

## Resolution #4-2013/2014

BE IT HEREBY RESOLVED that the Board of Supervisors adopts the following FY2014 Personnel Policy for Non-Union Employees:

### FY2014 GRUNDY COUNTY PERSONNEL POLICY FOR NON-UNION EMPLOYEES

1. **EMPLOYEE AT WILL** Every employee, other than those covered by a collective bargaining agreement, a specific written employment agreement or an elected official, is considered an employee at will and is subject to discharge at any time without cause. The policies set forth in this handbook are not intended to create a contract, nor are they to be construed as creating contractual obligations of any kind or a contract of employment between Grundy County and any of its employees.
2. **EMPLOYEE BENEFITS** Full-time employees are eligible for all fringe benefits, unless otherwise negotiated. Employees hired after January 1, 2006, will use their employment anniversary date to accrue leave benefits.
  - a. **Part-time Employees:** Part-time employees are not eligible for any fringe benefits (such as, but not limited to, vacation pay, holiday pay, sick leave, and medical insurance), unless otherwise negotiated. Part-time employees shall be subject to the same work rules governing full-time employees. All part-time employees shall work less than 30 hours per week or 130 hours per calendar month. Said hours of service shall include any paid leave of absence.
  - b. **New Employees:** All new employees are required to pass a physical examination following their offer of employment and before starting to work for the County. All new employees must sign up for the Direct Deposit option for their payroll checks, unless the Board of Supervisors issues written approval for a variance. New employees shall be eligible for five paid working days off following a probationary period of ninety (90) days, which days shall be taken prior to their anniversary date and shall be taken in 15-minute increments. New employees shall not be permitted to carry over these days into the second year of employment, unless otherwise negotiated.
  - c. **Sick Leave:** All employees eligible for sick leave benefits will be allowed seven working days with pay during the second year of employment, and fourteen working days sick leave with pay each calendar year thereafter (sick leave will accumulate at the rate of 1.167 days per calendar month after the second year of employment.) Maximum accumulation is 120 days. Said employees may be required to provide a doctor's certificate upon request of the official responsible for said employee in order to qualify for sick leave pay. Effective date for accumulation of sick leave is January 1, 1975, and no prior service will be used in the determination of the accumulation of said sick leave, and said service must be continuous. In case of a sickness in an employee's immediate or greater family as described in paragraphs 2.d.1. and 2.d.2., an employee may use up to 10 days of his or her personal sick leave benefits for absences in connection with said family sickness per calendar year. All sick leave benefits shall be taken in 15-minute increments. After completion of fifteen years of service for the county, an employee that terminates employment will be paid one day for every four days of the first 100 days of earned and unused sick leave in his or her account at the time of termination of employment. No employee shall be paid for more than one-fourth of a maximum of 100 days of earned and unused sick leave.

d. **Funeral Leave:** An employee shall be eligible for a paid leave of absence of the following duration for the following purposes upon death of the family members included below:

1. Immediate Family - In the case of a death in the employee's immediate family, defined as spouse, child or other regular member of the employee's household, the employee shall be allowed up to five (5) working days off with pay.
2. Greater Family - In the case of a death in the employee's greater family, defined as grandchild, mother, father, child's spouse, brother and sister, the employee shall be allowed up to three (3) working days off with pay.
3. Relatives - In the case of a death in the employee's family relation, defined as father-in-law, mother-in-law, grandparent, niece, nephew, brother-in-law and sister-in-law, the employee shall be allowed one (1) working day leave with pay.
4. Relatives - In the case of a death in the employee's family relation, defined as aunt and uncle, the employee shall be allowed one-half (1/2) working day leave with pay.

e. **Vacation Benefits:** All employees eligible for the vacation benefits will be allowed vacation with pay according to the following schedule:

- After one year of service, seven working days;
- After two years of service, fourteen working days;
- After ten years of service, seventeen working days;
- After fifteen years of service, twenty working days;
- After twenty years of service, twenty-three working days;
- After twenty-five years of service, twenty-six working days;
- After thirty years of service, thirty working days.

All vacation benefits shall be taken in 15-minute increments.

An employee shall be permitted to carry over 5 working days of unused vacation time.

Any vacation days earned but unused above this carry over limit shall be forfeited.

f. **Jury Duty:** It is recognized that jury duty is a civic responsibility of each and every employee-citizen of the community. However, in the event an employee shall be called for jury duty, the County reserves the right to have the employee request to be excused from such duty in the event circumstances reasonably warrant such a demand. In the event the request by the employee is denied by the judge or in cases where the County makes no such demand, the employee shall be excused from his or her regular duty for that period of time necessary to perform the employee's duties as a juror. During the absence, the employee shall be paid at his or her regular rate of pay for a normal work shift, less any compensation or fees earned by him or her for service as a juror. The employee shall be required to provide evidence to the County on days where compensation for service as a juror is claimed from the County, that the employee, in fact, reported for and served as a juror for all the hours during which the employee would have normally been employed and/or at work. Unless excused by the Court, an employee who shall fail to report to his or her department head as soon as reasonably practicable after being excused from service as a juror, shall forfeit the right to reimbursement by the county from all or any portion of the day on which they failed to so report.

g. **Medical Insurance:** County officials and employees eligible for the medical insurance benefits are entitled to such medical insurance provided by the County, said coverage to be available the first day of the month following employment. Effective July 1, 2013, the non-union employee health insurance co-pay amount will be \$130.00 per month for the family plan coverage and \$20.00 per month for the single plan coverage. Newly hired employees must prepay one month of the insurance co-pay during the first month of employment.

- h. **Holiday Pay:** All employees eligible for holiday pay will observe the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after, Christmas Eve Day, and Christmas Day. Note: If any of the above holidays fall on Saturday, the holiday will be observed on Friday. If any of the above holidays fall on Sunday, the holiday will be observed on Monday.
- i. **Equal Employment Opportunity:** It is the policy of Grundy County to provide equal opportunity in employment to all persons. An individual shall not be denied equal access to county employment opportunities because of race, creed, color, religion, national origin, sex, age, sexual orientation, gender identity, or physical or mental disability. It is also the policy of Grundy County to apply affirmative action measures to correct deficiencies in the county employment system where those remedies are appropriate. This policy shall be construed broadly to effectuate its purposes. Coverage includes all aspects of employment, such as hiring, promotion, discipline, pay, benefits, training and layoff.
- j. **Payroll Checks:** Payroll checks will be issued once every two weeks. Hourly employees will be paid for the two weeks ending seven days before pay day. Time cards must be turned in to the Auditor by noon on the Monday prior to pay day. The County Auditor is allowed five working days to complete payroll checks.
- k. **Resignations:** Two weeks written notice will be provided to the department head by an employee wishing to discontinue employment with Grundy County. Vacation earned to date of severance will be paid only when the two weeks notice is given. All other benefits are forfeited when the employee resigns, with the exception of the sick leave benefit outlined in item #2(c) above.
- l. **Retirement:** Effective January 2, 2007, employees retiring at age 62 may continue to be covered by group medical insurance with Grundy County until age 65. A retired employee is defined as an employee who has applied for and commenced receiving the monthly IPERS retirement allowance. Premium for this coverage shall be paid by the retiree and must be deposited in the County Auditor's Office the first day of the month that assessment is remitted to the insurance company. If the retiree fails to make timely premium deposit, all coverage will be canceled.
- m. **Lunch Periods:** A minimum one-half hour unpaid lunch period shall be allowed for all employees, unless circumstances prevent that within certain departments (i.e. Sheriff's dispatchers who are required to work through these lunch periods). Time schedules for said unpaid lunch periods and paid "breaks" will be established by the department head.
- n. **Leave Policy:** Grundy County will comply with the Federal Family Medical Leave Act. It is the policy of Grundy County, Iowa, that all employees shall be subject to a maximum period of time for which said employees may be granted a leave of absence. This policy applies to all employees and applies whether the absence is due to injury, illness, worker's compensation, maternity or other type of leave of absence. The leave shall not exceed six (6) months, and shall be without compensation. FMLA leave runs concurrently with other time off granted by the County, such as but not limited to vacation leave. In the case of absence due to injury, illness or worker's compensation, such a leave may be extended an additional six (6) months upon presentation to the Board of Supervisors of satisfactory medical evidence establishing, in the judgment of the Board, a need for continued leave of absence. Upon the expiration of the leave or extended leave, if granted, the employee's employment with Grundy County, Iowa, will be terminated.
- o. **Injury:** Any job related injury must be reported to the department head immediately and to the County Auditor within twenty-four hours of the incident, as well as the necessary Workers' Compensation Injury Report filed. The Grundy County physician for on-the-job

injuries and illnesses is Edward Shuherk, M.D. and his Staff of the Grundy Center Family Practice Clinic at 101 East J Ave., Suite 120, Grundy Center, Iowa. His office hours are 8:00 AM to 5:00 PM on Monday through Friday. In the event of an emergency, these designated emergency telephone numbers should be used:

Grundy Center Family Practice Clinic: 319-824-6945

Ambulance: 911

Fire: 911

All work related injuries and illnesses should be reported to the employee's supervisor. The supervisor or other designated person will release the employee to seek medical treatment from the designated health care provider if the injury warrants. In the event of an emergency involving life or limb-threatening injury, dial 911 immediately for assistance. After the employee receives the necessary attention, the supervisor should follow-up on the accident. NOTE: If there is even the slightest doubt as to the well-being of an injured employee, the employee should be sent for medical attention. In the event of a workplace injury, the supervisor or injured worker should immediately call the IMWCA's Company Nurse Hotline at 1-888-770-0928. This call notifies the insurance carrier of the injury, plus they may give direction about treatment for the injury.

Supervisors will immediately complete a detailed report of the incident and complete the Employer's First Report of Injury form. The completed form should be delivered to the County Auditor's Office for submission to the insurance carrier.

If a serious injury or fatality occurs, it is vital that the IMWCA (Iowa Municipalities Workers' Compensation Association) Claims Department is notified within eight (8) hours. A serious injury includes when an employee's life is in danger, for example amputations, serious fractures, heart attacks, etc. If we experience a fatality, or if an accident occurs that involves injury to three or more persons requiring in-patient hospitalization, the industrial commissioner must be notified within eight (8) hours. Phone numbers: Industrial Commissioner 515-281-5705, IMWCA Loss Control Coordinator 515-244-7282, IMWCA Claims 800-257-2708 or 515-244-2708.

Grundy County has a policy regarding supplementing Workers Compensation time loss payment by reducing sick leave pay, vacation leave pay, or earned compensatory time entitlements. Please refer to County Resolution #16-98/99 for details.

3. **ACCOUNTS PAYABLE CLAIMS** All accounts payable claims submitted for payment by the County must be accompanied by an invoice or necessary support documents to be authorized for payment. Mileage claims will require the employee's signature to be authorized for payment. A current certificate of insurance for the employee's personal vehicle(s) showing the limits of liability coverage must be on file with the County Auditor to qualify for the mileage reimbursement. The County Auditor is allowed three working days following Board approval of claims to complete accounts payable claims.
4. **GRIEVANCE POLICY**
  - a. Any employee (or group of employees) who has a complaint or grievance in any way connected with his employment, with the exception of dismissal, shall first submit the same to his immediate supervisor.
  - b. If the complaint or grievance is not resolved to the employee's satisfaction by the immediate supervisor, the employee shall, within three working days thereafter, present the same in writing to his department head.
  - c. The department head shall review the matter thoroughly and shall afford the employee and the employee's supervisor an opportunity to be heard orally if either so requests.

- d. The department head shall make a decision on the complaint in writing within ten working days after submission of the matter to him and the employee shall immediately be provided with a copy of such written decision.
  - e. The employee shall have the right to appeal the decision of his department head to the Grundy County Board of Supervisors within seven working days after such decision is issued. Such appeal shall be made in writing and shall be delivered to the Grundy County Auditor.
  - f. Within seven working days after the filing of such appeal, the Board of Supervisors shall set a hearing date thereon and shall notify both the employee and the department head in writing of such date.
  - g. The hearing before the Board of Supervisors shall be an open meeting unless the employee requests it be closed. Both parties shall be entitled to present evidence and to be represented by an attorney.
  - h. After hearing all the evidence, the Board of Supervisors shall render their decision in writing no later than ten working days after the hearing date, and the decision of the Board of Supervisors shall be final.
  - i. Individuals who believe that they have been discriminated against on the basis of disability in the admission or access to or treatment or employment in Grundy County Government programs or activities in violation of Title II of the Americans with Disabilities Act may file a complaint with the designated ADA Coordinator, Erika L. Allen, Grundy County Courthouse, Grundy Center, Iowa. All complaints filed under these procedures are confidential. Intimidation, reprisals and/or retaliation against any person who files a complaint under these procedures or with other enforcement agencies is prohibited. The designated ADA Coordinator will assist the complainant, upon request, in filling out the appropriate form and offer any technical assistance needed. The complaint must be filed in writing with the ADA Coordinator within 30 calendar days after the incident occurs. The ADA Coordinator will investigate the complaint and present the initial findings to the complainant no later than 15 calendar days after it is received. Before a final determination is rendered, the complainant, if desired, will be given an opportunity to offer any additional information relative to the case. The ADA Coordinator will have 15 calendar days upon receipt of the new information to render a final determination. In the event the complaint is not resolved to the complainant's satisfaction, the complainant shall be advised of the outcome and shall be given the opportunity to file with other federal and state enforcement agencies. When a "finding of fact" of discrimination is determined, corrective action will be taken immediately; and the complainant will be advised of the corrective measures taken.
  - j. Nothing in this policy shall be construed to modify the employee at will provisions contained in Paragraph 1 hereof.
5. **GRUNDY COUNTY'S SEXUAL HARASSMENT POLICY** The purpose of this policy is to stress Grundy County's strong opposition to sexual harassment, to identify complaint procedures available to employees, and to outline disciplinary penalties that may be imposed for sexually harassing conduct.
- Guidelines:*
- a. It is illegal, and against Grundy County's policy, for any worker - male or female - to harass another worker, or member of the public during a work situation, by making unwelcome and unwanted sexual advances or favors, or other verbal or physical conduct of a sexual nature, a condition of employment; by using a worker's submission to or rejection of such conduct as the basis for or a factor in any employment decision affecting the individual; or by creating an intimidating, hostile, or offensive work environment by engaging in such conduct.

- b. The creation of an intimidating, hostile, or offensive work environment may include, but is not limited to, such actions as persistent comments on a worker's sexual preferences, the display of obscene or sexually oriented photographs or drawings, or unwanted physical conduct. Conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory effect on employment may not be viewed as harassment. The employer will determine whether certain conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
  - c. The employer will not condone any sexual harassment of employees. If an investigation confirms sexual harassment has occurred, Grundy County will take corrective action, including such discipline up to and including immediate termination of employment, as is appropriate.
  - d. Any employee who feels victimized by sexual harassment should immediately report the alleged harassment to his or her supervisor. If the first-line supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's superior. Any supervisor receiving a complaint shall inform the County Attorney of such complaint.
  - e. Grundy County's policy is to investigate all sexual harassment complaints thoroughly and promptly, questioning all employees who may have knowledge of the alleged incident or similar problems. Both the complaints and the investigative steps and findings should be documented as thoroughly as possible. To the fullest extent practicable, Grundy County will keep sexual harassment complaints and the terms of their resolution confidential.
  - f. Employees who are dissatisfied with an investigating manager's resolution of a sexual harassment problem may file a complaint in accordance with Grundy County's grievance policy.
  - g. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.
  - h. An erroneous report of sexual harassment may result in disciplinary action.
6. **GRUNDY COUNTY'S DISCRIMINATION POLICY** Grundy County is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate harassment of Grundy County employees by anyone, including any supervisor, co-worker, or member of the public during a work situation.

Discrimination because of political or religious opinions or affiliations or because of race, national origin or other non-merit factors shall be prohibited. This applies to any member of the public or any person involved in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration.

Discrimination against any member of the public or any person in employment on the basis of age, sex, sexual orientation, gender identity, physical or mental disability, will be prohibited except where specific age, sex, or physical or mental requirements constitute a bonafide qualification necessary to proper and efficient administration

Harassment consists of unwelcome and/or unwanted conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, religion, national origin, age, disability, or other protected group status. Grundy County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Employees shall not make offensive or derogatory comments either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal law and is considered misconduct subject to disciplinary action by Grundy County.

Sexual harassment deserves special mention, and is covered in a separate policy.

All Grundy County employees are responsible for helping to assure that we avoid harassment through the following acts:

- a. Refraining from participation in, or encouragement of, actions that could be perceived as harassment.
- b. Reporting acts of harassment to a supervisor; and
- c. Encouraging any employee, who confides that he is being harassed, to report these acts to a Supervisor.

Failure of an employee to take action to stop known harassment shall be grounds for discipline.

If you feel you have experienced or witnessed harassment, you are to immediately notify your supervisor. If the first-line supervisor is the source of the harassment, the employee should report the problem to the supervisor's superior. Any supervisor receiving a complaint of harassment or discrimination shall inform the County Attorney of such complaint.

Grundy County forbids retaliation against anyone who has reported harassment.

Grundy County's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, Grundy County will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, Grundy County will take corrective action, including such discipline up to and including immediate termination of employment, as is appropriate.

Employees who are dissatisfied with an investigating manager's resolution of the alleged harassment may file a complaint in accordance with Grundy County's grievance policy.

7. **DRUG FREE WORK PLACE**

- a. No employee engaged in work for the county shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal or state law.
- b. Workplace is defined as the site for the performance of work done in the capacity as a county employee. That includes a county building or county premise; a county-owned vehicle or private vehicle being used to perform county business.
- c. Employees shall notify their supervisor of the employee's conviction under any criminal drug statute for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.
- d. Employees shall abide by the terms of this policy respecting a drug-free workplace. An employee who violates the terms of this policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the Board of Supervisors. If the employee fails to successfully participate in such a program, employment may be suspended or terminated, at the discretion of the Board of Supervisors.
- e. Sanctions against employees, including suspension and termination shall be in accordance with prescribed county regulations and procedures.

Legal Reference: Iowa Code 124, Drug Free Workplace Act of 1988, 41 U.S.C. Sections 701-707, 102 Stat. Sections 4305-4308, 54 C.F.R. 4946. Related Rules and Regulations: 403.8-E. Cross References: 403.7 Chemical Dependency and 902.9 Tobacco Free Environment

8. **CONFERENCE POLICY** Any employee attending a conference must follow these guidelines to qualify for reimbursement of expenses:

- a. For out-of-state conferences only, the department head must inform the Board of his or her intention to attend the conference (or the intention to have a staff member attend), and to state the purpose and benefits that can be derived to assist in the operation of his office.

- b. Paid receipts must accompany the claim for reimbursement of all conference expenses. This includes itemized receipts for meals, lodging, registration fees, and parking. Reimbursement for meals will be made at the rate of no more than \$25.00 per day. No reimbursement will be made for personal expenses (i.e. phone calls, alcoholic beverages, etc.).
  - c. Lodging claims may be paid directly to the hotel rather than reimbursement to the employee. No meals or personal expenses allowed on billing. Also, registration fees may be paid directly to the organization sponsoring the conference, rather than reimbursement to the employee.
  - d. Reimbursement claims must be approved by the responsible department head.
  - e. No reimbursement will be made for expenses of a spouse of any employee attending a conference, unless it is work related.
  - f. For conferences held outside the State of Iowa:
    - 1) Travel expenses, if to be allowed, must be for the most direct route and for the most economical means of travel.
    - 2) Lodging claims shall be allowed only for the actual number of days necessary for attendance of conference, including time to and from conference.
    - 3) No money will be advanced for lodging, travel, and meals.
  - g. When a conference extends over a period of more than one week, biweekly payments will be made upon presentation of paid receipts.
  - k. After claims are presented, reimbursement will be made on the next scheduled date for payment of claims.
9. **COUNTY VEHICLE** The County vehicle will be utilized if available. County owned vehicles driven by County employees are authorized for County business only, except for commuting purposes. A sign up sheet is available in the Office of the CPC Administrator. A current certificate of insurance for the employee's personal vehicle(s) showing the limits of liability coverage, must be on file with the County Auditor to qualify for the mileage reimbursement.
- a. **Mileage Claims:** Any employee required to use their personal vehicle to fulfill job requirements of the County will be reimbursed at the rate of \$.40 per mile. Mileage claims will require the employee's signature to be authorized for payment.
  - b. **Seat Belts:** All employees shall use seat belts in all county vehicles, as well as in their own vehicles, while on County business in accordance with Iowa law.
10. **CREDIT CARD POLICY** Each department head is responsible for credit cards issued to his department. Maximum credit limit shall be \$2,000 for all departments, except the IT/GIS Department which shall be a maximum credit limit of \$5,000. Credit cards are to carry no annual fees and shall be obtained from banks within the County. Anyone charging materials or services through the credit card system is responsible to arrange for the sales tax exempt status referred to in Iowa Code Section 422.45.
11. **COMPUTER POLICY** The purpose of this policy is to outline Grundy County's policy for usage of computers, the Internet and E-Mail.
- a. **Usage:**
    - 1. It is the policy of Grundy County that employees are encouraged to utilize electronic communication as an appropriate means of communication and research to improve the quality and productivity of employees.
    - 2. Access to the Internet and E-Mail is authorized by elected officials and/or Department Heads for their employees; however, persons having access to these tools shall utilize them in a legal, professional manner. Use of the Internet or E-Mail services to obtain or send offensive or sexually explicit material is prohibited. Employees should maintain positive work ethics that would pass public scrutiny with regard to use of the County's electronic equipment.



3. Electronic equipment provided for the use of Grundy County employees and any work product, message or data transmitted through this equipment is the property of Grundy County.
  4. The Iowa Open Records Act (Chapter 22, Code of Iowa) and the Freedom of Information Act, as interpreted by the Courts, indicate the electronic files obtained via the Internet and E-Mail communications are public records and subject to inspection by the public in the same manner as paper documents.
  5. The use of County equipment in support of or against any ballot measure, candidate or political party is prohibited by law.
  6. All out-going e-mail communications are required to include the IT/GIS Department's recommended, and Board of Supervisors' approved, disclaimer.
- b. **Confidentiality:**
1. All passwords shall be kept confidential and not be posted anywhere where they can be easily found.
  2. Electronic equipment provided for the use of Grundy County employees and any work product, messages or data transmitted through this equipment is the property of Grundy County.
  3. Information which is protected from inspection by the public is subject to inspection by the appropriate County official.
  4. It is the responsibility of employees having custody of records classified as confidential by law to appropriately protect that confidentially.
- c. **General Guidelines:**
1. Downloading software and other materials from the Internet, E-Mail or any other source is prohibited without the consent of the IT/GIS staff. If downloading is authorized, any materials should be loaded onto an external device, which will then be checked for viruses before it is loaded onto any individual work station. Loading any software on Grundy County's computers is prohibited without the consent of the IT/GIS staff.
  2. Principles outlined in Grundy County's Sexual Harassment and Discrimination Policies are applicable to the electronic equipment owned or leased by Grundy County.
  3. Principles outlined in Grundy County's General Employment Policy are applicable to the electronic equipment owned or leased by Grundy County.
  4. Individuals utilizing the County computer system should have no expectation of privacy since all materials are subject to inspection.
  5. All users of E-Mail are expected to practice appropriate use. Users will use the following E-Mail guidelines:
    - Read and delete E-Mail on a regular basis.
    - Use of vulgar and/or abusive language is prohibited.
    - Always sign your name to messages.
 Users will NOT:
    - Send large number of E-Mail messages, or singularly large E-Mail messages, to a single address in order to flood someone's mailbox or send any chain E-Mail messages.
    - Forge E-Mail headers to obscure the true originator of the message.
    - Send harassing, discriminatory or offensive E-Mail, either by language, size or frequency. This includes sending E-Mail messages to a person who has asked explicitly that you do not do so.
- All Departments or Agencies that are connected to the County's computer network are required to follow the guidelines outlined herein.

- 6. Passwords will have a maximum age of 90 days, with a minimum of 8 characters. The last 6 passwords cannot be reused. After three bad attempts, you will be locked out for 6 hours unless the IT/GIS Department resets your account.
- d. **Backup:** Systems in the Courthouse are backed on a nightly basis. In order for the systems to be backed up, each user must log-out at the end of the workday. If this is not done, loss of program or data could result, without possibility of recovering lost data. Consistent abuse of this policy could result in the loss of right to utilize Grundy County's computers and software.
- e. **Penalties:** Any violation of the Grundy County Computer, Internet and E-Mail Use Policy will subject the employee to discipline up to and including termination. The employee may be held personally responsible for any criminal or civil action brought about as a result of their activities while using their computer or using the Internet or E-Mail services.
- e. **Policy Subject to Change:** The County has and reserves the right to change the contents of this policy at any time.

12. **LAPTOP COMPUTER ACCEPTABLE USE POLICY** Laptop computers that are purchased and/or property of Grundy County shall be used for legitimate county business. County employees are considered physical custodians of the county laptop computers and as such are fully liable for lost or stolen laptop computers. Any laptop computer that is damaged due to negligence on the part of the employee will be billed as such to the employee. Failure to follow this policy will result in not being allowed to use the laptop computer. The intent of this policy is to ensure that USERS of laptop computers are notified of all acceptable use requirements of Grundy County and have been informed of liability if laptop computers are lost, stolen or damaged.

IN EXCHANGE FOR the use of laptop computers, I understand and agree to the following:

- A. The "Password and Miscellaneous Policy" and the "Usage of Computers, Internet and E-Mail Policy" will be followed when using the laptop computer.
- B. Software packages (Word, Excel, and PowerPoint) are loaded onto the laptop computer. Additional software cannot be loaded on the laptop computer without the network administrator's consent and supervision. Any software found on the laptop computer that is not authorized will be removed immediately.
- C. It will be the responsibility of the user to make sure they have copies of the files, or updates on a CD, jump drive/flash drive, or on the network. The laptop computer currently is configured for either networked use or stand alone use. The county reserves all rights to any files that are stored on the laptop computer and will remove any material which the IT/GIS Department believes are illegal, pornographic, obscene, or otherwise objectionable.
- D. The user assumes full responsibility and financial liability for any laptop computer and/or peripherals. This does exclude every day wear and tear, which will be determined at the sole discretion of the I.T. Committee.
- E. At the sole discretion of the I.T. Committee, any user who has lost, stolen, or damaged laptop computers and/or peripherals will be charged for the cost of replacement/restoration. This includes failure to return the laptop computer and/or peripherals.
- F. Only authorized personnel are permitted to perform installations, modifications or repairs to the laptop computer.
- G. Only the person whose signature is on the "Laptop Computer Custodian Agreement" is allowed to use this laptop computer for county business. No family, friends, or others may use this laptop computer at any time.

- H. Hardware or software problems with the laptop computer must be reported immediately to the IT/GIS Department.
- I. Laptop computers must be made available to the IT/GIS Department on a quarterly basis for updates and maintenance. The IT/GIS Department will contact you by email when to bring the laptop computer in.

**RECOMMENDED STORAGE AND HANDLING:** It is necessary that the following guidelines are followed when storing or traveling with the county laptop computer except those laptops in the Sheriff's Office specifically mounted in the vehicles.

- Be careful not to bump or drop the laptop computer.
- When transporting the laptop computer, always turn it off and put it in a carrying case.
- Do not leave the laptop computer in an automobile or other location that is exposed to extreme temperatures or moisture. As a general rule, the laptop computer is safest at temperatures that are comfortable for you.
- Do not leave the laptop computer unattended in a vehicle, even for a short period of time.
- When traveling, make sure the laptop computer is in your possession at all times.

It is necessary that the following guidelines are followed when storing or traveling with the county laptop computer including those laptops in the Sheriff's Office specifically mounted in the vehicles:

- Keep all liquids away from the laptop computer. Almost any liquid spilled on the laptop computer can result in extremely expensive repairs.
- Keep jump drives, and the laptop computer away from magnetic fields. Magnetic fields can erase data on both jump drives and hard drives.

By signing the "Laptop Computer Custodian Agreement" form, I verify that I have read and understand the Grundy County Laptop Computer Policy and agree to abide by the policy. I agree with and am willing to follow the above. I am responsible for the laptop computer, its accessories and peripherals and I agree to reimburse Grundy County for the cost of repairing or replacing the laptop computer and/or accessories and peripherals if they are damaged, lost, or stolen while in my custodianship. I agree that I am totally responsible for the cost of replacement if the laptop computer and any and all accessories and peripherals are not returned when requested.

**13. DANGEROUS WEAPONS IN THE WORKPLACE** Employees other than law enforcement are not allowed to carry dangerous weapons while working for the county, or onto county property, unless under the direction of law enforcement. This policy is to protect all employees and visitors in the Courthouse and other County property. A "dangerous weapon" is defined by Iowa Code 724, 702.7 and 723A.1 to include but is not limited to guns, knives of certain length, explosives, hazardous chemicals, etc. and any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Violation of this policy is grounds for disciplinary action including termination. Any deviation from this policy must be approved by the Board of Supervisors with notification of the department head.

**14. VEHICLE SAFETY POLICY** - County owned vehicles:

- Only authorized persons are to be passengers in a car operated on County business. Authorized persons include customers, vendors, fellow employees, and other county officials. Immediate family members should only be included upon prior approval of management.
- County owned vehicles are provided for business related travel only.

- An employee's department should know of intended travel plans by way of an itinerary or other equivalent method. This also allows a means of contact during an emergency.
  - Employees driving County vehicles are responsible for keeping the interior clean, reporting any vehicle problems or defects and maintaining the vehicle according to the County policy.
  - Employees not assigned County vehicles are not allowed to use one without prior management approval.
  - All accidents must be reported to your department supervisor and vehicle coordinator, immediately. The accident report in the glove box should be filled out regardless of fault.
  - Motor Vehicle Reports may be run to review the driver's restrictions.
  - Drivers are responsible for locking the vehicle when parking.
  - Drinking alcohol or illegal drug use while driving or prior to driving a County owned vehicle is prohibited and can result in immediate termination.
  - Drivers are required to inform the vehicle coordinator of any OWI tickets, suspensions or revocation of driving privileges immediately, regardless of which state they are received. Continuing to drive a County vehicle while under suspension can result in termination.
15. **WHISTLEBLOWER POLICY** It is the policy of Grundy County to abide by all applicable federal, state, and local laws, rules and regulations and to have its employees do the same. Each employee has a duty to assist in following and implementing this policy.
- Any alleged violation of this policy should be reported to an employee's immediate supervisor in writing and signed by the employee. If this written report is not practical or if that action is taken and does not correct the alleged violations, the employee should prepare a written statement, signed and dated by him or her, and deliver the statement to any member of the Board of Supervisors or the County Attorney, so that an investigation may be conducted by the County Attorney or other designee selected by the Board of Supervisors. This signed written statement should include all specific information known by the complaining employee for use in the investigation.
- There will be no retaliation by Grundy County or any of its employees against any employee who makes a good faith report pursuant to this policy, even if an investigation shows that there has not been a violation of law, rule, or regulation.
- It is the responsibility of Grundy County to correct or prevent such violations of law, rules, or regulations. This is a legal obligation and a practical necessity. A violation can affect the credibility of Grundy County as an employer resulting in adverse publicity and distrust by our citizens whom we seek to serve.
- This policy is important to Grundy County. We encourage each employee to seek resolution of any problem through his or her supervisor but confirm that there will not be retaliation for any employee who follows this policy.
- This policy is intended to support and compliment the provisions of Iowa Code Section 70A.29 which creates civil penalties and remedies for prohibited reprisals by a political subdivision against an employee for a disclosure of information or a complaint to any outside person or agency.
16. **COURTHOUSE CLOSURE POLICY** It is the policy of Grundy County that the decision to close county offices shall be made by the Chairperson of the Board of Supervisors and the County Engineer. If a decision is made to close the county offices, the County Engineer shall notify KWWL news station of said closure. Employees are encouraged to watch KWWL or to take advantage of the text alert system which is available through KWWL to be notified of any closures.

17. **CELLULAR DEVICE POLICY** Grundy County may require an employee to use his or her personal cellular device, subject to reimbursement by the County. The amount of reimbursement shall not exceed the actual cost of the cellular device plan, shall not be used as a salary diversion, and shall be calculated to include only services needed by the employee for job performance. Reimbursement for the use of an employee's personal cellular device shall not exceed a monthly maximum rate of \$30.

If an employee's position requires a need for constant communication with the individual, including after normal business hours, or the employee spends large amounts of time away from the office and access to a land line, or for the personal safety of an individual while traveling or working in remote areas, said employee may request a county-provided cellular device to be provided to him or her. If the County provides a cellular device for use by an employee, the employee shall be responsible for the care, maintenance and appropriate use of said device. All County-provided cellular devices and services shall be used for conducting legitimate County business. Departments are required to review their wireless communication plans annually to ensure cost effectiveness.

In the interest of safety, employees using cellular devices (regardless if County provided) are expected to exercise appropriate care and caution if used in a moving motor vehicle. Employees are to avoid the use of cellular equipment under any circumstances where such use might create or appear to create a hazard. The following safety measures are recommended when operating a motor vehicle:

- Use a cellular device only when parked or have a passenger use it.
- No texting while driving.
- Never dial the phone or take notes while driving.
- If the cellular device rings while driving, let your voice mail take the call and listen to the message later when properly parked.
- Make sure the phone is easy to see and reach.
- If you must answer the phone, let the person you are speaking to know you are driving and suspend the call until you can pull over.
- Do not engage in stressful or emotional conversations on the phone or with passengers in your car.
- Use the cellular device to call 9-1-1 for emergency assistance.

An employee's personal charges on a county-provided cellular device shall require reimbursement. Employees shall be required to reimburse the County for any costs incurred by purchasing apps, games or ringtones. An employee's access to a cellular device may be terminated for violations of this policy, for continued overages related to personal use, including text messaging, or for purchases of third party content such as apps, games or ringtones.

An employee shall report a lost or stolen cellular device immediately so it may be turned off. Employees should use reasonable precautions to prevent loss, damage, theft or vandalism to County-provided cellular devices. A cellular device that is lost, stolen or damaged outside the normal course of business is the responsibility of the employee to which the device is assigned. Upon termination of employment, all County-provided cellular devices must be returned to the County.

The telephone number and records of a County-provided cellular device are considered a public record.

During paid work time, employees are expected to exercise the same discretion in using personal cellular devices as is expected for the use of any County telephones. Excessive personal calls (including text messaging) during the work day, regardless of phone used, can interfere with employee productivity and be distracting to others. Employees are expected to make personal calls during breaks when possible and to

ensure that friends and family members are aware of the County's policy. Flexibility will be provided in circumstances demanding immediate personal phone use, but this immediate need should be communicated to the employee's supervisor. Department heads may establish cellular device use policies or work rules which are more restrictive than this policy.

Because an employee who receives his or her County email on his or her personal cellular device is receiving county data, said employee shall deliver said personal cellular device to the IT Department prior to terminating the use of said personal cellular device. The IT Department will then reset the said cellular device to factory settings.

18. The County has and reserves the right to change the contents of this policy at any time.

Passed and adopted this 1<sup>st</sup> day of July, 2013.



James Ross, Chairperson  
Grundy County Board of Supervisors

ATTEST:



Rhonda R. Deters, County Auditor

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