

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

Ph: (563) 326-8767 Fax: (563) 328-3285
www.scottcountyia.com



Date: March 23, 2008
To: C. Ray Wierson, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Human Resources Policy Updates

The following are summaries of the recommended changes to the Human Resources and General policies for consideration by the Board of Supervisors:

The suggested modifications to Human Resources Policy I. "Hours of Work" and Human Resources "Policy K. Holidays" are a result of a meeting in December to establish some consistent payroll practice for non-represented individuals who work different shifts and to address 12 hour shift issues. Human Resources staff met with the Auditor's Office, Sheriff's Office, Health Department, Conservation Department and Juvenile Detention Center to address several issues and determine areas where consistency could be achieved. Ten recommendations were agreed to and are implemented in these policy changes. The items concern when shift differential is paid and when holiday pay is paid. The desire is to have the language in affect by the next holiday, Memorial Day.

The recommended changes to Human Resources Policy P. "Insurance & Deferred Compensation" are to clarify vendor issues. It is difficult to manage an infinite number of deferred compensation vendors, so it is desired to establish guidelines for any future vendors requiring them to have ten possible clients.

The PRIDE and Employee Recognitions teams have discussed ways to improve their programs. As has been previously discussed there is a desire to no longer have an employee of the year, therefore we are recommending the policy be updated to reflect this change to Human Resources Policy V. "Employee Recognition".

The final policy change is to General Policy 32. "Smoke Free Workplace" to encourage smoking cessation participation of employees by offering up to \$150 of reimbursement for the cost of cessation classes or medications to assist. The belief is that this will have a long term positive affect on medical costs.

I. HOURS OF WORK

GENERAL POLICY

It is the policy of Scott County to schedule a normal work week for County employees.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

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

NORMAL WORK SCHEDULES

The normal work week for full-time County employees shall be forty (40) hours. Normally, the forty (40) hours will consist of five (5) eight-hour days; however, variations to this schedule may be allowed pursuant to departmental operating needs and in the best interest of an efficient, effective operation. For payroll purposes the date the shift begins is considered the workday.

Full-time office personnel will generally work eight (8) hours per day, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. unless otherwise specified by the department head.

The normal work week for part-time employees shall be established by the appropriate department head pursuant to departmental operating needs and the number of work hours budgeted for such part-time positions.

Variations to "normal" work schedules are encouraged to the extent that they serve departmental operating needs and the best interests of an efficient, effective operation. It shall be at the discretion of the Department Head to implement flexible work schedules, which may include: flextime, compressed work weeks, job sharing, or other alternatives. In no event shall the implementation of a flexible work schedule cause overtime pay or adversely affect the public service hours of the County operations. Department Heads shall discuss options with the Human Resources Department when contemplating the implementation of or a change in flexible work hours.

CONTINUOUS OPERATIONS

Employees engaged in continuous operations are defined as those employees working in an activity for which there is regularly scheduled work seven (7) days per week, twenty-four (24) hours per day. Because of the operating needs of such continuous operations, it is understood that other scheduling arrangements outside of those described in the section immediately above may be necessary. Any such work schedules shall be developed in the best interest of an efficient, effective operation.

All non-represented employees engaged in continuous operations will be eligible to receive shift differential for all hours worked during the afternoon or evening shifts. However departments engaged in continuous operations where non-represented employees are regularly scheduled to work 12 hour shifts, only the second (a.k.a. evening shift) will be eligible to receive shift differential. The amount of the differential shall be established by the Board of Supervisors.

12 – HOUR SHIFT ASSIGNMENTS

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue vacation, sick leave, holidays, floating holidays and other paid leaves of absences based on a 2,184 hour per year schedule. This accrual schedule is intended to reflect the additional straight time hours worked above a normal 2,080 hour per year employee.

MEAL AND BREAK PERIODS

Full-time employees will normally be granted an unpaid meal of up to one half (1/2) hour in duration each work day. Normally, the meal period will be scheduled near the middle of the work day. In the event an employee would be expected to have meals frequently interrupted for duty purposes, the meal period may be considered a part of the employee's paid regular shift.

To the extent possible, and in consideration of departmental staffing needs, employees may be granted two (2) fifteen (15) minute paid break periods during each eight-hour work day as scheduled and approved by the department head. Break periods are normally scheduled near the middle of each half shift and are intended as a relief from the work routine. As such, they may not be saved or combined to extend the meal period or shorten the work day.

ADMINISTRATIVE PROCEDURES

1. In consideration of an employee's off-duty interests and obligations, departments are encouraged to give advance notice of at least one (1) calendar week prior to changing an employee's regular work schedule. This provision does not apply to emergency situations requiring a temporary change in work schedules.
2. Employees are encouraged to complete their duties within their regularly scheduled work period. Employees eligible for overtime compensation must receive approval from their supervisor prior to working overtime hours.

K. HOLIDAYS

GENERAL POLICY

It is the policy of Scott County to grant its employees certain holidays off from work with pay as specified herein.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder with the exception of the elected office holder themselves and Deputies;

All Deputies provided the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

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.

HOLIDAYS

Employees are granted the following holidays: Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve Day; Christmas Day; New Year's Day; Memorial Day; and Two (2) Floating Holidays.

HOLIDAY PAY PROCEDURE

The holidays listed in this policy conform to a Monday through Friday work schedule whereby those holidays falling on Saturday or Sunday are observed on Friday or Monday. However, for those employees involved in continuous operations as defined in Policy I, the traditional day of observance will be used for paying premium holiday pay. If an employee considered exempt pursuant to the FLSA is required to work on a holiday, they are not eligible for premium holiday pay but the department director may permit them to take off a different day in the same pay cycle.

Deleted: the last section of

Except as limited by the scheduling requirements of continuous County operations, employees are

granted those holidays listed in this policy with pay at their straight time hourly rate for the number of hours which they would normally work, up to a maximum of eight (8) hours pay per holiday.

Deleted: the last section of

In those cases where an employee is required to work on a holiday, that employee shall receive one and one-half (1-1/2) times his/her straight time hourly rate of pay for all consecutive hours worked if the shift began on the holiday, and this shall be in addition to any holiday pay the employee would otherwise receive. Part-time non-benefit eligible (not seasonal) employees will be paid premium holiday pay only for actual hours worked on the holiday. Part-time Correctional Health Nurses commonly referred to as "contract" or "on-call" receive a \$5.00 an hour premium for actual hours worked on the holiday, however if they do not qualify for the "contract pay rate" they shall receive premium holiday pay for actual hours worked on the holiday. The employee may elect to take up to twelve (12) hours of such holiday pay as compensatory time off; however, an employee shall not accrue more than sixty (60) hours of unused holiday/compensatory time.

Deleted: actually

Regular, part-time employees are eligible to receive holiday benefits on the condition that such part-time employees are scheduled to work one thousand forty (1,040) hours or more annually. Such employees will receive holiday pay on a pro-rated basis, according to their assigned salary percentage. For example, an employee rated at fifty percent (.50 FTE) would receive four (4) hours of holiday pay. Coop students, temporary and/or seasonal employees are not eligible for holiday benefits.

If a holiday occurs during a paid leave of absence, the employee will receive holiday pay for that day and the holiday will not be counted as part of the leave of absence.

12 – HOUR SHIFT ASSIGNMENTS

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue holidays and floating holidays based on a 2,184 hour per year schedule. Eligible employees will earn 8.4 hours for each holiday and floating holiday, they may supplement hours to reach 12 hours with floating holiday, compensatory time, vacation or "approved without pay".

FLOATING HOLIDAYS

Floating holidays will be scheduled by mutual agreement between the employee and the department head. If agreement cannot be reached by February 1st of each fiscal year, the department head may unilaterally schedule these holidays. Floating holiday leave will be charged in actual hours used with a minimum charge of fifteen minutes. Floating holidays shall not be carried from one fiscal year to another fiscal year, nor shall they be granted, if unused, to any employee upon retirement, termination or discharge. No employee will be permitted to work on his/her floating holidays. An employee will not be granted a floating holiday during his/her probationary period.

Regular, part-time employees who are scheduled to work 1,040 hours or more annually, are eligible to accrue floating holiday hours according to their percentage of full-time employment. Floating holidays for regular, part-time employees shall be used according to the number of hours which the individual would normally work.

P. INSURANCE AND DEFERRED COMPENSATION

GENERAL POLICY

It is the policy of Scott County to offer medical, prescription drug, dental, vision, life insurance coverage and deferred compensation options to its benefit-eligible employees.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder with the exception of the elected office holder themselves and Deputies;

All elected office holders and/or Deputies provided the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

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.

HEALTH BENEFIT ELIGIBILITY

To be eligible for group health and/or life insurance benefits, an employee must occupy a regular full-time position or a regular part-time position scheduled to work at least one thousand and forty hours per year. Coverage is normally effective the first day of the month following appointment to a benefit-eligible position.

GROUP HEALTH BENEFITS

Coverage available under the County's group health plan include: hospital and medical benefits; prescription drug benefits; dental benefits, and vision benefits. A detailed description of benefits, including deductible, premiums and coinsurance requirements, is available through the Human Resources Department.

The County will pay the monthly single premiums for benefits included under the group health plan, and will pay a portion of the dependent premiums for those employees electing dependent coverage. The

specific amount to be contributed by the County for dependent coverage will be established each year by the Board of Supervisors as part of its annual budget review process.

GROUP LIFE BENEFITS

Benefit-eligible employees in positions classified under 350 Hay points are eligible to receive term life and AD & D insurance coverage equal to \$20,000. Benefit-eligible employees in positions classified at 350 Hay points or above are eligible to receive term life and AD & D insurance coverage equal to one hundred percent of their annual salary as of July 1st of each year. Department Heads, Elected Officials, and Deputy Office Holders are eligible to receive term life and AD & D insurance coverage equal to two hundred percent of their annual salary as of July 1st of each year.

The County will pay the monthly premium for the term life and AD & D coverage described above.

TERMINATION OF GROUP COVERAGE

Life insurance coverage under the County's group plan will end on the employee's date of employment termination.

Health coverage under the County's group plan will normally terminate at the end of the month in which the employee terminates employment with the County. However, an employee may be eligible to extend coverage under the group plan as required by state or federal law. Premiums for extended coverage shall be paid by the employee. Information on the extension of group coverage and/or conversion to an individual medical insurance policy is available through the Human Resources Department.

DEFERRED COMPENSATION PLAN

Employees shall have the option of deferring a portion of their compensation for the purpose of building retirement security in a tax-sheltered investment plan in accordance with state and federal law. Payroll deductions can only be made for Deferred Compensation Plan Providers who have completed Deferred Compensation Plan Administrator Agreement and have a minimum of 10 employees requesting enrollment in the plan. All Deferred Compensation Plan Providers must satisfy the requirements of Section 457 of the Internal Revenue Code and the Administrator Agreement to maintain eligibility as a provider.

Deleted: An employee may select any Deferred Compensation Plan Provider from the County's approved list for payroll deduction.

For those employees with four or more years of continuous service with the County, or who reach the top of their pay range prior to the end of any calendar year, the County will match their contribution at \$.50 for each dollar the employee contributes during that calendar year, up to a maximum of \$500.00. The matching contribution will be paid in the second paycheck in January of the following calendar year or upon termination of employment, whichever occurs first. The employee is responsible for monitoring and not exceeding the maximum allowable annual contribution in accordance with Section 457 of the Internal Revenue Code.

Information regarding payroll deduction for deferred compensation and selection of Providers, distribution, change or designation of beneficiaries is available through the Human Resources

Department. The County does not solicit, nor endorse any Deferred Compensation Plan Provider.

FLEXIBLE BENEFITS PLAN (SECTION 125)

Pursuant to Section 125 of the Internal Revenue Code, the County offers employees the option of using a portion of their before tax compensation for one or more of the following flexible benefit plans:

1. Premium Only Plan - Provides for the reduction of compensation by the employee contribution for health and life insurance premiums before taxes.
2. Effective January 1, 1997: Dependent Care Reimbursement Account - Employees fund the flexible spending account by regular payroll deductions prior to tax. The account cannot exceed \$5,000 annually (\$2,500 if married and filing separately). Dependent care expenses are then reimbursed up to the amount of the annual election.

Unused annual elected amounts are forfeited.

3. Effective January 1, 1997: Health Care Reimbursement Account - Employees determine an annual election amount up to a \$2,500.00 limit, to be put into a flexible spending account for non-covered health-related expenses. The elected amount is deducted from compensation prior to tax and expenses are then reimbursed up to the amount of the employee's annual election.

Unused annual elected amounts are forfeited.

Employees electing to participate in one or more of the plans may have expenses for group health premiums, dependent care, or out-of-pocket health care costs deducted from compensation prior to taxes. Detailed information and enrollment forms regarding these flexible benefit plans are available through the Human Resources Department.

ADMINISTRATIVE PROCEDURES

1. The Human Resources Department is responsible for administering the County's group health, life, deferred compensation and Section 125 flexible benefit plans.
2. The County retains full authority to change the plan of benefits described in this policy, to self-insure all or any portion of said benefits, and to select the insurance carrier or claims administrator.

V. EMPLOYEE RECOGNITION

GENERAL POLICY

It is the policy of Scott County to recognize employees for faithful years of service to the organization, for outstanding service to the County, and upon their retirement from County employment. Also to recognize those groups of Scott County employees involved in improving the community as well as improving the delivery of service to the citizens.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder including the elected office holder and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

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.

RECOGNITION FOR YEARS OF SERVICE

In appreciation for their long-standing contribution to the County service, regular full-time and regular part-time employees shall receive a recognition award beginning at five years of continuous service at the regularly scheduled Committee of the Whole meeting. The schedule of awards will be as follows:

<u>Years of Continuous Service</u>	<u>Recognition Award</u>
5	five-year pin and pad folio
10	ten-year pin and \$20 Simon gift <u>card</u>
15	fifteen-year pin and \$30 Simon gift <u>card</u>
20	twenty-year pin and \$40 Simon gift <u>card</u>
25	twenty-five-year pin and \$35 Simon gift <u>card</u> and a

Deleted: certificate

- watch which includes the County logo
- 30 thirty-year pin and \$60 Simon gift card
- 35 thirty-five-year pin and \$75 Simon gift card
- 40 forty-year pin and \$100 Simon gift card and a crystal service award with etched County logo

In addition, the County will furnish the local news media with relevant information (name, job title, department and years of service) on recipients of a recognition award for years of service.

RECOGNITION FOR OUTSTANDING SERVICE

In the interest of recognizing outstanding service by County employees on a quarterly and annual basis, the following recognition program is established.

1. Quarterly Recognition Award. Any regular, full-time, or part-time employee may be nominated by any County employee for quarterly recognition of outstanding service to the County. Nominees should exemplify Scott County's PRIDE philosophy by their activities and contributions to the organization. Nominations will be considered quarterly and must be submitted by 4:30 p.m. on the established deadline date. Nominations received after these dates will be considered the following quarter.

A nomination form must be used when nominating an individual, and these forms are available un the intranet or by contacting the Human Resources Department. Nomination forms must be complete, legible and limited to no more than 500 words.

A selection committee (see #2 below) will review all nominations and select the employee who best exemplifies the County's PRIDE philosophy as Outstanding Employee of the Quarter. The employee will be presented with a plaque of appreciation and a \$50 gift to be presented by the Board of Supervisors at the Board's Committee of the Whole meeting. In addition, a plaque bearing the recipient's name, department and photograph will be displayed for a one-year period in an area designated by the Board.

2. Selection Committee. The selection of outstanding employees will be made by a 10-member selection committee. To ensure that a good cross section of employees is represented on the selection committee, appointments will be made in the following manner:

- Departments with 10 or more employees will submit the names of two employees, one management and one non-management employee, for possible appointment to the selection committee. Departments with less than 10 employees will submit the name of only one employee.
- From those names submitted by departments, a ten member selection committee will

Deleted: September 1, December 1, March 1 and June 1 of each fiscal year

Deleted: will be available in each County department

Deleted: previous quarterly winner or his/her department head and the

Deleted: An employee recognized as Outstanding Employee of the Quarter will be considered automatically for Outstanding Employee of the Year, but may not be considered for more than one quarterly award during the same fiscal year. ¶

. 2. Annual Recognition Award. The recipients of quarterly recognition awards in each fiscal year will be considered for the Outstanding Scott County Employee of the Year award. The Selection committee (see #4 below) will review the qualifications of each quarterly recipient and choose the most outstanding individual. ¶
The Employee of the Year will be presented with a plaque of appreciation and a \$250 brochure gift by the previous Employee of the Year, his/her department head and the Board of Supervisors. Normally, this presentation will be made at a Committee of the Whole meeting. In addition, an annual recognition plaque bearing the recipient's name, department, and date of the award will be displayed in an area designated by the Board. ¶

. 3. Group Recognition. Groups which work within the County to provide efficient service to the citizenry and promote the welfare of all employees may be nominated for this award. Eligible groups may be task forces, committees, work groups, entire departments, or employee volunteer groups. One group will be recognized annually with a gift at the PRIDE Celebration. ¶
Any group of regular, full-time or part-time employees participating in one of these groups may be nominated by any County employee. Nominations will be considered annually and must be submitted by 4:30 p.m. on November 1 of each year. Nominations received after this date will be considered for the following year. ¶
A nomination form must be used when nominating a group. These forms will be available in each County Department by contacting the Human Resources department. Nominations forms must be complete, legible and limited to no more than 500 words. ¶
A group can be two or more people. The same group cannot be recognized two years in a row.

Deleted: / groups

be appointed (one management and one non-management) from each of the following departmental groups:

Group 1

Information Technology
Office of the Administrator
Human Resources
County Attorney

Group 2

Conservation
Facility & Support Services
Secondary Roads

Group 3

Recorder
Treasurer
Auditor

Group 4

Jail
Juvenile Detention
Community Services

Group 5

Sheriff
Health
Planning & Development

- No more than one employee from the same department may serve on the selection committee at any one time.
- Committee members are limited to one term of two years. Appointments will be for two-year staggered terms.
- Anyone serving on the selection committee will be ineligible for the Employee of the Quarter or Year awards.

A quorum of the selection committee will consist of five members; however, a representative of each departmental group must be in attendance to make a selection.

The selection committee will vote annually to elect a chairperson from its membership. In addition other duties as determined by the committee, the chairperson will vote to break a tie in the selection process.

RECOGNITION AT RETIREMENT

In the interest of recognizing an employee's accomplishments at the conclusion of his/her work life, regular full-time and regular part-time employees who retire from the County with five or more years of continuous service shall be formally recognized as indicated below. These awards will be presented by the Board of Supervisors, at a regular Board meeting, with the assistance of the relevant department head. The schedule of awards shall be as follows:

1. An employee who retires with at least five years of continuous service, but less than ten years, shall receive a framed certificate of appreciation in resolution form as approved by the Board.

2. An employee who retires with at least ten (10) years of continuous service, but less than twenty (20) years, shall receive an engraved, 5X7 plaque.
3. An employee who retires with at least twenty (20) years of continuous service, but less than thirty (30) years, shall receive an engraved, brass-plated plaque.
4. An employee who retires with thirty (30) or more years of continuous service shall receive an engraved, brass-plated plaque with an affixed time piece.

In addition, the County will furnish the local news media with relevant information (name, job title, department and years of service) on recipients of a recognition award at retirement.

ADMINISTRATIVE PROCEDURES

1. The Human Resources Department is responsible for administering the provisions of this policy to ensure the timely presentation of recognition awards.
2. Department heads are expected to cooperate in the effective implementation of this policy by verifying lengths of service as may be needed, and by notifying the Human Resources department as far in advance as possible of impending retirements.

32. TOBACCO-FREE WORKPLACE POLICY

Deleted: XXXII

GENERAL POLICY

It is the policy of Scott County to provide a healthy, comfortable and productive work environment for our employees and the general public that we serve. Therefore, tobacco use is strictly prohibited within all County owned or leased facilities and vehicles. The County supports the conclusion of the United States Surgeon General and the United States Environmental Protection Agency that:

- Second-hand smoke is a cause of disease, including lung cancer for non-smokers
- Second-hand smoke has been classified as a Class A carcinogen.
- The simple separation of smokers and non-smokers within the same air space may reduce the exposure of non-smokers to environmental tobacco smoke.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder including the elected office holder and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

When 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.

PURPOSE

This policy ensures that County employees have a safe, healthy, environment free from tobacco use. Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, it shall be the policy of the County to provide a smoke-free environment for all employees and visitors.

PROVISIONS

1. This policy applies to all employees, vendors, visitors, and citizens conducting business within County facilities or vehicles.
2. Tobacco use is strictly prohibited with in all County owned or leased facilities and vehicles.
3. Tobacco use is prohibited within 35 feet of any County facility except in designated areas.
4. "Tobacco-Free Facility and Grounds" signs shall be posted at all building entrances, and in all vehicles.
5. Scott County recognizes nicotine dependency as an addiction and a major health problem. Employees needing assistance in dealing with this problem are encouraged to participate in a cessation program. Employees and dependants on the County's health insurance plan who remain tobacco free for 6 months shall be reimbursed up to \$150 for costs associated with cessation classes or medications (prescription or over the counter) to assist in quitting a tobacco dependency. Receipts for these products or proof of attendance in a cessation class shall be presented to the Human Resources Department.