.
- (10) As with any policy, Department Heads and Supervisors are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Title: Disciplinary Procedure  
Policy Number: 711  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that all employees are expected to comply with the County's standards of behavior and performance and that any noncompliance with these standards may result in disciplinary action. This policy does not modify the status of employees as "employees-at-will" or in any way restrict the County's right to bypass the disciplinary procedures suggested.

Comments:

- (1) The purpose of an employee disciplinary action is to advise the employee of his/her violation of policy in such a manner as to ensure that such behavior will not be repeated.
- (2) Disciplinary actions shall be progressive in nature for job performance issues only and shall include the following:
  - A. First Step: Documented Oral Reprimand
  - B. Second Step: Written Reprimand
  - C. Third Step: Suspension without Pay
  - D. Fourth Step: Discharge/Termination of Employment
- (3) Disciplinary actions shall be discussed with the employee and the employee shall be given a copy of the action. A copy shall also be forwarded to the Auditor's Office/Payroll Division for inclusion in the employee's personnel file.
- (4) Employees who have been suspended from work without pay or discharged and who have completed their Introductory Period, may process a grievance through the grievance procedure.

Oral and written reprimands may be protested in writing by the employee and such protests will be placed in the employee's personnel file.

- (5) In cases involving serious misconduct, or any time the Department Head determines it is necessary, such as a major breach of policy or violation of law, the procedures of progressive discipline may be disregarded. Typically, the Department Head should suspend the employee immediately (with pay) and begin an investigation of the incidents leading up to the suspension, to determine if any further action, such as unpaid suspension or termination, should be taken.
- (6) The County has the right to discipline which may include a suspension and/or termination of any employee immediately for the following actions. This list is a guideline and is not considered an all - exclusive list.
  - (a) Engaging in or threatening acts of workplace violence, including but not limited to:
    - (i) Possessing firearms or other weapons on County property (other than certified law enforcement)
    - (ii) Fighting, assaulting or bullying a coworker, supervisor, guest, or customer;
    - (iii) Threatening or intimidating a coworker, supervisor, customer, or guest;
  - (b) Engaging in any form of sexual or other unwelcome harassment;
  - (c) Reporting to work under the influence of alcohol or illegal drugs, using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on County premises;
  - (d) Reporting to work or performing job duties in an unfit condition because of the consumption or misuse/abuse of prescription or over-the-counter medications or selling or dispensing prescription medications on County premises;
  - (e) Disclosing confidential County information;
  - (f) Failure to cooperate in a workplace investigation;
  - (g) Misrepresenting, falsifying, or altering any County record or report, such as an employment application, medical reports, expense accounts, and similar public records;
  - (h) Misrepresenting or falsifying timesheets, daily logs or any other time and attendance records for yourself or others;
  - (i) Stealing, destroying, defacing, or misusing County property, unauthorized personal use of county funds or property or another employee's or customer's property; making unauthorized purchases on county credit card(s);
  - (j) Employment connected theft, burglary, or battery;

- (k) Misusing County communications systems, including the county website, electronic mail, computers, Internet access, and telephones
  - (l) Accessing pornographic websites;
  - (m) Refusing to follow Department Head or Supervisor instructions concerning a job-related matter or being insubordinate; insubordination; failure to follow directions;
  - (n) Failing to wear a seat belt or other assigned safety equipment or failing to abide by safety rules and policies (willful violation) and failing to adhere to job related work restrictions or accommodations;
  - (o) Soliciting or distributing information in violation of County policies;
  - (p) Accessing personal websites during working hours such as "My Space", "Facebook", "Twitter", personal blogging and other similar websites.
  - (q) Smoking where prohibited by state law, local ordinance or County rules;
  - (r) Using profanity or abusive language;
  - (s) Sleeping on the job without authorization;
  - (t) Gambling on County property;
  - (u) Playing pranks or engaging in horseplay at the workplace;
  - (v) Wearing unprofessional or improper attire or having an inappropriate personal appearance; (sloppy, unkept appearance);
  - (w) Conducting personal business during working hours;
  - (x) Using county property for personal gain or using county position for personal gain;
  - (y) Unlawfully destroying county or work property including records;
  - (z) Willful and/or reckless neglect of duty;
  - (aa) Dishonesty.
  - (bb) Any absence of three (3) or more consecutive work days without an excuse or notification; excessive absenteeism and late arrival (tardy).
  - (cc) Violation of County electronic communications policies and procedures.
- (7) An employee who is represented by a union may request that a union representative be present at any meeting and/or investigative interview which may lead to or result in disciplinary action. Employees represented by a union should also refer to the appropriate union contract for disciplinary procedures.

- (8) The Human Resources Department along with the County Attorney's Office should review and approve all recommendations for unpaid suspensions or terminations before any final action is taken.
- (9) If a disciplined employee works twelve (12) consecutive months without further disciplinary action under this policy, the next failure to meet behavior or performance standards may be treated as a first occurrence under this policy. However, the County may still consider all past disciplinary actions in evaluating the employee's job performance.

Title: Grievance Procedure  
Policy Number: 712  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

### Policy

It is the policy of Pottawattamie County that employees should have an opportunity to present their employment-related complaints and to appeal adverse employment related decisions through a grievance procedure. The County will attempt to resolve promptly all disputes that are appropriate for handling under this policy.

### Comments:

- (1) An appropriate grievance is defined as an employee's expressed dissatisfaction concerning any interpretation or application of an employment-related policy by their Department Head, immediate supervisor, or other employees. Examples of matters that may be considered appropriate grievances under this policy include:
  - (a) A belief that County policies, practices, rules, regulations, or procedures have been applied inconsistently to an employee;
  - (b) Treatment considered unfair by an employee;
  - (c) Alleged discrimination, for example, because of race, color, sex, sexual orientation, gender identity, age, religion, national origin, marital status, or disability; and
  - (d) Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.
- (2) Grievances shall be presented in writing on a form provided by the employer. The grievance will be processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists. Time frames may be extended if agreed to by both parties.

- (3) Employees who believe they have an appropriate grievance should proceed as follows:
  - (a) Step One — Promptly bring the complaint to the attention of the immediate supervisor within seven (7) calendar days from the date the action took place to cause the grievance. If the grievance involves the supervisor, then the employee may proceed directly to Step Two. The supervisor, if authorized should investigate the complaint or attempt to resolve it, and give a decision to the employee within seven (7) calendar days. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for the employee's personnel file. If the employee is not satisfied with the response of the supervisor, the employee may proceed to Step Two.
  - (b) Step Two — Appeal the decision to the Department Head, if dissatisfied with the supervisor's decision, or initiate the procedure with the Department Head if Step One has been bypassed. This appeal must be made within seven (7) calendar days using the grievance form provided for this purpose. The Department Head will, in a timely fashion, confer with the employee, the supervisor, and any other employees considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved within seven (7) calendar days. If the employee is not satisfied with the response of the Department Head, the employee may proceed to Step Three.
  - (c) Step Three — Appeal the decision to the Board of Supervisors. This appeal must be made within seven (7) working days from the date a decision was rendered in Step One or Two. The Board of Supervisors will schedule an appeal hearing and will take the necessary steps to review and investigate the grievance. The Board of Supervisors will issue a written, final, and binding decision within seven (7) calendar days from the date of the hearing.
- (4) Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as County policy. When appropriate, the decisions will be retroactive to the date the action took place to cause the grievance

- (5) Information concerning an employee grievance should be confidential. Supervisors, Department Heads, and others who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- (6) Time spent by employees in grievance discussions with their Supervisor or Department Head during their normal working hours will be considered hours worked for pay purposes.
- (7) Employees will not be penalized for the proper use of the grievance procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises merit less disputes. Implementation of the grievance procedure by an employee does not limit the right of the County to proceed with any disciplinary action that is not in retaliation for the use of the grievance procedure. In addition, employees, supervisors and Department Heads are prohibited from retaliating against an employee who properly uses the grievance procedure.
- (8) The County may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.



# **SAFETY & SECURITY**

Title: Weapons Free Workplace Policy  
Policy Number: 801  
Effective Date: July 1, 2009  
Revision Date: March 5, 2015  
Authorized by: Board of Supervisors

Policy: To ensure that Pottawattamie County maintains a safe workplace the County prohibits employees and members of the general public from entering County property while carrying weapons. A license/permit to carry does not supersede County policy.

This policy is applicable to all offices and departments of the County, tenants of county owned or controlled buildings, contractors, vendors and customers on County property. Exceptions to this policy include:

- (1) Any persons covered under §724.2, of the Iowa Code, "Authority to Possess Offensive Weapons", which authorizes peace officers, members of the armed forces, those in the services of the United States, and lawfully permitted Corrections Officers to carry weapons legally.
- (2) Other individuals permitted to carry who have prior written authorization from Department Head or Elected Official and the County Sheriff. The County Sheriff may revoke this authorization at any time.
- (3) The policy concerning carrying weapons at the Pottawattamie County Courthouse property can be found in Resolution No.8-2015 as approved by the Board of Supervisors and attached to this policy.

Comments:

- (1) "County property" is defined as County parks, buildings owned or directly controlled by the County and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County's ownership or control. This policy applies to all County owned or leased vehicles and all vehicles that come onto County property.
- (2) "Weapons" include, but are not limited to, explosives, guns, knives, or objects that could be used as a club such as a baseball bat or night club that could be dangerous or could be used to commit bodily harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.
- (3) County employees or tenants of county owned or controlled buildings who wish to carry a weapon for self-protection while in transit to and from the workplace must obtain written authorization from their Department Head or Elected Official prior to soliciting approval from the Sheriff to carry a

weapon on county property. If approved, county employees or tenants will be required to secure their weapon in a designated location during normal business hours. Firearms may be left in a motor vehicle parked on county property if properly secured in a locked container inside the vehicle.

- (4) Pottawattamie County reserves the right at any time and at its discretion to search all County-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination of employment.
- (5) Employees are obligated to contact law enforcement officials and/or their Department Head or Elected Official if they see an employee with a weapon on County property in violation of this policy. Failure to report violations of this policy may result in disciplinary action.

Title: Cameras in the Workplace Policy  
Policy Number: 802  
Effective Date: July 1, 2009  
Review Date: October 8, 2019  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County prohibits employee use of cameras in the workplace, including camera phones, as a preventative step believed necessary to secure employee privacy and other business information. However, the County reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection, protection of proprietary information, etc.

Comments:

- (1) Employees are prohibited from using cameras or other visual recording devices, including camera phones, into the workplace unless specific advance written authorization has been obtained from their department head.
- (2) Authorization will be granted by the Department Head when a specific business purpose will be served by the possession or use of such a device and when its use will not violate employee privacy.
- (3) Authorization may be granted in limited personal circumstances that will be reviewed on a case-by-case basis.
- (4) Authorization may be revoked at any time for any reason. In such cases, employees will be given a reasonable opportunity to remove the equipment from the premises.
- (5) Employees should be aware that the County may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so.
- (6) The County will only do so after first ensuring that such action is in compliance with state and federal laws.
- (7) Employees should not expect privacy in work-related areas.
- (8) Privacy of employees in non-work areas will be respected to the extent possible. Reasonable belief of on-site drug use, physical abuse, theft or similar circumstances would be possible exceptions.

Title: Drivers Safety Policy  
Policy Number: 803  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

The safety and well being of our employees is of critical importance to the County. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on county business at any time will be expected to exercise due diligence to drive safely, follow all traffic laws, and to consistently apply and follow the procedures below.

Comments:

- (1) **All employees are expected to wear seat belts at all times while in a moving vehicle being used for County business, whether they are the driver or a passenger.**
- (2) Employees may not drive county owned or personal vehicles for County business without the prior approval of their Department Head. Before approving a driver, the Department Head must check the employee's driving record, verify the existence of a valid driver's license, valid license plates (if applicable) and personal auto liability insurance coverage, and make certain that the employee is eligible for coverage under any applicable County insurance. An employee who does not have a valid driver's license or who does not carry personal auto liability insurance coverage shall not be permitted to drive county owned or personal vehicles while conducting county business.
- (3) As a condition of employment, employees whose jobs require regular driving for county business must be able to meet the driver approval standards of this policy at all times during their employment. Employees who must maintain a Commercial Driver's License (CDL) as a condition of their employment must meet the Iowa Department of Transportation's (IDOT) requirements for specialized vehicles at all times during their employment. Employees required to drive as an essential function of their position with the County, must inform their Department Head of any changes that may affect their ability to do their job. For example, employees must notify their Department Head immediately if their driver's license is suspended or in any other way restricted. For all other jobs, driving is considered only an incidental function of the position.

- (4) The County shall conduct periodic license history reviews on all personnel whose jobs require regular driving for county business.
- (5) Employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving on county business.
- (6) Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone or PDA for business use are expected to refrain from using their phone while driving – use of a cell phone or PDA, whether personal or County issued, while driving is **not required** by the County. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or use hands-free operations, refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. **Texting is prohibited while operating a vehicle for county business.**
- (7) Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, listening to headphones, and/or frequently changing radio stations or CD's, is also strongly discouraged while driving, even when in slow-moving traffic.
- (8) Employees are not permitted, under any circumstances, to operate a vehicle for County business when any physical or mental impairment causes the employee to be unable to drive safely. Use of alcohol, drugs or other substances, including certain prescription and over-the-counter medications that in any way impairs driving ability, is prohibited.
- (9) Employees shall not transport non-work related passengers in County vehicles at any time without prior approval from their Department Head or supervisor. Personal vehicles utilized to transport clients shall not be operated by anyone other than the county employee during the time of transport.
- (10) Employees shall immediately report to their Department Head or supervisor any hazardous or unsafe condition of the county or personal vehicle (only if required to drive for business), which may result in injury to themselves or others. County vehicles or equipment that has been tagged unsafe to use shall not be used by any employee until such tag has been removed by authorized personnel.

- (11) Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- (12) Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
- (13) Employees must promptly report any accidents to local law enforcement as well as to their immediate supervisor or Department Head even if there is no apparent damage.
- (14) Employees are required to report any moving or parking violations received while driving a county vehicle. Employees are responsible for any driving infractions or fines that result from their driving.
- (15) Employees are expected to lock County vehicles at all times when not in use.
- (16) Employees must make sure that a County vehicle or a personal vehicle being used for business meets operational standards for insurance, maintenance and safety.
- (17) Employees shall keep vehicles free of objects that might lodge under the brake pedal or interfere with safe operation of the vehicle while conducting county business. Employees who drive a County vehicle should ensure that the vehicle is kept clean and free of litter.
- (18) It is the responsibility of the employee operating a County vehicle or equipment to ensure that all supplies, equipment, machines and vehicles being hauled or transported are properly secured to the transporting vehicle or trailer.

Title: Acceptable Use Policy

Policy Number: 804

Effective Date: May 10, 2022

Revision Date:

Authorized by: Pottawattamie County Board of Supervisors

### **Purpose**

This policy defines the acceptable use of computer systems and networks under the control of Pottawattamie County and its affiliated departments. This policy is designed to protect the Employee and Pottawattamie County computer systems and networks by ensuring appropriate use of resources and equipment. Inappropriate use increases exposure to risks including virus or malware attacks, compromises of computer and network systems, legal issues, and degraded performance.

### **Scope**

This policy applies to all Employees, contractors, consultants, temporary Employees, and any other workers or guests at Pottawattamie County. This policy applies to all equipment that is owned or leased by Pottawattamie County and its affiliated departments.

### **Policy**

#### *General Use and Ownership*

1. While Pottawattamie County's network administration desires to provide a reasonable level of privacy, Employees should be aware that any data they create on the corporate system remains the property of Pottawattamie County and therefore remain subject to data disclosure requests and compliance audits. Because the need to protect Pottawattamie County's network, confidentiality of information stored on any network device belonging to Pottawattamie County cannot be guaranteed.
2. The Pottawattamie County Information Security team recommends that any information that an Employee considers sensitive or vulnerable be encrypted.
3. Employees are responsible for exercising good judgement regarding the reasonableness of personal use. Individual departments are responsible for creating additional guidelines concerning personal use of Internet/Extranet/Intranet systems. In absence of such policies, Employees should consult their Supervisor or Department Head.
4. For security and network maintenance purposes, authorized individuals with Pottawattamie County may monitor equipment, systems and/or employee's network traffic, and data usage at any time.
5. Pottawattamie County reserves the right to audit the network and any systems on a periodic basis to ensure compliance with this policy.

#### *Security and Proprietary Information*

1. Keep passwords and user accounts secure, they should not be shared. Authorized users are responsible for the security of their passwords and accounts and any activities that are associated with them.



2. Agree to handle and protect all information stored on a computer or downloaded to portable media or hard copies with appropriate care as to prevent unauthorized disclosure or dissemination of the information.
3. Employees must use extreme caution when opening email attachments or external media devices received from unknown senders or other third parties as they may contain viruses, malware, or other vectors of attack that can compromise security, systems, and protected information.

#### *Unacceptable Use*

The following activities, in general, are prohibited. Some employees and systems may be exempted from these restrictions due to the nature of their legitimate job duties. Under no circumstances is an Employee of Pottawattamie County authorized to engage in any activity that is considered illegal under local, state, federal, or international law while using resources owned or operated by Pottawattamie County.

The following list provides a framework for activities that fall under the unacceptable use category. This list is neither exhaustive nor all-encompassing, any questions regarding on the acceptability of use should be directed to the **INFORMATION TECHNOLOGY DEPARTMENT** for clarification.

#### *Systems and Network Activities*

The following activities are strictly prohibited, with no exceptions:

1. Usage of information resources must not constitute a conflict of interest. Personal business or use for personal gain constitutes a conflict of interest.
2. Using information resources in a manner that jeopardizes the confidentiality, integrity, or availability of Pottawattamie County information resources.
3. Any form of harassment, nuisance or spam, or other malicious activities while using Pottawattamie County's systems, resources, or intellectual properties.
4. Using non-Pottawattamie County owned, leased, or authorized equipment to store, process, or transmit non-public information.
5. Providing lists of Pottawattamie County systems, networks, or users and employees to parties outside of Pottawattamie County for purposes other than legitimate business necessity.
6. Revealing your passwords to others or allowing use of your accounts by others. This includes family and other household members when working remotely.
7. Circumventing user authorization or security of any host or system, network, or account; cloning, spoofing, or bypassing any smart cards, proximity cards, or any other means of alternative forms of authentication.
8. Accessing, or attempted access, of any system or information that is not intended for your use or accessibility.
9. Port scanning, security scanning, network monitoring which will intercept data not intended for the Employee's workstation, vulnerability and penetration testing is expressly prohibited unless prior notification has been given to, and approval requested from, the Pottawattamie County Information Security team.
10. Violations of any trademark, copyright, trade secret, patent, or any other intellectual property

rights. This includes uploading, downloading, distributing, and/or installing any product or software that are not appropriately licensed or have formalized agreements with Pottawattamie County.

11. Establishing shadow networks, infrastructure, or rogue wireless access points to bypass or extend the Pottawattamie County network beyond the management of the appropriate agencies control.
12. Introduction of malicious programs into the network or servers, such as viruses, malware, trojan horses, etc.
13. Installation of any software that has not been pre-approved and scanned for viruses or malicious payloads is strictly prohibited.
14. This list is not exhaustive. If you have any questions about an activity, please contact your Supervisor or Department Head.

*Non-compliance and Enforcement*

Violations of this county policy puts the County at risk for regulatory fines or loss of system access. Additionally, violating this policy may put the County information systems at risk for data loss or compromise.

Pottawattamie County reserves the right to restrict systems and users access to network resources upon discovery of security incidents or breaches, behavior that is affecting the network availability and stability, or any other events that put resources in jeopardy and will work with the appropriate departments regarding a permanent response.

Any user who knowingly violates these policies will be subject to disciplinary action following the *Pottawattamie County Employee Handbook* guidelines.

Title: End User Security

Policy Number: 805

Effective Date: June 25, 2019

Revision Date: July 5, 2022, November 22, 2022

Authorized by: Pottawattamie County Board of Supervisors

### **Purpose**

This document defines the end user security policy for information systems under the control and responsibility of Pottawattamie County, their departments, and personnel. This policy is designed to provide guidance for users of information systems ensuring compliance with all established legal guidance.

### **Scope**

This policy applies to all information systems and applications owned and/or operated by or on behalf of Pottawattamie County. All employees, vendors, and contractors are expected to understand and follow this policy.

### **Definitions**

This section provides definitions used throughout the policy to ensure a common language is in use and is understood what the term means.

#### *End User*

The term end user refers to any person who uses technology to access County data and systems. This includes, but is not limited to: County employees, vendors, and contractors.

#### *Information Asset*

The term information asset refers to a particular type of data or information. Some examples of information assets include:

- Credit card number
- Citizen demographic information: name, address, and phone number
- Vendor contracts

An information asset may be stored in a digital form (spreadsheet, database, etc.) or in physical form (paper, optical disc, or magnetic tape).

#### *Information Security Team*

Information security team is not a formal committee but consists of members of the IT Department which at minimum include the CIO, IT Supervisor, and Cybersecurity Analyst.

#### *Information System*

The term information system refers to software or computer hardware that helps manage, store, organize, and/or analyze information assets. Common examples of information systems include:

- Email systems
- File storage systems
- Database servers
- Desktop or laptop computers

Information systems may be physical computers, virtual systems, or cloud-based systems.

#### *Information Asset Owner*

The information asset owner is the department or person responsible for the information asset. The information asset owner provides guidance on the classification of a particular information asset.

#### *Malware*

Malware is software that is harmful to the security or normal operations of an information system. Malware includes common issues such as computer viruses or ransomware. Information systems with malware may be used to steal information, spy on users, or disrupt normal operations of applications. The use of anti-malware software helps ensure the information systems are protected and any malware found can be removed from a system to return the system to normal operations.

#### **Policy**

All users and information systems at Pottawattamie County are required to adhere to minimum security controls as defined in this document. This policy provides guidance and requirements for all users to ensure the information assets are appropriately controlled. Users are limited to approved hardware and software.

#### **Minimum Security Requirements**

##### **Expectation of Privacy**

Users should assume all activity is monitored while using County information systems including network and internet access. All activities involving County information systems and associated assets are subject to logging and monitoring by authorized personnel within the Information Security Team or by automated systems. All digital communications are property of the County, and many forms of communication may be classified as *Public* (see Information Classification Guide on the Intranet for classifications and how to handle each). The monitoring includes, but is not limited to, web sites visited, emails (both sent and received), chat messaging, and files transferred, camera and door access control records. The monitoring activities are required by multiple federal and state statutes.

Users of County information systems should have no expectation of privacy beyond the minimums guaranteed by law or defined within these policies (attorney/client privilege, criminal investigation, etc.).

##### *Physical Security Considerations*

All physical hardware (laptops, desktop, removable media, and mobile phones) and non-public hard copy documents are at risk for theft, damage, or information loss if left in an insecure location. All physical hardware and non-public hardcopy documents must be secured if they are going to be left unattended. Examples of secure Pottawattamie County include the following:

- Stored in a secured residence away from easy outside access
- Carried on a Pottawattamie County employee or contractor's person

##### *Credential Management*

Credentials management refers to account identification information. Typically, this involves a username identifying a particular user of the information. The username should be unique and assigned to a particular user. The standard for Pottawattamie County accounts is to assign each user account to

exactly one user. A user may have multiple accounts (if needed for their job role), but accounts should not be shared. If a shared account is needed for a legitimate business purpose, the IT Department must be contacted for an approved exception to this policy. All exceptions must be approved in writing by the Chief Information Officer. Exceptions are reviewed on a periodic basis to ensure the exception is still required. To authenticate a particular username, an authentication mechanism is required. The most commonly deployed authentication mechanism is a password for the user account. All passwords must meet the following minimum requirements:

- Minimum length
- Complexity (3 of the following 4 categories must be met):
  - Upper case alphabet characters
  - Lower case alphabet characters
  - Numbers
  - Symbols

For systems part of the local domain, the password characteristics are automatically enforced. For passwords in other applications or systems, the account holder is responsible for ensuring the password characteristics should be used (even if not required by the system).

The use of multi-factor authentication (MFA) is required where available. MFA refers to an authentication process using multiple distinct components such as:

- Something the user knows (a password or PIN for example)
- Something the user is (biometric details such as fingerprints)
- Something the user has (such as their mobile phone or authentication token)

In order for the MFA to be implemented properly, the factors must be independent of each other, and more than one method must be used simultaneously for a particular user account. See Appendix A for specific MFA-related details.

Credential information (username and credentials) should not be stored except in an approved solution. When a user has left County employment or has been placed on extended, involuntary leave, the department manager must notify the IT Department within 24 hours to disable the user's account. For voluntary leave, greater than 30 days, the department manager should consult with the IT Department as soon as possible to determine if the user's account should be disabled. If the user has been separated from employment, access to the user's information assets (such as email and file storage) can be provided to the department manager or other designated user.

If a user changes roles (either within or between departments), the department head must notify the IT Department as soon as possible to ensure the appropriate rights have been assigned to the user and any rights no longer needed are removed.

### **Minimum Security Requirements**

All information systems accessing the applications, network, and information systems at Pottawattamie County must meet a set of minimum-security requirements. The purpose of these requirements is to ensure the safety, security, and availability of the information assets and resources deployed at

Pottawattamie County. If these components are not properly secured, the services and information provided to the citizens may be adversely impacted.

#### *Malware Protection*

To maintain protection against common malware, all information systems should have current, managed, installed, and operating anti-malware installed. The anti-malware system must be updated automatically and on a regular basis to ensure the software will protect the information system from new and emerging threats to the environment preventing risk of compromise, loss of service, and/or damage.

#### *Operating System and Application Patches*

Operating Systems and Applications Patches require regular patching to ensure flaws are corrected and information systems are protected. Operating Systems and Applications must have patches as soon as reasonably possible.

#### **Communications Methods**

Communicating with employees, members of the public, and vendors must follow regulations such as the Freedom of Information Act (FOIA) or Iowa Open Records Codes. To ensure Pottawattamie County complies, only approved communications applications and methods may be used to conduct official business.

#### *Electronic Messaging*

Electronic Mail (email) services are provided and maintained by the IT Department. Employees are not allowed to forward non-public information to personal or public accounts except for your own personal information.

All text messaging used for Pottawattamie County business must follow the *Mobile Device Policy found in the Employee Handbook*.

Social networking should not be used to send non-public information following department policies.

#### *Secure Communications*

When using communications methods for sharing non-public information, encryption needs to be enabled to ensure the information assets are appropriately protected.

#### **File Sharing**

When sharing files with others, care must be taken to ensure the recipient should have access to the information and that the information is being shared appropriately. When sharing with external people or organizations, the information being shared needs to be appropriately protected.

#### **Remote Access Solutions**

Users requiring remote access will use the IT Department installed and configured virtual private network (VPN) solution.

#### **Removable Media Encryption**

The use of removable media requires device-level encryption.

**System Procurement Process**

To ensure compatibility with County systems, the IT Department must be involved at the beginning of the procurement cycle for new hardware and/or software. The purchase of the solution will follow requesting department's policies.

**Information Destruction**

Digital media no longer in use by County Departments will be given to the IT Department for destruction.

**Auditing and Compliance**

The IT Department is responsible for auditing the environment. These audits include, but are not limited to, logging user activities, inspecting traffic into and out of the environment, and ensuring policies are followed. The audit process may be either automated (such as the collection and analysis of log information) or in person. These audits may lead to configuration, policy, or procedural changes.

**Non-Compliance**

Violations of the County policies put the County at risk for regulatory fines or loss of system access. Additionally, violating the policies may put the County information systems at risk for data loss or compromise.

Pottawattamie County reserves the right to restrict systems and users access to network resources upon discovery of security incidents or breaches, behavior that is affecting the network availability and stability, or any other events that put resources in jeopardy and will work with the appropriate departments regarding a permanent response.

Any user who knowingly violates these policies will be subject to disciplinary action following the *Pottawattamie County Employee Handbook* guidelines.

## **Appendix A – Multi-Factor Authentication**

### **Purpose**

Multi-Factor Authentication (MFA) is achieved when multiple forms of authentication are used to increase the likelihood that the credentials are from the individual to whom they were assigned. This process reduces the risk of impersonation or the use of compromised credentials by an unauthorized individual.

MFA is required to be used by all Pottawattamie County users with network access to County systems. MFA is achieved using a special one-time passcode (OTP) authentication generated from an approved hardware token (fob) or smartphone application, in addition to their Windows credentials.

### **Definitions**

#### *Fob*

An IT-issued device used to generate a one-time passcode.

#### *OTP*

One-time passcode.

#### *OTP Device*

The device that is used to generate one-time passcode. This refers to both fob and smartphone.

#### *Smartphone OTP App*

Authorized and managed smartphone app that is used to generate OTP.

### **Policy**

1. When authenticating using MFA all users must use the generated OTPs from their smartphone app or approved hardware token (fob) as a second factor security login, in addition to their Windows credential.
2. Only smartphones using the associated app or hardware tokens (IT-provided fob) may be used for OTP generation.
3. If using the smartphone app, users must notify the IT Department when they change their smartphone device, even if they keep the same phone number. IT can assist users with the process of registering their new smartphone device.
4. In the event a device becomes lost, even if its last known location is believed to be secure, immediately inform IT and the factor will be temporarily disabled and another factor or temporary access code will be issued to ensure that the lost device is not used to compromise the user account. If the device is unrecoverable, IT will assist in permanently changing the user's device settings. The cost to replace a fob is \$25, to be charged to the employee's department.
5. Devices must be properly secured, not shared.
6. Users are expected not to leave their OTP devices unattended in a public place.
7. Users should not mark their hardware fobs or smartphones with any identifying information such as name, username, password, or any reference to Pottawattamie County systems.



## **Factor Choices**

### *Smartphone*

1. User is responsible for furnishing his/her personal smartphone, or a County-issued smartphone. Pottawattamie County will not issue smartphones exclusively for users to use as MFA devices.
2. The County IT Department only supports the OTP app, not the smartphone itself. Each user is responsible for making sure his/her smartphone is in working condition. Pottawattamie County is not responsible for the cost of repairing or replacing the personal smartphones used as OTP devices or for any costs associated with data plan usage.
3. The approved OTP app must be installed and used to generate the OTP.
4. Users are expected to leverage the electronic security provided by their smartphones, including but not limited to use of a screen lock utility to access their smartphones (e.g., PIN, Password, or biometric such as a fingerprint scan).
5. Users agree to uninstall the OTP application once their need to use it expires.

### *Hardware Token (fob)*

1. Users must take reasonable care for the hardware token (fob) which is assigned to them. Reasonable care includes, but is not limited to:
  - Protecting from water/moisture. Fobs are not water resistant.
  - Protecting from loss or theft.
2. Users are expected not to transport their OTP fobs in the same bags as laptops that are used to access Pottawattamie County systems.
3. In certain instances, a user may be assigned a specific type of hardware fob that plugs into the USB port of a device. It is critical that these fobs are not left unattended in the device or stored with the device. Failure to properly store and use the fob will result in the loss of access to a USB fob.
4. Users are expected to return their hardware tokens (fob) to their supervisor when they terminate their employment with Pottawattamie County or no longer have access to any of the systems that require MFA.

## **Contingency Access**

1. In situations when a user does not have their fob or smartphone and needs access, the user must contact the IT Department for a temporary OTP. MFA users can contact the IT Department during normal business hours to request temporary OTP when they don't have their OTP device to authenticate.
2. Once a user's identity has been verified an Access Code will be generated and they will be given a code to access County Systems.

**Pottawattmie County**

# **Drug & Alcohol Testing Program**

**Appendix A**

11/14/2017

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## POLICY STATEMENT

Pottawattamie County is subject to the Drug-Free Workplace Act of 1988, Public Law 100-690, and any amendments thereof and as a result has a longstanding commitment to providing a safe, quality-oriented and productive work environment while balancing respect for individual privacy. Alcohol and drug abuse pose a threat to our employees, citizens and to the security of our equipment and facilities. When an employee is required to drive a county vehicle or perform safety sensitive functions and that employee has used controlled substances or abused alcohol, the risk to the employee and public increases significantly. Part of our mission is to ensure that our services are delivered safely, efficiently, and effectively by establishing a drug and alcohol free work environment, and to ensure that the workplace remains free from the adverse effects of drugs and alcohol. In keeping with this mission, Pottawattamie County declares that the unlawful use, possession, manufacture, distribution and dispensing of controlled substances or misuse or abuse of alcohol is prohibited for all employees. Employee participation is required, there are no exceptions.

The United States Congress recognized the need for a drug and alcohol free transportation industry, and in 1991 passed the Omnibus Transportation Employee Testing Act, requiring DOT agencies to implement drug and alcohol testing for safety-sensitive transportation employees. Title 49 Code of Federal Regulations (CFR) Parts 40, is a DOT-wide regulation that states how to conduct testing for DOT employees. The Federal Motor Carrier Safety Administration (FMCSA), 49 CFR, Part 382 requires a drug and alcohol testing program for safety-sensitive individuals, who drive or are available to drive commercial motor vehicles. This policy is intended to comply with 49 CFR Parts 40 & 382, governing drug and alcohol testing and shall be considered incorporated herein by reference and is available to review by employees upon request.

This policy defines serious consequences required by both federal regulations, and Pottawattamie County for all employees including commercial drivers who violate the Drug & Alcohol Free Workplace policy (#707 of the Employee Handbook) and Appendix A, The Drug and Alcohol Testing program. The DOT or FMCSA does not mandate disciplinary action for policy violations. Disciplinary actions resulting from policy violations are established by Pottawattamie County.

*Pottawattamie County shall adhere to the DOT & FMCSA drug and alcohol testing requirements found in 49 CFR Parts 40 & 382 for all county employees, except where noted. Pottawattamie County has the authority to establish certain policies related to the use of drugs and/or alcohol in the workplace for **ALL** county employees including our commercial drivers and those performing safety sensitive functions. Any provisions set forth in this policy that are based on the sole authority of Pottawattamie County, rather than 49 CFR Parts 40 & 382, as amended or other Federal regulations have been **italicized and underlined**.*

*Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.*

## SCOPE

This Drug & Alcohol testing program applies to Pottawattamie County employees who perform, including an applicant or transferee who will perform safety sensitive functions.

In accordance with 49 CFR, Part 382.107, a safety-sensitive function is any duty related to the operation of a commercial motor vehicle which requires a commercial driver's license (CDL). This includes:

- Driving a commercial motor vehicle which requires a CDL
- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

A listing of safety-sensitive positions can be found at Attachment A.

All Pottawattamie County employees and applicants for employment are also covered under this policy.

## EDUCATION AND TRAINING

All employees shall receive a copy of the county's Drug & Alcohol Free Workplace policy, #707 and a copy of this Drug & Alcohol Testing program. Commercial Drivers will also have ready access to the corresponding federal regulations including 49 CFR Parts 40 and 382. In addition, Pottawattamie County has established an employee education and training program for all employees.

All employees must undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training shall also include manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel who are in a position to determine employee fitness for duty and authorized by Pottawattamie County to make reasonable suspicion determinations shall receive two (2) hours of mandatory training, sixty (60) minutes of training on the physical, behavioral, and performance indicators of probable drug use and sixty (60) minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. Supervisory personnel shall be required to receive an additional sixty (60) minutes of drug and alcohol training on an annual basis.

Information on the signs and symptoms, immediate and long term effects, of substance abuse and alcohol misuse is included in Attachment B of this policy.

## DESIGNATED EMPLOYER REPRESENTATIVE (DER):

A designated employer representative, hereinafter referred to as DER, is an individual who has been designated to represent a County department on issues covered by this policy. This includes answering employee questions concerning the Drug and Alcohol Free Workplace policy #707, and the Drug & Alcohol Testing Program manual. The DER is also responsible for receiving information on drug and alcohol test results and taking required action, such as causing an employee to be removed from performing job duties or from the performance of safety sensitive functions. Collection site personnel shall contact the DER with any problems or issues that may arise during the testing process. Detailed contact information for department DER's can be found at Attachment C of this policy.

## DUTY TO COOPERATE

An employee who fails to cooperate in the administration of this policy will face disciplinary action, up to and including termination and is in violation of §49 CFR Part 40. This includes such things as:

- Refusing to consent to testing, to submit a sample, or to sign required forms.
- Refusing to cooperate in any way. For example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of untruthfulness, misrepresentation or misleading statements or omissions.
- Any form of dishonesty in the investigation or testing process.
- Failure of commercial drivers to notify the supervisor of the results of a random alcohol test if the alcohol concentration was greater than 0.02 but less than 0.04 upon return to work.
- Refusing to test again, at a time of the County's choosing, whenever any test results in a finding of a dilute sample or when requested for reasonable suspicion.

## EMPLOYEE ADMISSION OF ALCOHOL AND CONTROLLED SUBSTANCE

### USE: (49 CFR Part 382.121)

- A. Pottawattamie County will not take adverse action against any employee that makes a voluntary admission of alcohol misuse or controlled substance use provided that:
1. The employee does not self-identify in order to avoid testing under the requirements of this policy.
  2. The employee makes the admission prior to performing a safety sensitive function or prior to reporting for duty; and
  3. The employee does not perform a safety sensitive job function or other job duties until the employer is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements as outlined by a drug and alcohol abuse evaluation expert.
- B. After the voluntary admission, Pottawattamie County will allow the employee sufficient opportunity to seek evaluation, education or treatment to establish control over the employee's drug or alcohol problem. The employee will be allowed to use vacation or compensatory time off until they have been evaluated by a drug and alcohol abuse evaluation expert (i.e. employee assistance professional (EAP), substance abuse professional (SAP) or qualified drug and alcohol counselor). Sick leave usage will be determined on a case by case basis, however, the employee will be allowed to utilize sick leave for any inpatient treatment program. In order to participate in the voluntary admission program, the employee is required to sign a release of information for the County and will not be allowed to return to work until released by the drug and alcohol abuse evaluation expert.
- C. For Commercial Drivers, prior to participating in a safety sensitive function, the employee is required to undergo a DOT return-to-duty alcohol test with an alcohol concentration of less than 0.02; and/or a DOT return-to-duty drug test with a negative test result for controlled substance use. Commercial drivers who have a voluntary admission may be subject to monitoring which may include non-DOT follow-up testing.



## PROHIBITED DRUGS AND ILLEGALLY USED CONTROLLED SUBSTANCES:

Prohibited drugs addressed by this policy include the following:

- A. **Illegal Drugs:** The use of drugs is prohibited at all times. Employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of prohibited drug in the body above the minimum thresholds defined in U.S. DOT 49 CFR Part 40. Prohibited drugs include: marijuana (THC metabolite), cocaine, opioids (including heroin), amphetamines, and phencyclidine (PCP). The medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Pottawattamie County prohibits the use of any illegal drug which includes marijuana (THC metabolite), cocaine, opioids (including heroin), amphetamines, and phencyclidine (PCP) and the illegal use of benzodiazepines, barbiturates, methadone, and propoxyphene for all employees including commercial drivers. Illegal drug use includes use of any of the specified illegal drugs, misuse of legally prescribed drugs or over-the-counter medication, and use of illegally obtained prescription drugs.

- B. **Prescription and Over-the-Counter Medications:** The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited under this policy. However, not taking the medication as prescribed; not having a prescription for the medication or excessive use or abuse of such drugs shall be considered to be the same as use of illegal drugs under this policy.

Commercial drivers are required to notify their supervisor of any medications prescribed which have a warning with respect to the operation of machinery or vehicles. All employees must report their use of over-the-counter or prescribed medications to their supervisor if the use of such medications might impair their ability to perform their job safely and effectively. If it is determined that the employee is unable to perform the job safely and properly, the employee will be required to utilize sick leave until they are released to return to work by a medical professional.

Pottawattamie County reserves the right to take appropriate action if the use of a prescribed or an over-the-counter drug is impairing or is deemed likely to impair the employee's ability to perform his/her job.

A list of mandatory reportable drugs with constraint times for commercial drivers are listed in Attachment D of this policy. If a commercial driver performs safety sensitive functions within the constraint time, they are in violation of DOT and FCMSA drug and alcohol regulations.

- C. **Alcohol:** Employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Pottawattamie County prohibits all employees from reporting for duty, performing or continuing to perform job duties while having an alcohol concentration of 0.02 or greater.

## PROHIBITED BEHAVIOR AND CONDUCT:

The following is prohibited conduct and employees who engage in this conduct will be subject to termination of employment and may in addition, suffer legal consequences:

- A. The use, sale, offering for sale, storing, distribution or possession of illegal drugs, including controlled substances, imitation controlled substances, counterfeit controlled substances on the job, County property or in County vehicles is prohibited.
- B. The illegal use, sale, offering for sale, storing, distribution or possession of prescription medications or over-the-counter medication on the job, on county property, or in county vehicles is prohibited.
- C. The use of alcohol in the workplace, or the sale, offering for sale, distribution or illegal possession of beer, wine, liquor, or other alcoholic beverages or medicines containing alcohol on the job, on county property or in county vehicles is prohibited.
- D. Commercial drivers are prohibited from reporting for duty or remaining on duty anytime there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. All employees are prohibited from reporting for duty or remaining on duty anytime there is a presence of a prohibited illegal drug in the body.
- E. Commercial drivers are prohibited from consuming alcohol within four (4) hours prior to the performance of safety sensitive job functions. Commercial drivers are prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration level of 0.04 or greater regardless of when the alcohol was consumed. All employees are prohibited from reporting for duty or remaining on duty if they are under the influence of alcohol.
- F. Positive Drug & Alcohol Test Results:
  - a. A commercial driver has engaged in prohibited conduct if they have a positive alcohol test result which means that their alcohol concentration level is 0.04 or greater. 49 CFR, Part 382.201)
  - b. A commercial driver has engaged in prohibited conduct if they have a positive test result with an alcohol concentration level of 0.02 or greater but less than 0.04 and had been performing safety sensitive functions under the influence. (49 CFR, Part 382.505)
  - c. A commercial driver has engaged in prohibited conduct if they have a positive drug test result which means that there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in U.S. DOT 49 CFR Part 40.87.
  - d. All employees, including commercial drivers have engaged in prohibited conduct if they have a positive alcohol test which means that their alcohol concentration level is 0.02 or greater.

- e. All employees have engaged in prohibited conduct if they have a positive drug test result which means that there is a detectable presence of a prohibited drug in the body.
- G. Employees are required to notify their supervisor of any prescribed medication that may impair their ability to operate machinery or vehicles.  
  
Being under the influence of a prescription or over-the-counter medication that affects the employees ability to safety perform **ANY** of their job functions is prohibited.
- H. This policy prohibits all employees from reporting for duty or remaining on duty when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform their duties.
- I. Commercial drivers are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he/she submits to a required post-accident drug and alcohol test, whichever occurs first.
- J. Employees who refuse to test for drugs or alcohol when required by the employer or any conduct that results in a test refusal as outlined in Section X of this policy is prohibited conduct.
- K. Commercial drivers are prohibited from consuming alcohol with four (4) hours of performing safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of 0.02 prior to performing.  
  
All employees who are off duty and under the influence of alcohol or illegal drugs, are obligated to refuse any emergency calls or call outs. Reporting for work under the influence of alcohol or drugs is prohibited conduct.
- L. As required by law, it is a condition of continued employment that any employee who is convicted of any criminal drug violation for conduct in the workplace is required to notify their Elected Official or Department Head of this fact no later than five (5) calendar days after such conviction. (A conviction means a finding of guilt, including a plea of “nolo contendere” or “no contest”, of the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal, or state criminal drug statutes.) Employees who violate this provision will be subject to disciplinary action up to and including termination of employment.

## DRUG & ALCOHOL TESTING REQUIREMENTS (49 CFR, Part 40 & 382)

- A. 49 CFR Part 40 & 382 as amended requires that commercial drivers be tested for drugs and alcohol under the following conditions: Pre-Employment, Reasonable Suspicion, Random and Post-Accident. Commercial drivers who voluntarily admit to alcohol misuse or controlled substance use will also be subject to return-to-duty testing and may also be required to employee monitoring and non-DOT (County) follow-up testing.
- B. In accordance with 49 CFR Part 40 & 382 as amended, commercial drivers performing safety sensitive functions will be tested for five (5) substances: marijuana (THC metabolite), cocaine, amphetamines, opioids (including heroin), and phencyclidine (PCP). For the purpose of this policy, this shall be hereinafter referred to as a DOT drug test. A list of job classifications required to participate in DOT drug testing is listed in Attachment A of this policy.

A DOT drug test can be performed any time a commercial driver is on duty. A DOT alcohol test can be performed just before, during, or after the performance of a safety sensitive job function.

- C. All employees will be tested for drugs and alcohol under the following conditions: Pre-Employment and Reasonable Suspicion. The County drug test will test for nine (9) substances which include: marijuana (THC metabolite), cocaine, amphetamines, opioids (including heroin), phencyclidine (PCP), Benzodiazepines, Barbiturates, Methadone, and Propoxyphene. For the purpose of this policy, this shall be hereinafter referred to as a County drug test. The county reserves the right to add additional drugs as they become available for testing.
  - 1. County Pre-Employment Testing Requirements: Applicants for employment shall be required to pass a pre-employment urine County drug test with a negative test result. For commercial driver applicants, the prospective employee will be required to pass two (2) drug tests. The applicant will be required to provide a urine specimen for a DOT pre-employment drug test first and after that has been completed will be required to provide a second urine specimen for the County pre-employment drug test. The two (2) drug tests are separate and independent of one another. Under no circumstances will one urine or breath specimen be used for both the DOT and County tests.
  - 2. County Reasonable Suspicion Testing Requirements: All employees are subject to reasonable suspicion testing. If reasonable suspicion testing is required, commercial drivers will be required to submit to and pass two (2) reasonable suspicion drug and/or alcohol tests. The employee will be required to provide a urine specimen for a DOT reasonable suspicion drug test or breath for the alcohol test first and after that has been completed will be required to provide a second urine specimen for a County reasonable suspicion drug test or breath for the alcohol test. The two (2) drug and/or alcohol tests are separate and independent of one another. Under no circumstances will one urine or breath specimen be used for both the DOT and County tests. A reasonable suspicion county alcohol or drug test can be performed any time a covered employee is on duty.

3. A list of job classifications required to participate in both DOT and County pre-employment drug testing is listed in Attachment A of this policy. All other job classifications shall be required to participate in County drug testing only.

## DRUG & ALCOHOL TESTING CIRCUMSTANCES (49 CFR Part 40 & 382)

### A. Pre-Employment Testing:

1. Commercial driver applicants that are offered a safety-sensitive position with Pottawattamie County shall be required to pass a pre-employment urine DOT drug test with a verified negative result. This includes current employees who transfer from a non-safety sensitive position (no CDL required) to a safety-sensitive position (CDL required).

All applicants for county employment shall be required to pass a pre-employment County urine drug test with a negative result. Commercial driver applicants will be required to pass a DOT pre-employment drug test and a County pre-employment drug test.

2. No one shall perform a safety-sensitive function, until a pre-employment drug test has been administered with a verified negative drug test result. Commercial driver applicants shall not be allowed to start employment until they have passed both the DOT drug test and the County drug test.
3. If an applicant refuses or fails a pre-employment drug test (whether DOT or County), the conditional offer of employment shall be rescinded and the applicant will be disqualified for consideration of employment for a period of at least three (3) years. Pottawattamie County shall also provide the applicant a list of Substance Abuse Professionals (SAP's) for referral.
4. In the event that the pre-employment test is determined to be a dilute specimen, the applicant will be allowed to re-submit provided the dilute specimen was negative. However, if the dilute specimen was positive, the test will stand as a positive test.
5. If a pre-employment test was cancelled, the employee, in cases of transfers, or applicant shall be required to take another pre-employment drug test with a verified negative result.
6. When a commercial driver applicant has previously failed or refused a pre-employment drug test administered under DOT and FMCSA requirements, the applicant must provide Pottawattamie County proof of having successfully completed a referral, evaluation and treatment plan meeting DOT and FMCSA requirements. Evidence of the absence of drug dependency from a substance abuse professional that meets DOT and FMCSA requirements and a negative pre-employment drug test will be required prior to further consideration of employment.
7. When a pre-employment DOT drug test for an employee being transferred from a non-safety-sensitive position (No CDL required) to a safety-sensitive position (CDL required) results in a verified positive test result, the employee will be subject to disciplinary action in accordance with Section XIV of this policy.

8. As an employer, Pottawattamie County, shall request applicants or any employee transferring into a safety-sensitive position to sign a written consent for Pottawattamie County to obtain specific information from any DOT regulated employer of the applicant, or employee, during any period within the three (3) years prior to the date of the employees application or transfer. Any applicant that refuses to provide this written consent shall not be permitted to perform safety-sensitive functions and the conditional offer shall be rescinded.

Information requested shall consist of the following:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration
- b. Verified positive drug tests
- c. Refusals to be tested (including adulterated or substituted drug test results)
- d. Other violation of the DOT agency drug and alcohol testing regulations
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests).

Information concerning an applicant who has tested positive on a pre-employment test will be requested from the applicant directly if unavailable from the employer. The applicant or employee will be asked whether he or she as tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past three (3) years. Any applicant or employee acknowledging that he or she had a positive test or refused to test shall not be allowed to perform a safety-sensitive function for Pottawattamie County until and unless the applicant or employee documents successful completion of the return-to-duty process.

As an employer from whom information is requested under the U.S.DOT rules, Pottawattamie County will maintain a written record of any information released, including the date, the party to whom it was released, and a summary of the information provided. Any information received from previous DOT regulated employers or the employee shall be kept confidential as well as good faith efforts made to obtain this information. This information shall be retained from three (3) years from the date of the employee's first performance of safety-sensitive duties for Pottawattamie County.

*If Pottawattamie County learns that within the previous three (3) years an alcohol or controlled substances test resulted in the driver being prohibited from driving, the conditional offer of employment may be rescinded.*

## B. Reasonable Suspicion Testing:

1. All Pottawattamie County employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the employee has used a prohibited drug and/or engaged in alcohol misuse. Commercial drivers will be subject to a DOT reasonable suspicion drug and/or alcohol test and a County reasonable suspicion drug and/or alcohol test.
2. Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug use and alcohol misuse, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse.
3. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. This includes but is not limited to:
  - a. Observable symptoms or unusual behavior.
  - b. The odor or smell of alcohol or drugs on the employee's breath or clothes or in an area (such as in a vehicle, office, work area, or restroom) immediately controlled or occupied by the employee.
  - c. Alcohol, alcohol containers, illegal drugs or drug paraphernalia in the employee's possession or in an area controlled or occupied by the employee (vehicle, office, desk restroom).
  - d. Evidence that the employee may have tampered with a previous drug test.
  - e. Employee admissions regarding drug or alcohol use.
  - f. Criminal citations, arrests or convictions involving drugs and alcohol.
4. A reasonable suspicion drug test can be performed any time an employee is on duty. A reasonable suspicion DOT alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive function for Commercial drivers. A reasonable suspicion county alcohol test may be performed anytime the employee is on duty.
5. Employees who are believed to be under the influence will not be allowed to operate a motor vehicle under any circumstances. Pottawattamie County will be responsible for transporting the employee to the collection site. The Supervisor will avoid placing themselves and/or others into a situation that might endanger the physical safety of those present. The employee will be placed on administrative leave without pay pending test results and shall be escorted home or other arrangements shall be made to ensure the employee gets home safely.
6. An employee who refuses an order to submit to a reasonable suspicion drug and/or alcohol test shall be immediately placed on administrative leave without pay and escorted home or other arrangements shall be made to ensure the employee gets home safely.



7. A written record of the observations that led to a drug or alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This record shall be forwarded to the DER and retained in the confidential drug and alcohol program files.
8. Employees with a dilute negative, reasonable suspicion test result will be required to retest.
9. If the reasonable suspicion test has a negative result, the employee shall be reimbursed for the unpaid administrative leave and shall report to work as directed or shall be placed on administrative leave with pay pending an investigation into what caused the supervisor to believe the employee was under the influence of drugs and/or alcohol.
10. If the reasonable suspicion drug or alcohol test is positive, the employee shall be placed on administrative leave without pay pending final disciplinary action and the employee shall be provided with a list of Substance Abuse Professionals (SAP) by the employer for referral. See Section VII, F for definition of positive test results.
11. Commercial drivers will not be allowed to return to employment until they have passed both the DOT reasonable suspicion drug test and the County reasonable suspicion drug test. If the employee fails either the DOT or the County drug test, the test shall be considered a positive test and the employee shall be placed on administrative leave without pay pending final disciplinary action.

### C. Post-Accident Testing – Required for Commercial Drivers (CDL) Only

Commercial drivers are subject to post-accident testing regulations. Employees without CDLs or otherwise engaged in safety sensitive work are exempt from Post Accident Testing, unless performed under the authority of a law enforcement agency.

1. **Fatal Accidents:** In the event of an accident involving a commercial vehicle that results in the loss of human life, all DOT covered employees involved will be required to undergo drug and alcohol testing. This includes any surviving commercial driver that was operating the vehicle at the time of the accident and any other DOT covered employee(s) (i.e. mechanics, operators) who were performing safety-sensitive functions with respect to the vehicle, as determined by the Supervisor, using the best information available at the time of the decision.
2. **Non-Fatal Accidents:**
  - a. In the case of nonfatal accidents, in which a commercial vehicle is involved, post-accident alcohol testing will be conducted if the driver of the commercial motor vehicle received a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

- i. The accident results in injuries requiring immediate medical treatment away from the scene of the accident, or
    - ii. One or more motor vehicles incurred disabling damage as a result of the accident and must be transported away from the scene by a tow truck or other motor vehicle.
  - b. In the case of nonfatal accidents, in which a commercial vehicle is involved, post-accident drug testing will be conducted if the driver of the commercial motor vehicle received a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
    - i. The accident results in injuries requiring immediate medical treatment away from the scene of the accident, or
    - ii. One or more motor vehicles incurred disabling damage as a result of the accident and must be transported away from the scene by a tow truck or other motor vehicle.
3. The following table notes when a post-accident test is required to be conducted:

**TABLE FOR §382.303**

TYPE OF ACCIDENT INVOLVED	CITATION ISSUED TO THE CMV DRIVER	TEST MUST BE PERFORMED BY THE EMPLOYER
HUMAN FATALITY	YES >	YES
	NO >	YES
BODILY INJURY WITH IMMEDIATE MEDICAL TREATMENT AWAY FROM THE SCENE	YES >	YES
	NO >	NO
DISABLING DAMAGE TO ANY MOTOR VEHICLE REQUIRING TOW AWAY	YES >	YES
	NO >	NO

4. Any commercial driver involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test. Failure to comply with this section shall be considered a test refusal.

The Supervisor or DER shall ensure that an employee required to test under this section, is promptly tested, or as soon as practicable, but within eight (8) hours after the accident for alcohol and within thirty-two (32) hours for drugs. If an alcohol test is not performed within two (2) hours of the accident, the supervisor will document and maintain on file the reason(s) for the delay. If the alcohol test is not conducted within eight (8) hours, or the drug test within thirty-two (32) hours, attempts to conduct the test shall cease and the reasons from the failure to test shall be documented and forwarded to the DER.

5. An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
6. In the rare event that Pottawattamie County is unable to perform a DOT drug and alcohol post-accident test (i.e. employee is unconscious, employee is detained by law enforcement agency), Pottawattamie County may use drug and alcohol post-accident test results of tests administered by Federal, State, or local officials having independent authority to test, in lieu of the DOT test provided the test conforms to the applicable Federal, State, or local testing requirements and the test results are obtained by Pottawattamie County.
7. If the post-accident drug or alcohol test is positive, the employee shall be placed on administrative leave without pay pending final disciplinary action and the employee shall be provided with a list of Substance Abuse Professionals (SAP) by the employer for referral. See Section VII, F for definition of positive test results.

#### **D. Random Drug & Alcohol Testing – Required for Commercial Drivers (CDL) only:**

Random drug testing regulations shall only apply to commercial drivers performing safety-sensitive functions for Pottawattamie County in accordance with 49 CFR Part 382.305. Employees without CDLs or otherwise engaged in safety sensitive work are exempt from Random Drug and Alcohol testing.

Random drug and alcohol tests are unannounced and unpredictable and the dates for administering random tests shall be spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

1. Testing rates will meet or exceed the minimum annual percentage rate set each year within each DOT agency. If a given employee is subject to random testing under the rules of more than one DOT agency, the employee will be subject to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the employee's work.
2. The random selection of employees will be made using a scientifically valid method that ensures each covered employee will have an equal chance of being selected each time selections are made. Each employee selected for testing shall be tested during the selection period, unless the employee is on an extended leave of absence. In those instances, the DER will document the reason that the employee was not tested.

3. Employees are required to proceed immediately to the collection site upon notification of their random selection. If the covered employee is performing a safety-sensitive function at the time of the notification, they shall cease to continue performing the safety-sensitive function and proceed to the collection site immediately.
4. Random drug tests can be conducted any time a covered employee is on duty. Random alcohol tests shall only be performed just before, during, or just after the performance of a safety sensitive duty.
5. The employee shall report their random alcohol test result to their supervisor upon their return from testing. If the employee has an alcohol concentration level of 0.02 or greater but less than 0.04, the employee shall be removed from safety sensitive functions for at least twenty-four (24) hours. If the employee has a positive test (an alcohol concentration level of 0.04 or greater), the employee will be referred to a Substance Abuse Professional for evaluation.
6. If the random drug or alcohol test is positive, the employee shall be placed on administrative leave without pay pending final disciplinary action and the employee shall be provided with a list of Substance Abuse Professionals (SAP) by the employer for referral. See Section VII, F for definition of positive test results.

## **E. Return-to-Duty and Follow-Up Testing**

Return-to-duty testing is required for commercial drivers who voluntarily admit to alcohol misuse or use of controlled substances. Commercial drivers may also be subject to monitoring and non-DOT follow-up testing. Pottawattamie County shall adhere to DOT, 49 CFR Part 40, subpart O for the return to duty and potential follow-up testing process.

All employees who voluntarily admit to alcohol misuse or use of a controlled substance may be required to participate in return-to-duty or follow-up testing as determined by the drug and alcohol evaluation expert.

## REFUSAL TO SUBMIT TO A DRUG OR ALCOHOL TEST (49 CFR, Part 40 & 382)

- A. Employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Pottawattamie County. Any employee who refuses to comply with a request for testing suffers the same consequences as a positive test and shall be immediately removed from duty and the employer shall provide the employee with a list of substance abuse professionals for referral. In addition, the employee will be placed on administrative leave without pay pending final disciplinary action.
- B. The following is considered a test refusal:
1. Fail to appear for any test within a reasonable time as determined by the designated DER.
  2. Fail to remain at the testing site until the testing process is complete.
  3. Fail to provide a urine specimen for any drug test.
  4. In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of a specimen collection.
  5. Fail to provide sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
  6. Fail or declines to take a second test the DER, MRO or collector has directed the employee to take.
  7. Fail to undergo a medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or insufficient breath procedures.
  8. Fail to cooperate with any part of the testing process, including refusal to complete necessary consent forms and other required documents. May also include but not be limited to refusing to empty pockets or wash hands when directed, behaving in a confrontational way that disrupts the collection process.
  9. Fail to follow an observer’s instructions to raise or lower clothing and turn around during a directly-observed test.
  10. Possessing or wearing a prosthetic or other device used to tamper with the collection process.
  11. Tampering with the collection or testing process or failure to follow directions provided by collection facility.
  12. Admits to the adulteration or substitution of a specimen to the collector or MRO.
  13. Failure to remain readily available for testing following an accident where testing may be required or drinking alcohol within eight (8) hours after an accident where testing may be required.
  14. Refusal to participate in a second breath alcohol test or to provide a second urine specimen for the County drug test shall be considered a refusal to test for commercial drivers.
- C. If the MRO reports a verified adulterated or substituted test result, it shall be considered a refusal to take a drug test. In addition, verification of any of the above listed actions will be considered a test refusal. Refusal can also include a verbal or written declaration. Such refusals constitute a violation of Pottawattamie County’s drug and alcohol testing program.

- D. Failure to appear for pre-employment drug testing by applicants, or covered employees being transferred into safety sensitive positions, is not considered a refusal to submit to a drug test. However, failure to complete the testing process once testing commences is considered a refusal to submit in pre-employment instances.

## DRUG TESTING PROCEDURES ( 49 CFR Part 40)

### A. Drug Testing Procedures:

Drug and alcohol testing for employees, will be conducted consistent with DOT procedures set forth in 49 CFR Part 40, as amended.

County drug and alcohol testing will be conducted consistent with the DOT procedures with the exception, that the collector shall use the NON-DOT chain of custody form and the NON-DOT alcohol testing form. The laboratories utilized for DOT and NON-DOT testing are separate and are listed in Attachment C of this policy. DOT covered employees will be required to complete a DOT drug and/or alcohol test **and** a County drug and/or alcohol test for pre-employment and reasonable suspicion testing. The DOT test and the County test are completely separate and independent of one another. The DOT test shall be completed first and then the employee will be asked to provide another specimen or provide breath for a County drug or alcohol test. Refusal to participate in a second breath alcohol test or to provide a second urine specimen for the County drug test shall be considered a refusal to test.

Drug Testing procedures are as follows:

1. Testing will be conducted in a manner to assure a high degree of accuracy and reliability. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug and alcohol testing procedure, and the validity of the test result. The procedures will strictly follow federal chain of custody guidelines.
2. Employees are required to arrive at the collection site at a specific time or within a specified time frame of being ordered to report for testing. If the employee does not appear at the collection site at the scheduled time, the collection site will contact the DER to determine the appropriate interval within which the DER has determined the employee is authorized to arrive. If the employee's arrival has been delayed beyond that time, the collection site will notify the DER that the employee has not reported for testing. In cases where the DER has been notified that the employee has not reported for testing, the employee will be notified that he or she has refused to test.
3. When the employee enters the collection site, the testing process is to begin without undue delay. To the greatest extent practicable, collection sites shall ensure that covered employees reporting for both alcohol and drug testing complete the alcohol test before the urine collection process begins. In cases of post-accident testing, medical attention needed for an injured employee shall not be delayed to collect a specimen or conduct a breath alcohol test.
4. Collection sites shall meet DOT requirements. In most cases, a single-toilet room, having a full-length privacy door will be used. No one but the employee shall be present in the room during collection, except for the observer in the event of a directly observed collection. However, some collection sites may use a multi-stall

restroom. In these cases, the collection site will take steps to prevent unauthorized access to ensure privacy for the employee. Security measures will be taken by the collection site to prevent access to all sources of water and any other substances that could be used for adulteration and substitution to deter tampering with specimens. If a multi-stall restroom is used, monitored collection procedures may be used. If the monitored collection procedure is used, no one but the monitor will be present in the multi-stall restroom during the collection, except for the monitor, or the observer in the event of a directly observed collection. A source of water or moist towelettes for washing hands external of the closed room will be made available.

5. Upon arrival, employees will be required to provide a positive photo identification issued by Pottawattamie County or a federal, state, or local government. (i.e. driver's license). Faxes or photocopies of identification will not be accepted. Positive identification by the DER (not a co-worker or other employee being tested) is also acceptable. The collection site will contact the DER to verify the identity of the employee in any case where an employee is unable to provide positive identification. The employee may ask the collector for identification.
6. The drugs that will be tested during a DOT drug test include marijuana, cocaine, opioids, amphetamines, and phencyclidine. The drugs that will be tested for a County drug test include marijuana, cocaine, opioids, amphetamines, phencyclidine, benzodiazepines, barbiturates, methadone, and propoxyphene.
7. Collection site staff will explain the basic collection procedures. Employees will be directed to remove outer clothing (i.e. coveralls, jacket, coat, hat) that could be used to conceal items or substances that could be used to tamper with a specimen. These garments, as well as any briefcase, purse, or other personal belongings must be left outside the restroom. Failure to comply with the collection site directions constitutes a refusal to test.
8. Employees will be directed to empty pockets and display the items from the pockets to ensure that no items are present which could be used to adulterate the specimen. If nothing is there that can be used to tamper with the specimen, the employee may be allowed to place the items back into their pockets or may be required to secure their belongings. Employees may be allowed to keep their wallet. Employees must allow the collector to make this observation. If any item has been brought into the collection site that appears to have been brought in with the intent to alter the specimen, it shall be considered a refusal to test. Pottawattamie County recommends that employees not bring anything to the collection site that can be construed as potentially interfering with the collection process.
9. The employee will be asked to wash and dry their hands and will be instructed not to do so again until after delivering the specimen to the collector. The employee will remain in the presence of collection site personnel and may not have access to fountains, faucets, soap dispensers, or other materials that could adulterate the specimen.



10. A collection kit meeting the requirements of Part 40, Appendix A must be used for the drug test. The employee will be handed, or asked to select an individually wrapped or sealed collection container from collection kit materials. The employee may break the seal of the collection container or the collector may do so in front of the employee. The employee will not be allowed to take anything from the collection kit into the restroom except the collection container. The employee will then be directed to go into the restroom, provide a specimen of at least 45 mL, not to flush the toilet, and return to the collector with the specimen after completion of the void. A collector may set a reasonable time for voiding. Collections shall not occur by catheterization or other means, whether conscious or not, with the exception of an employee who normally voids through self-catheterization. In this case, the employee will be advised to provide a specimen in that manner. If, as an employee, you normally void through self-catheterization, and decline to do so, it will constitute a refusal to test.
11. Observed collections, shall be noted on the chain of custody form. The collection site supervisor and DER will both be notified as soon as possible of any direct observations that take place and the reason for doing so.
12. If the specimen provided contains less than 45 mL of urine “shy bladder” procedures (described in this policy) will be implemented. The original specimen will be discarded, unless another problem (i.e. temperature out of range, signs of tampering) also exists. Separate voids will never be combined to create a specimen. Excess urine will be discarded.
13. The temperature of the specimen will be checked within four (4) minutes after the employee has given the collector their specimen. If the temperature is within the range of 90-100 degrees Fahrenheit, the collector will note it on the chain of custody form. If the specimen temperature is out of range, the collector's findings will be noted on the chain of custody form and the employee will be required to provide a new specimen under direct observation. Both the original out of range specimen and the specimen collected under direct observation will be sent to the laboratory. The collector must notify both the DER and collection site supervisor that the collection took place under direct observation and the reason for doing so. If the employee refuses to provide another specimen or refused to do so under direct observation, the collection site will discard any specimen previously provided during the collection procedure and then notify the DER of the refusal.
14. Specimens will be inspected for signs of tampering, (i.e. unusual color, presence of foreign objects or matter, or any unusual odor). If tampering appears to have occurred, the employee will be ordered to conduct a new collection using direct observation. In these cases, both the original and the directly observed collection will be sent to the laboratory. The collector must notify both the DER and collection site supervisor that the collection took place under direct observation and the reason for doing so. If the employee refuses to provide a specimen under direct observation, the collection site will discard any specimen previously provided during the collection procedure and will then notify the DER of the refusal.

15. All collections must be split specimen collections. The 45mL sample provided must be split into a primary specimen of 30 mL and a second specimen (used as the split) of 15 mL. The collection site person must place and secure the lids on the bottles, place tamper-evident bottle seals over the lids and down the sides of the bottles, and write the date on the tamper-evident seals. The employee will initial the tamper-evident bottle seals to certify that the bottles contain specimens he or she provided. The split specimen process will be completed in the presence of the employee. If the employee fails or refuses to initial, the collector will note this on the chain of custody form, and complete the collection process.
16. All identifying information will be entered on the chain of custody form by the collection site person. The chain of custody form must be signed by the collection site person, certifying collection was accomplished in accordance with the instructions provided. The employee must also sign this form indicating that the specimen collected was his or hers. The collector is responsible for placing and securing the specimen bottles and a copy of the chain of custody form into an appropriate pouch or plastic bag and will advise the employee that they may leave the collection site.
17. The sealed plastic bag will be shipped to the laboratory within twenty-four (24) hours or the next business day.

## **B. Observed Collections: (49 CFR, Part 40.67**

1. Direct observation of employee's urine specimen collections are allowed in certain circumstances. If an employee is required to participate in a direct observation, they along with the collector will be required to identify their gender on the collection form. Direct observation requires a collector of the same gender to watch the employee urinate into the collection container. Any employee that declines to allow a directly observed collection required or permitted under this section to occur shall be considered refusing to test. The observers name shall be noted in the "remarks" line of the chain of custody form, if observed by someone other than the collector.
2. If Pottawattamie County has directed an observed collection to be conducted, a supervisor or DER will advise the employee as to the reason for a directly observed collection. The collector will also inform the employee the reason for a directly observed collection ordered by the employer, if known. If the collector has directed an observed collection to be conducted, the collector will advise the employee as to the reason for a directly observed collection. When a collector learns that a directly observed collection should have been collected but was not, they will inform Pottawattamie County to direct the employee to undergo an immediate recollection under direct observation, even though some time may have passed since the original collection.
3. Collection under direct observation (by a person of the same gender) with no advance notice to the employee will occur if:

- a. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Pottawattamie County that there was not an adequate medical explanation for the result; or
- b. The MRO reports to the DER that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
- c. The laboratory reports to the MRO that the specimen was negative-dilute, and the MRO reported the specimen as a negative-dilute and that a second collection must take place under direct observation.
- d. The collector, must immediately conduct a collection under direct observation if:
  - i. They are directed by the DER to do so; or
  - ii. The collector observes materials brought to the collection site or the employees conduct clearly indicates an attempt to tamper with the specimen; or
  - iii. The temperature on the original specimen was out of range; or
  - iv. The original specimen appeared to have been tampered with.

**C. Monitored Collections: (49 CFR, Part 40.69, 382)**

- 1. Monitored collections allow for only the monitor and the employee to enter the room until after the collection has been completed. Monitors do not directly observe employee collections. This would occur if the restroom has multiple stalls.
- 2. Monitored collections are permitted by opposite-gender monitors who are medical professionals. Monitors who are not medical professionals must be the same gender as the employee. Any employee that declines to permit a collection to be monitored, shall be considered to be refusing to test. The monitor's name shall be noted in the "remarks" line of the chain of custody form, if monitored by someone other than the collector.

#### **D. Shy Bladder: (40 CFR, Part 40.193)**

1. Insufficient specimens will be discarded, except where the insufficient specimen was out of temperature range or showed evidence of adulteration or tampering. Employees will be urged to drink up to 40 ounces of fluid, distributed randomly though a period of up to three (3) hours, or until the employee is able to provide a sufficient urine specimen, whichever occurs first. It is not a refusal to test if the employee declines to drink. If the employee refuses to attempt to provide a new urine specimen, the collection will be discontinued and noted in the "remarks" line of the chain of custody form. The collector will then immediately notify the DER. Refusing to attempt to provide a new urine specimen is refusal to test.
2. If the employee has not provided a sufficient specimen within three (3) hours of the first unsuccessful attempt to provide the specimen, the collection will be discontinued and noted on the "remarks" line of the chain of custody form. The collector will immediately notify the DER in these instances. Copy 2 of the chain of custody form will be sent to the MRO, and copy 4 to the DER within twenty-four (24) hours or the next business day. The DER will then consult with the MRO and direct the affected employee to obtain an evaluation, within five (5) days, from a licensed physician acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. The MRO will provide the physician with specific information and instructions as required. If the MRO accepts the physician's recommendations, that a medical condition has, or with a high degree of probability could have precluded the employee from providing a sufficient amount of urine, the MRO will mark the test cancelled on the chain of custody form, and sign and date the chain of custody form. If the MRO agrees with the referral physician in their recommendation that there was not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of urine, the MRO will mark the test as a refusal and will note the reason on the chain of custody form. Once this is done, the MRO will notify the DER in writing as to their determination. When Pottawattamie County receives this report from the MRO, and the test was cancelled, no further action will be taken. Tests marked "refused to test" shall be acted upon the same as any other test refusal.

#### **E. Split Specimen Testing: (49 CFR, Part 40, Subpart H)**

1. Any employee who challenges the results of his/her drug test under this policy may request that the split sample be tested. The split sample test must be conducted at a second certified laboratory with no affiliation with the laboratory that analyzed the primary specimen.
2. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample for Non-DOT employees will be consistent with DOT procedures.

3. The employee's request for a split sample test must be made to the MRO within seventy-two (72) hours of notice of the original sample verified test result. Requests after seventy-two (72) hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Pottawattamie County will ensure that the cost for the split specimen is covered in order for a timely analysis of the sample; however, the county will seek reimbursement from the employee for the cost of any split sample test that reconfirms the original test.
4. If the analysis of the split specimen reconfirms a positive test for a drug or drug metabolite, the MRO will report the reconfirmation to the DER and the employee. In the case of a reconfirmed adulterated or substituted result, in which case this constitutes a refusal to test, the MRO will report to the DER and the employee the final result of the reconfirmation and "refusal to test".
5. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) detected in the primary specimen, if the split specimen cannot be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will report to the DER and the employee that both tests must be cancelled. In the case of the specimen not available for testing, the reason for cancellation must also be reported. The MRO will direct the DER to ensure the immediate collection of another specimen from the employee under direct observation, with no notice given to the employee of this collection requirement until immediately before the collection.
6. In the rare situation a primary specimen tests positive for a drug and a split specimen does not reconfirm the presence of the drug but the laboratory determines that an adulterant is present there is not a reconfirmed positive drug test. Should this situation occur, the MRO would contact the employee to ask if there is any legitimate medical explanation for the presence of the adulterant in the split specimen. If there is a legitimate medical explanation for the presence of the adulterant in the split specimen, the entire test is cancelled. If not, the MRO reports the test to the employee and the DER as a refusal. The employee will have seventy-two (72) hours to request a test of the primary specimen to determine if the adulterant is present there as well. If the primary specimen reconfirms the presence of the adulterant found in the split specimen, then the refusal result is reconfirmed. If not then the test is cancelled and the "split invalid" procedure applies.
7. The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so requested by the employee through the MRO. If the primary specimen is positive, it will be retained in frozen storage for one (1) year and the split specimen will also be retained for one (1) year.

#### **F. Laboratory Procedures: (49 CFR, Part 40, Subpart F)**

Pottawattamie County shall utilize laboratories that have been certified by the Department of Health and Human Services to conduct testing. Information on Laboratory procedures and reporting requirements can be found in 49 CFR, Part 40, Subpart F.

#### **G. Medical Review Officer (MRO): (49 CFR, Part 40, Subpart G & Part 382)**

1. The tests results from the certified laboratory are reported to the Medical Review Officer (MRO). The MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result.
2. The MRO will attempt to contact the employee to notify them of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. If the MRO is unable to reach the employee, the MRO will direct the employer to tell the employee to contact the MRO immediately and warn the employee that the MRO may declare the test a “non-contact positive” for failure to contact the MRO with seventy-two (72) hours.
3. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the MRO will mark the test cancelled, “invalid result” and “direct observation collection required”. The MRO will also report to the DER that the test has been cancelled, the reason for cancellation and that a second collection must take place immediately under direct observation.
4. If a legitimate explanation is found, the MRO will mark test cancelled, “invalid result” and “direct observation collection not required”. The MRO will also report the test result as cancelled to the DER, the reason for the cancellation, and that no further action will be taken unless a negative test result is required (i.e. pre-employment).
5. If the employee admits to having adulterated or substituted the specimen, the MRO must then report a refusal to test.
6. The MRO must report the use of any legally prescribed medication to the DER that could make the employee medically unqualified or pose a significant safety risk. The employee will be given five (5) days to contact their physician to have his/her physician contact the MRO to determine if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. The MRO will report the results of this contact with the DER.
7. The MRO shall have sole authority to make medical judgments about drug test results.

## ALCOHOL TESTING PROCEDURES (49 CFR Part 40)

- A. A trained Breath Alcohol Technician (BAT) will conduct tests for breath alcohol concentration utilizing a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing device (EBT). Alcohol screening tests only may be performed by a Screening Test Technician.
- B. The testing will be performed in a private setting and steps shall be taken to protect the security of the alcohol testing site. In addition, BAT's are limited to conducting an alcohol test for only one employee at a time and may not leave the testing site while the test is in progress. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be cancelled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- C. Upon arrival, employees will be required to provide a positive photo identification issued by Pottawattamie County or a federal, state, or local government. (i.e. driver's license). Faxes or photocopies of identification will not be accepted. Positive identification by the DER (not a co-worker or other employee being tested) is also acceptable. The collection site will contact the DER to verify the identity of the employee in any case where an employee is unable to provide positive identification. The employee may also ask the BAT for identification. The BAT will explain the testing procedure to the employee.
- D. An alcohol screening test will be performed first. The employee will be handed, or allowed to select, an individually wrapped or sealed mouthpiece from the testing materials. The mouthpiece will be inserted into the device and then the employee will be instructed to blow steadily for at least six (6) seconds or until the device indicates that an adequate amount of breath has been obtained. Once the test is complete, the BAT will then show the employee the displayed test result. The BAT will make sure the test number, testing device name and serial number, time, and result have been printed correctly onto the Alcohol Testing Form if the device is capable of doing so, or, if the device is one that prints this information on a separate printout, the BAT will affix the printout of the information to the designated space on the alcohol testing form with tamper-evident tape or use a self-adhesive label that is tamper-evident. If the device does not print this information and it is also not being used with a printer, the BAT will record this information on the alcohol testing form.
- E. An alcohol concentration of less than 0.02 on an initial screening test conducted by a BAT will be considered a negative test and no additional alcohol testing will be conducted. The BAT will sign and date the alcohol testing form and transmit the result to the DER in a confidential manner. If the screening test is invalid, the BAT will tell the employee that the test is cancelled and note the problem on the "remarks" line of the alcohol testing form. If practicable, the testing process will be repeated.
- F. If the initial test indicates an alcohol concentration of 0.02 or greater, the employee will be directed to take a confirmation test. To prevent the accumulation of mouth alcohol from leading to an artificially high reading, the confirmatory test will be conducted at least (15) minutes after the screening test but within thirty (30) minutes of the screening test. The employee will be advised by the BAT not to eat, drink or put anything (i.e. chewing gum, cigarette) into their mouth, or belch.

- G. Confirmatory tests will be performed using an NHTSA approved EBT operated by a trained BAT. A new, sealed mouthpiece must be used for the new test. The calibration of the EBT must be checked. All of this must be done in the employee's presence. If the device used is one that does not print the test number, testing device name and serial number, time, and result, or it is a device not being used with a printer, this information will be recorded by the BAT on the alcohol testing form. This information along with the alcohol testing form will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The alcohol testing form required by 49 CFR Part 40 as amended shall be used for all DOT required testing. The NON-DOT alcohol testing form shall be used for any county alcohol testing. Failure of an employee to sign the alcohol testing form will be considered a refusal to submit to testing.
- H. If the results of the confirmation test and screening test are not the same, the confirmation test will be used.
- I. Even though an employee who has a confirmed alcohol concentration of 0.02 or greater but less than 0.04 is not considered to have tested positive under DOT regulations, the BAT will notify the DER of the confirmed alcohol testing result and the employee will not be permitted to perform or continue to perform safety-sensitive functions for twenty-four (24) hours.

An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered as having a positive alcohol test and in violation of this policy. The BAT will notify the DER of positive test results and the mandatory requirement that the covered employee be immediately removed from his or her safety-sensitive function and evaluated by a substance abuse professional before they can perform safety sensitive functions.

Any employee who has a confirmed alcohol concentration of 0.02 or higher on a alcohol test will be considered as having a positive alcohol test and in violation of this policy. The employee shall be immediately removed from his or her duties and placed on administrative leave without pay pending final disciplinary action.

Any employee that refuses to take an alcohol test shall incur the same consequences as a positive test result.

**J. Insufficient Amount of Breath “Shy Lung”: (40 CFR, Part 40.265)**

1. If an employee does not provide a sufficient amount of breath to permit a valid breath test, the BAT or Screening Test Technician will instruct the employee to attempt again and advise the employee regarding proper procedures. If the employee refuses to make the attempt, the test will be discontinued, noted on the “remarks” line of the alcohol testing form and the BAT will immediately notify the DER. This is a refusal to test.



2. If the employee again attempts and fails to provide a sufficient amount of breath, the BAT will make the determination as to whether to allow the employee to make another attempt.
3. When the BAT informs Pottawattamie County that an employee has not provided a sufficient amount of breath, the DER will direct the employee to obtain, within five (5) days, an evaluation from a licensed physician who is acceptable to Pottawattamie County and who has expertise in the medical issue raised by the employee's failure to provide sufficient breath. Pottawattamie County will provide the physician, who will conduct the evaluation, with specific information and instructions. After making their evaluation and subsequent determination, the physician must provide a written statement of their conclusion and the basis for it to the DER directly. If the physician determines the employee has a medical condition that could have precluded the employee from providing a sufficient amount of breath, the test will be cancelled. If the physician determines that there is not an adequate basis for determining that a medical condition had precluded the employee from providing a sufficient amount of breath, the test will be considered a refusal to test.

## DISCIPLINARY ACTION FOR POLICY VIOLATIONS

In accordance with DOT and FCMSA drug and alcohol testing regulations, commercial drivers that have a verified positive drug or confirmed alcohol test result of 0.04 or greater, or refused to submit to a drug or alcohol test will be removed from his/her safety-sensitive position and referred to a Substance Abuse Professional. The employee is responsible for any costs associated with services provided by a Substance Abuse Professional. Commercial drivers who test positive are required to be evaluated by a Substance Abuse Professional and are subject to testing requirements before being allowed to perform safety sensitive functions for any employer.

In accordance with DOT and FCMSA drug and alcohol testing regulations, commercial drivers that have a confirmed alcohol test result of 0.02 or greater, but less than 0.04, will be immediately removed from safety-sensitive duties until the start of the employee's next scheduled duty period, but not less than twenty-four (24) hours following administration of the test.

*Pottawattamie County shall enforce a zero-tolerance policy for all employees for illegal drug use. Pottawattamie County shall also enforce a zero-tolerance policy for all employees for alcohol misuse which affects the employee's ability to safely perform their job functions.*

*Under the authority of Pottawattamie County, all employees who engage in prohibited conduct and violate the county's drug and alcohol policies shall be subject to termination of employment.*

*All employees who violate Pottawattamie County's drug and alcohol policies shall be placed on administrative leave without pay, pending a pre-termination hearing and final disciplinary action.*

## DEFINITIONS

**Adulterated Specimen:** A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol, contained in any beverage, liquid mixture or preparation, mouthwash, candy, food, or medication.

**Alcohol Concentration:** The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing (EBT) device.

**Alcohol Confirmation Test:** A subsequent test using an EBT, following a screening test with a result that provides quantitative data about alcohol concentration.

**Alcohol Screening Test:** An analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

**Alcohol Testing Site:** A place selected by the employer where employees present themselves for the purpose of providing breath or saliva for an alcohol test.

**Breath Alcohol Technician (BAT):** A person who instructs and assists employees in the alcohol testing process and operates an evidential breath-testing (EBT) device.

**Cancelled Test:** A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or been declared invalid by a Medical Review Officer. A cancelled test is neither a positive or negative test.

**Chain of Custody:** The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF). For non-DOT employees the procedure uses the non-Federal Drug Testing Custody and Control Form.

**Collection Site:** A place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.

**Collector:** A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the custody and control form (CCF).

**Commercial Driver:** An employee whose position has been designated as requiring possession of a Commercial Driver's License (CDL).

**Confirmation Drug Test:** A second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

**Consortium/Third Party Administrator:** A service agent that provides or coordinates the provisions of a variety of drug and alcohol testing services to employers.

**Controlled Substance (DOT):** The five (5) prohibited substances specified by the DOT regulations: marijuana (THC metabolite), cocaine, amphetamines, opioids (including heroin), and phencyclidine (PCP).

**Controlled Substance (County):** The five (5) prohibited substances specified by the DOT regulations: marijuana (THC metabolite), cocaine, amphetamines, opioids (including heroin), and the following: phencyclidine (PCP) and Benzodiazepines, Barbiturates, Methadone, and Propoxyphene.

**Designated Employer Representatives (DER):** An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives the test results and other communications in relation to the drug and alcohol policy. See Attachment C for designated employer representatives (DER).

**Dilute Specimen:** A specimen with creatinine and specific gravity values that is lower than expected for human urine.

**Disabling Damage:** Damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

**Drug:** Any drug or substance considered a controlled substance and included in Schedule I, II, III, IV, or V under the federal Controlled Substances Act.

**Drug Test:** Any drug test performed under DOT regulations for the five (5) specified controlled substances, hereinafter referred to as a DOT drug test. Under the authority of Pottawattamie County a drug test is any test performed under County policy for the nine (9) specified controlled substances, hereinafter referred to as a County drug test

**FMCSA:** The Federal Motor Carrier Safety Administration, an agency of the U.S. Department of Transportation (DOT).

**Initial Drug Test:** The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

**Invalid Drug Test:** The result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

**Medical Review Officer (MRO):** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute:** A drug test that is negative for the tested drugs or drug metabolites but has a specific gravity value lower than expected for human urine.

**Negative Test Result for a Drug or Alcohol Test:** Tests for which no verified presence of the of the five specified drugs or drug metabolites is identified or the verified presence of the identified drug or its metabolite is below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test. A negative test result are tests for which no verified presence of the nine specified drugs or drug metabolites is identified.

**Performing a Safety-Sensitive Function:** An employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

**Positive Test Result for a Drug or Alcohol Test:** For a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater. A positive drug test means a verified presence of the identified drug or its metabolite. A positive alcohol test results means a confirmed alcohol concentration of 0.02 or higher BAC.

**Prohibited Drug:** The drugs for which tests are required under 49 CFR Part 40, as amended, specifically marijuana, cocaine, opioids, amphetamines, or phencyclidine (PCP) at levels above the minimum thresholds specified in 49 CFR Part 40, as amended. The drugs for which tests are required by County policy include marijuana, cocaine, opioids, amphetamines, or phencyclidine (PCP), benzodiazepines, barbiturates, methadone, and propoxyphene.

**Split Specimen:** A part of the urine specimen that is sent to the first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

**Substance Abuse Professional (SAP):** A licensed physician (medical doctor or doctor of osteopathy), or licensed or certified psychologist, social worker, employee assistance professional or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certifications Commission with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. A SAP evaluates employees who have violated a drug and/or alcohol regulation and makes recommendation concerning education, treatment, follow-up testing and aftercare. Commercial drivers who violate DOT & FCMSA drug and alcohol regulations must be evaluated by a SAP before they can again perform any DOT safety sensitive duties for any employer. Payment for SAP evaluations and services is the responsibility of the employee.

**Substituted Specimen:** A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

**Validity Testing:** The evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

## ATTACHMENT A

### COMMERCIAL DRIVERS (CDL)

### SAFETY-SENSITIVE POSITIONS

Positions considered upholding safety sensitive functions while maintaining a CDL include the following. These positions will be subject to drug and alcohol testing as required by **both** the Department of Transportation (DOT) AND Pottawattamie County. The tests are separate and independent of each other. The DOT testing shall be completed before any County testing occurs.

#### **County Engineer's Office**

Truck Driver/Laborer

Tractor/ Trailer Driver

Equipment Operator

Crew Leader

Mechanic Technician

Sign Technician

Engineering Technician, if maintaining a CDL (not required)

Inventory Technician

Roadside Technicians

Foreman

#### **Conservation Department**

Natural Resource Manager, if maintaining a CDL (not required)

Park Ranger, if maintaining a CDL (not required)

## ATTACHMENT B

### SIGNS, SYMPTOMS AND DANGERS OF SUBSTANCE ABUSE

(Reference: Unity Point CDL Manual)

The law requires that Commercial Drivers, be made aware of the effects of substance abuse. Pottawattamie County requires that all employees be made aware of the effects of substance abuse in order to provide a Drug & Alcohol Free Workplace. All employees must report to work “fit for duty” and remain fit throughout the workday in order to perform in a safe, efficient, and productive manner.

In an effort to establish a work environment free from the adverse effects of substance abuse, the following information is provided to help you evaluate the risks of involvement with chemical substances.

#### I. Prohibited Illegal Drugs

The prohibited illegal drugs include marijuana (THC metabolite), cocaine, opioids (including heroin), amphetamines (including MDMA (ecstasy)) and phencyclidine (PCP). Information pertaining to each drug is specified below:

##### A. Marijuana

1. Marijuana is the common name for a crude drug made from the chopped leaves, stems and flowering tops of a plant called Cannabis Sativa. The active ingredient in marijuana (THC) is stored in body fat and is retained for days to weeks after use.
2. Slang terms for marijuana include but are not limited to: dope, weed, herb, grass, pot, reefer, Mary Jane.
3. Marijuana can be smoked by rolling it into joints, or in a pipe, hookah or bong (which filters the smoke through the liquid); it can be smoked in a blunt (which is a cigar that has been hollowed out to replace the tobacco with marijuana, or a mixture of tobacco and marijuana; a new method is by vaporization (vaping); marijuana can also be eaten in brownies or other “marijuana edibles” such as snacks, candy, cereal, granola bars, cookies, and other items.
4. Immediate effects: Reddened eyes; increased heart rate; dry mouth and throat, lethargy, slow reflexes, difficulty in performing job duties, difficulty in focusing on task.
5. Chronic and long term effects: Reduction in efficiency of the respiratory, cardiovascular, reproductive and immunological systems; impaired short-term memory; altered sense of time; slowed reaction time; reduced ability to concentrate; psychological dependence; impaired motor skills; addiction.

6. Effects on motor skills: A person driving, or operating aircraft, machinery, equipment, etc, while using marijuana is likely to experience:
- Impaired reaction time - Reaction time is increased, and action time is slowed. Thinking and reflexes are slowed, making it difficult to respond to sudden, unexpected events.
  - Impaired short term memory - The learning process is slowed. Remembering a sequence of numbers or memorizing and following a series of directions becomes difficult.
  - Reduced concentration - Inability to display continuous attention or process complex information occurs. There is difficulty with complex decisions.
  - Impaired tracking - The act of following a moving stimulus is significantly and consistently diminished. Tracking can be affected up to ten hours after use.
  - Distorted time and distance sense - The ability to perceive accurately the passage of time is adversely affected. The user typically overestimates the time that has elapsed.
  - Lengthened glare recovery and blurred/double vision
  - Distorted visual and depth perception - Confusion is created about traffic movement and appropriate driver response.
7. Consumption of hemp products, specifically Hemp Seed Oil which contains THC may cause a positive drug test result, and will not be accepted by the MRO as legitimate explanation of a positive test.
8. Marijuana use is NOT allowed for any Federal Safety-Sensitive positions.

## **B. Opioids**

1. Sometimes referred to as narcotics, opioids are a group of drugs used medically to relieve pain and range from legal drugs such as fentanyl, codeine, oxycodone and morphine to illegal drugs such as heroin and opium. Some opioids come from a resin taken from the seed pod of the Asian Poppy, (opium, morphine, heroin and codeine) and other opioids are synthesized or manufactured. The term "opioids" includes naturally occurring opiate drugs, as well as the synthetic narcotics.
2. Slang terms for Opioids include but are not limited to: horse, smack, junk, H, morpho, dollies, heroin, opium, morphine, codeine.
3. Opioids can be taken orally or injected, it can be snorted or smoked.



4. Immediate effects: Relaxation and induced sleep; reduction of pain; decrease in size of pupils; cold, moist and bluish skin, lethargy, slow reflexes, difficulty in performing job duties, difficulty in focusing on task.
5. Chronic and long term effects: Restlessness, nausea and vomiting; breathing slows down, and death may occur; user may go “on the nod” going back and forth from feeling alert to drowsy; loss of appetite; addiction even with occasional use; infections of the heart lining and valves, skin abscesses, and congested lungs; infections from unsterile solutions, illness such as liver disease, tetanus, serum hepatitis and AIDS from use of needles.
6. Effects on Motor Skills: A person driving, or operating aircraft, machinery, equipment, etc. while using Opioids/Opioids is likely to experience:
  - Effects of intoxication - These effects are similar to those produced by alcohol abuse.
  - False sense of security - This state of mind will cause the user to take more chances and risks.
  - Euphoric high followed by a period of stuporous inactivity - The user daydreams while in this state of mind. Attention is not given to the piloting conditions and situations. This subsequently creates the probability of a collision.
  - Difficulty in focusing - The pupils are so constricted (pinpoint size) that vision is impaired.
  - Visual distortion - Blurred and/or double vision occurs as it does with any depressant drug.
  - Loss of consciousness - This is due to extreme fatigue and drowsiness.
  - Coma - This creates an obvious safety risk.

### **C. Cocaine**

1. A powerful stimulant drug extracted from the leaves of the Erythroxylon coca plant. It is the most powerful central nervous system stimulant known to mankind. (Crack is a form of cocaine).
2. Slang terms for cocaine include but are not limited to: coke, crack, snow.
3. Cocaine can be inhaled nasally, smoked, taken orally or injected.

4. Immediate effects: Euphoria; dilated pupils; increase in blood pressure, heart rate, respiration rate, and body temperature.
5. Chronic and long term effects: Short attention span; irritability, anxiety and depression; seizure and heart attack; loss of appetite and sleeplessness; psychological problems and dependence; hallucinations of touch, sight, taste, and/or smell.
6. Effects on Motor Skills: A person driving, or operating aircraft, machinery, equipment, etc. while using Cocaine is likely to experience:
  - Lapses in attention and concentration - Awareness is adversely affected regardless of the amount used.
  - Aggressive behavior - The result manifestations are anger and hostility toward coworkers as well as impatience and inappropriate risk-taking. The user often overreacts to minor irritations.
  - Tendency to overreact and overcompensate - Acceleration, frequent braking, etc. are affected by over-stimulated reflexes.
  - Impaired motor coordination - A decrease in hand-steadiness and eye/hand coordination which affects proper response.
  - Periods of loss of consciousness - This is the result of fatigue due to lack of sleep and food.
  - Impaired judgment
  - False sense of alertness and security - User becomes overly confident in judgment and skill. This affects their ability to perceive impending danger.
  - Convulsions, seizures, cardiac arrest and/or stroke - These effects can obviously result in a dangerous situation.
  - Distorted vision and difficulty in seeing - The pupils are so dilated that sunlight or bright head lights cause pain and discomfort. Glare recovery is also affected.
  - Auditory and visual hallucinations as well as cocaine psychosis - Changes in perception are experienced. The user is out of touch with reality and loses sight of where he/she is going.
  - Profound depression, anxiety, irritability, and restlessness - Cocaine is a fast-acting drug. The euphoria ends in less than an hour. The user is more depressed after using cocaine than before use. The higher the "high" the lower the "low."

## D. Amphetamines

1. Drugs which are central nervous system stimulants used to increase alertness and physical activity. In pure form they are yellowish crystals that are manufactured into tablets or capsules. The three amphetamines include: Amphetamine, Dextroamphetamine, Methamphetamine (free-based methamphetamine is called ICE) and MDMA (Ecstasy).
2. Slang terms for the different types of amphetamine include but are not limited to: speed, meth, hearts, pep pills, beanies, uppers, peaches, cartwheels, sky-rockets, ecstasy, Molly
3. Amphetamines can be snorted, smoked, injected or swallowed. Legal amphetamines are taken in pill form, illegal amphetamines are taken orally, smashed into a powder and snorted or shot into veins or smoked/inhaled.
4. Immediate effects: Increased heart rate and respiration; increased blood pressure; dilated pupils; dry mouth.
5. Chronic and long term effects: Sweating; headache; blurred vision and dizziness; decreased appetite and weight loss; *i n s o m n i a*, sleeplessness and anxiety; rapid or irregular heartbeat; tremors; loss of coordination; physical collapse; depression; addiction and brain damage; amphetamine psychosis (hallucinations, delusions, or paranoia).
  - In case of methamphetamine abuse: a person may experience dental problems, skin sores, and severe weight loss.
6. Effects on Motor Skills: Very similar to the effects of Cocaine/Crack, except intensity decreases and duration increases. Stimulant drugs used to combat fatigue make the user edgy, less coordinated and more likely to be involved in accidents. A person driving, or operating aircraft, machinery, equipment, etc. while using amphetamines is likely to experience:
  - Overestimation of performance capabilities - User takes more risks
  - Likelihood of being more accident prone
  - Anxiety, irritability and frequent over-reaction, minor irritations affect inappropriate reactions
  - Extreme mental and physical fatigue - This occurs during the “down” period. During this time the user is unable to concentrate and make sound judgments.
  - Food and sleep deprivation - Amphetamine psychosis can result: the user is out of touch with reality and does not know where he/she is going.

- Auditory and visual hallucinations
- Impaired motor coordination - Responses necessary for hand/eye coordination are impaired.

#### E. Phencyclidine (PCP)

1. PCP was first developed as an anesthetic in the 1950's and was taken off the market because it sometimes caused hallucinations. Most often called "angel dust," it is available in various forms: a white crystal-like powder, a tablet or capsule.
2. Slang terms for PCP include but are not limited to: angel dust, killer weed, rocket fuel, supergrass, hog, love boat, peace pill.
3. PCP can be snorted, smoked, injected or swallowed. It is most commonly sold as a powder or liquid and is applied to a leafy material such as mint, parsley, oregano, tobacco, or marijuana when used for smoking.
4. Immediate effects: Increased heart rate and blood pressure; flushing, sweating, dizziness, numbness and poor muscular coordination. People using PCP experience a feeling of being "out of body" and detached from their environment.
5. Chronic and long term effects: Stimulation or speeding up of body functions (may also act as a depressant, pain killer, anesthetic, or hallucinogenic drug); change in user's perception of own body and other forms; changes in speech, muscle coordination and vision; slowing of body movements; dulled sense of touch and pain; "spacing out" of time; drowsiness, convulsions and coma (effects of large doses); death from repeated convulsions, heart and lung failure or ruptured blood vessels in the brain; signs of paranoia, fearfulness and anxiety; flashbacks or PCP psychosis.
6. Effects on Motor Skills: The person using this drug is extremely dangerous. Its effects are so varied and so bizarre that the dangers are unpredictable. A person driving, or operating aircraft, machinery, equipment, etc. while using PCP is likely to experience:
  - A feeling of superiority
  - Sense of invulnerability and power - This causes the user to take more risks.
  - Aggressive behavior – This drug creates a very aggressive, hostile and violent person with very little patience and no fear of death.
  - Auditory and visual hallucinations - This creates the likelihood of the user reacting to something not there, causing an accident.

- Visual distortion - Blurred and/or double vision can occur.
- Convulsions, coma and/or death - This creates the obvious possibility of an accident.
- Loss of perception of time - Time appears to slow down.
- Impaired coordination & dulled senses

F. **Benzodiazepines, Barbiturates, Methadone, Propoxyphene**

These drugs are prescription medications that may affect an employee's ability to safely perform job functions. These medications may become habit forming and if taken without a prescription or not in accordance with a prescription, an individual may suffer a number of side effects or long term effects. A brief description of each medication is listed below.

1. **Benzodiazepines** are a class of psychoactive drugs used to treat a range of conditions, including anxiety, insomnia seizures, alcohol withdrawal, panic attacks. They are one of the most widely prescribed medications in the United States. Benzodiazepines possess sedative, hypnotic, anti-anxiety, anticonvulsant, and muscle relaxant properties.

Types of Benzodiazepines: There are many different benzodiazepines; they all differ in potency, the speed at which they are metabolized and their therapeutic use. They include Alprazolam (Xanax), Chlordiazepoxide (Librium), Clorazepate (Tranxene), Diazepam (Valium), Estazolam, Flurazepam (Dalmane), Loprazolam (Somnovit), Oxazepam, Temazepam (Restoril), Triazolam (Apo-Triazo, Halcion, Hypam and Trilam).

2. **Barbiturates** are a group of drugs in the class of drugs known as sedative-hypnotics, which generally describes their sleep-inducing and anxiety-decreasing effects. Barbiturates are central nervous depressants used to treat headaches, insomnia and seizures. They reduce the activity of nerves causing muscle relaxation. They can reduce heart rate, breathing and blood pressure.

Barbiturates evolved into recreational drugs that some people used to reduce inhibitions, decrease anxiety, and to treat unwanted side effects of illicit drugs. For example, a common reason to abuse barbiturates is to counteract the symptoms of other drugs, the barbiturates (downers) counteract the excitement and alertness obtained from stimulants drugs like cocaine and methamphetamines.

Types of Barbiturates: Examples of barbiturates available include: Amobarbital (Amytal), Butabarbital (Butisol), Pentobarbital (Nembutal), Secobarbital (Seconal), Belladonna and Phenobarbital (Donnatal), Butalbital/acetaminophen/caffeine (Esgic, Fioricet), Butalbital/aspirin/caffeine (Fiorinal, Ascomp, Fortabs)

3. **Methadone** is commonly used to treat addiction to opioids (such as heroin). Taken once a day, methadone eases opiate withdrawal for 24 to 36 hours, decreasing the chance of relapse.

As a treatment for opiate addiction, methadone reduces the cravings and withdrawal symptoms caused by opiate use by blocking the "high" and preventing the intense euphoric rush of these drugs. This effect allows people to avoid the physical and psychological highs and lows caused by changing levels of opioids in the blood, decreasing the chance of relapse. In some cases of opiate addiction, methadone treatment may be needed for several years or longer.

4. **Propoxyphene** is a narcotic medication to treat mild to moderate pain. Propoxyphene drugs include Darvon, Darvon-N, Dolene and Darvocet. In 2010, the FDA recommended that health care professionals stop prescribing and dispensing propoxyphene-containing products to patients because of the dangerous side effects to the heart.

## G. Alcohol

1. Immediate effects: Odor on breath; initial stimulation followed by depressed nervous system; flushed skin; glazed appearance of eyes; slowed reaction time; impaired motor skills.
2. Chronic and long term effects: Nutritional deficiencies and sleeping difficulty; impaired short term memory; inability to concentrate; physical and psychological dependence; brain and nervous system damage; liver damage; digestive problems (gastric ulcer); higher likelihood of stroke, coronary problems in general and several forms of cancer; disease of pancreas and kidneys; birth defects in children of women that drink heavily.
3. Effects on Motor Skills: A person operating aircraft, machinery, equipment, etc. while using alcohol is likely to experience the following under even minute amounts of alcohol. These reactions increase in intensity with blood alcohol level.
  - Impaired reaction time and motor coordination - Reaction time is increased, and action time is slowed. Thinking and reflexes are slowed, making accidents more likely in unexpected situations.

- Reduced concentration - Memory is impaired and learning processes are slowed. Remembering sequences of numbers or directions can be difficult. Daydreaming can lead to accidents.
- Tendency to take unnecessary risks - Impaired judgment and disinhibition make it more likely user will take unnecessary risks. May also occur due to false sense of security.
- Possibility of reacting with anger toward others - As blood alcohol level decreases, agitation may cause outbursts of anger.
- Euphoric high followed by a period of stuporous inactivity - Daydreaming occurs and attention is diverted. Possibility of accidents is increased due to sluggishness and inattention.
- Visual distortion - Blurred and/or double vision occurs as with any depressant drug.

## **II. Warning Signs of Substance Abuse on the Job**

Substance abuse has a noticeable impact on the way people perform on the job. Even if you don't use drugs or alcohol, you can help keep your workplace drug free by learning to recognize the warning signs of substance abuse on the job.

You must remember, however, some of these same warning signs are indicative of other problems such as diabetes, thyroid disease, and other medical conditions. It is not the job of co-workers or supervisors to diagnose or treat substance abuse. Your job is to know the facts and help protect your family, your co-workers, and the public from the effects of substance abuse.

### **A. Signs of marijuana use include:**

- Rapid loud talking
- Excessive laughter or inappropriate happiness
- Forgetfulness in a conversation (i.e. "What was I saying?")
- Inflammation in whites of eyes; pupils unlikely to be dilated
- Appearance of intoxication, but has no smell of alcohol
- Appearance of sleepiness or stupor in the latter stages
- Distorted sense of time passage, tendency to overestimate time intervals
- Tendency to drive vehicles slowly, below speed limit
- Increase in appetite especially after smoking marijuana

- Odor similar to burnt rope on clothing or breath
- Presence of roach clips (e.g. paperclips, bobby pins, hemostats or tweezers) and bongs or water pipes

**B. Signs of opiate use include:**

- Pinpoint pupils that fail to respond to light
- Respiratory depression
- Drowsiness
- Nausea and vomiting
- Apathy and decreased physical activity
- Short-lived euphoria or feeling good effects
- Changes in state of mind, going back and forth from feeling alert to drowsy
- Coma or death (result of overdose)

**C. Signs of cocaine use include:**

- Dilated pupils
- Runny nose; reddened and sore nose, cold or chronic sinus/nasal problems, nosebleeds
- Respiratory problems
- Unexplained bursts of energy
- Restlessness or nervousness
- Repetitive and non-purposeful behavior
- Irritability and anxiety
- Long periods without sleeping or eating, likely to be emaciated
- White powder in container and/or around nose
- Use or possession of paraphernalia including spoons, razor blades, mirrors, little bottles of white powder, straws and currency rolled into tight tube-like formation.



**D. Signs of amphetamine use include:**

- Dilated pupils
- Dryness of mucous membranes (dry mouth and lips)
- Excessive sweating and shakiness
- Reduced or loss of appetite
- Lack of sleep, insomnia
- Talkativeness, but conversation often lacks continuity, changes subjects rapidly
- Unusual energy, accelerated movements and activities

**E. Signs of phencyclidine (PCP) use include:**

- Pupils may appear dilated
- Mask-like facial appearance
- Rigid muscles, strange gait
- Irrational speech or behavior
- Symptoms of intoxication
- Hallucinations/ Subject to flashbacks
- Violent or frightened reactions
- Exaggerated physical and mental reactions to situations
- Disorientation; agitation and violence if exposed to excessive sensory stimulation
- Deadened perception (may experience severe injuries while not appearing to notice)

## ATTACHMENT C

### PROGRAM CONTACT INFORMATION

#### **COMMERCIAL DRIVERS & COUNTY ENGINEER EMPLOYEES**

##### **Primary Designated Employer Representative (DER)**

Name: Tina Hauger  
Title: Assistant to the Engineer  
Address: 223 South 6<sup>th</sup> Street, Council Bluffs, IA 51501  
Phone: 712-328-5608  
Fax: 712-328-4751  
Email: Kristina.hauger@pottcounty-ia.gov

##### **Secondary Designated Employer Representative (DER)**

Name: Mary Davis  
Title: Human Resources Director  
Address: 227 South 6<sup>th</sup> Street, Council Bluffs, IA 51501  
Phone: 712-328-4777  
Fax: 712-328-5770  
Email: mary.davis@pottcounty-ia.gov

##### **Medical Review Officer (MRO)**

###### **DOT Employees**

Name: Assigned as needed  
Unity Point Clinic  
Address: 4230 War Eagle Drive  
Sioux City, IA 51109  
Phone: 712-224-4300

###### **Non-DOT Employees**

Name: James G. Kalar, M.D.  
CHI Occupational Health  
Address: 715 Harmony Street,  
Council Bluffs, IA 51503  
Phone: 712-328-5550

##### **Drug Testing Laboratory**

Name: Clinical Reference Laboratory  
Address: 8433 Quivira Rd, Lenexa, KS 66215,  
Phone: 913- 492-3652

##### **Employee Assistance Program**

Provider: CHI Health  
Phone: 402-398-5566 or toll free 1-888-847-4975  
Website: [www.chihealth.com/eap](http://www.chihealth.com/eap)

## **PROGRAM CONTACT INFORMATION**

### **EMPLOYEES OF THE POTTAWATTAMIE COUNTY SHERIFF'S OFFICE**

#### **Primary Designated Employer Representative (DER)**

Name: Rob Ambrose  
Title: Chief Deputy  
Address: 1400 Big Lake Road, Council Bluffs, IA 51501  
Phone: 712-890-2202  
Fax: 712-890-2205  
Email: rambrose@sheriff.pottcounty-ia.gov

#### **Secondary Designated Employer Representative (DER)**

Name: Mary Davis  
Title: Human Resources Director  
Address: 227 South 6<sup>th</sup> Street, Council Bluffs, IA 51501  
Phone: 712-328-4777  
Fax: 712-328-5770  
Email: mary.davis@pottcounty-ia.gov

#### **Medical Review Officer (MRO)**

Name: James G. Kalar, M.D.  
Occupational Medicine  
Address: 715 Harmony Street, Council Bluffs, IA 51503  
Phone: 712-328-5550  
Fax: 712-325-2483

#### **Drug Testing Laboratory**

Name: Clinical Reference Laboratory  
Address: 8433 Quivira Rd, Lenexa, KS 66215,  
Phone: 913- 492-3652

#### **Employee Assistance Program**

Provider: CHI Health  
Phone: 402-398-5566 or toll free 1-888-847-4975  
Website: [www.chihealth.com/eap](http://www.chihealth.com/eap)

## **PROGRAM CONTACT INFORMATION**

### **ALL REMAINING POTTAWATTAMIE COUNTY EMPLOYEES**

#### **Primary Designated Employer Representative (DER)**

Name: Mary Davis  
Title: Human Resources Director  
Address: 227 South 6<sup>th</sup> Street, Council Bluffs, IA 51501  
Phone: 712-328-4777  
Fax: 712-328-5770  
Email: [mary.davis@pottcounty-ia.gov](mailto:mary.davis@pottcounty-ia.gov)

#### **Secondary Designated Employer Representative (DER)**

Name: Tina Hauger  
Title: Assistant to the Engineer  
Address: 223 South 6<sup>th</sup> Street, Council Bluffs, IA 51501  
Phone: 712-328-5608  
Fax: 712-328-4751  
Email: [Kristina.hauger@pottcounty-ia.gov](mailto:Kristina.hauger@pottcounty-ia.gov)

#### **Medical Review Officer (MRO)**

Name: James G. Kalar, M.D.  
Occupational Medicine  
Address: 715 Harmony Street, Council Bluffs, IA 51503  
Phone: 712-328-5550  
Fax: 712-325-2483

#### **Drug Testing Laboratory**

Name: Clinical Reference Laboratory  
Address: 8433 Quivira Rd, Lenexa, KS 66215,  
Phone: 913- 492-3652

#### **Employee Assistance Program**

Provider: CHI Health  
Phone: 402-398-5566 or toll free 1-888-847-4975  
Website: [www.chihealth.com/eap](http://www.chihealth.com/eap)

## ATTACHMENT D

### MANDATORY REPORTABLE DRUGS WITH CONSTRAINT TIMES FOR COMMERCIAL DRIVERS (CDL)

<u>Drug</u>	<u>Constraint Time</u>
Antivert	24 hrs.
Atarax	8 hrs.
Benedryl	6 hrs.
Codiene	6 hrs.
Compazine	8 hrs.
Darvocet	6 hrs.
Darvon	6 hrs.
Demerol	8 hrs.
Empirin/codiene	6 hrs.
Equagesic	8 hrs.
Flexeril	8 hrs.
Hydrocodone	8 hrs.
Hyphen	8 hrs.
Levsin	12 hrs.
Lioresal	8 hrs.
Lomotil	6 hrs.
Lotab	8 hrs.
Meperdine	8 hrs.
Mepergan	8 hrs.
Meproamate	8 hrs.
Morphine	8 hrs.
Naldecon	6 hrs.
Norgesic	8 hrs.
Percocet/Percodan	8 hrs.
Phenergan	8 hrs.
Pyridium	6 hrs.
Reglan	12 hrs.
Skelaxin	6 hrs.
Talwin	8 hrs.
Tylenol/codeine	8 hrs.
Valium	48 hrs.
Vicodin	8 hrs.

**Please note this is NOT a complete list.**

Constraint means the time between when you take the medication and perform your safety sensitive job.

Certain medications and prescription drugs contain chemicals that are cross-reactive and can produce positive drug tests. The MRO cannot accept the use of a substance that is not prescribed to that employee as legitimate explanation of a positive test.

## ATTACHMENT E

### SUBSTANCE ABUSE PROFESSIONAL LIST

(This is not an all-encompassing list, it can change at any time)

Adel	Alcohol & Drug Assistance Agency (ADAA)	515-993-5243
Ames	Center for Addictions Recovery, Inc. (CFARI)	515-232-3206
Ames	Youth And Shelter Services, Inc. (YSS): Seven-12 House	515-233-5048
Ames	Youth And Shelter Services, Inc. Youth Recovery House	515-233-4930
Ankeny	Children and Families of Iowa Cornerstone Recovery	515-289-2272
Atlantic	Alcohol & Drug Assistance Agency (ADAA)	712-243-5091
Bettendorf	Center for Alcohol and Drug Services (CADS) Forest Grove Facility	563-332-9080
Carroll	New View Substance Abuse Treatment & Prevention Center	712-792-1344
Cedar Rapids	Area Substance Abuse Council (ASAC)	319-390-4611
Cedar Rapids	Sedlacek Treatment Center Mercy Medical Center	319-398-6226
Cedar Rapids	St. Luke's Hospital Chemical Dependency Services	319-363-4429
Cedar Rapids	Area Substance Abuse Council (ASAC): East Office	319-447-1921
Cedar Rapids	Area Substance Abuse Council (ASAC): Alert Program	319-368-5671
Cedar Rapids	Area Substance Abuse Council (ASAC): Heart of Iowa	319-862-1050
Centerville	Southern Iowa Economic Development Association (SIEDA)	641-856-3112
Chariton	Lucas County Health Center; Counseling Services	641-774-3370
Clarinda	Alcohol & Drug Assistance Agency (ADAA)	712-542-4481
Clinton	New Directions a Service of ASAC	563-243-2124
Clinton	New Directions a Service of ASAC: Hightower Place	563-242-2042
Council Bluffs	Family Service	712-322-1407
Council Bluffs	Jennie Edmundson Hospital: Addictions Services	712-396-7766
Davenport	New Life Outpatient Center	563-355-0055
Davenport	Center For Alcohol and Drug Services (CADS)	563-322-2667
Decorah	Northeast Iowa Mental Health Center	563-382-3649
Des Moines	Broadlawns Medical Center	515-697-6610
Des Moines	First Step: Mercy Recovery Center	515-271-6075
Des Moines	Iowa Health System: Adolescent Dual Diagnosis	515-263-2333
Des Moines	Iowa Health System: Powell Chemical Dependency Center	515-263-2424
Des Moines	United Community Services, Inc.	515-280-3860
Des Moines	Rainbow Recovery Center	515-277-0070
Des Moines	Orchard Place, Child Guidance/PACE	515-697-5700
Des Moines	Mid-Eastern Council on Chemical Abuse (MECCA)	515-262-0349
Des Moines	Area Substance Abuse Program Of Des Moines (ASAP of DM)	515-288-7905
Dubuque	Substance Abuse Services Center (SASC): Nesler Centre	563-582-3784
Dubuque	Turning Point Outpatient Treatment Center: Mercy Medical Center	563-589-8290
Eagle Grove	Community & Family Resources	515-448-5156
Fairfield	Southern Iowa Economic Development Association (SIEDA)	641-472-5834
Fort Dodge	Community & Family Resources	515-576-7261
Fort Dodge	Trinity Recovery Center	515-574-6502
Glenwood	Family Service	800-422-1407
Greenfield	Alcohol & Drug Assistance Agency (ADAA)	641-743-2439
Humboldt	Community & Family Resources	515-332-4843
Iowa City	Area Substance Abuse Program Of Iowa City (ASAP of IC)	319-354-6880
Iowa City	Mid-Eastern Council on Chemical Abuse (MECCA)	319-351-4357
Iowa City	Mid-Eastern Council on Chemical Abuse (MECCA)	319-335-8392
Iowa City	St. Luke's Hospital Chemical Dependency Services	319-338-9322
Iowa City	University of Iowa, Chemical Dependency Services (U of I)	319-384-8765
Logan	Family Service	712-644-2946
Manning	Manning Family Recovery Center	712-655-2072