

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

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



Date: August 25, 2009
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Human Resources Policy Updates

As you know one of the Board's goals is to update our Human Resources and General policies. This is the third set of policy changes. The following are summaries of the recommended changes to the Human Resources and General policies for consideration by the Board of Supervisors:

Human Resources Policy A. "PRIDE Philosophy and Policy Acknowledgement" is a total rewrite. It eliminates the Glossary and puts in place policy statement of the PRIDE philosophy is and has employees acknowledge the policy manual as our so called "employee handbook". We'll obtain employee signatures this fall when all employee training is done.

The modifications to **Human Resources Policy N. "Unpaid Leave of Absence"** no longer requires Board approval of leaves that are required by state of federal law.

The suggested modifications to **Human Resources Policy U. "Separation of Employment"** clarify notice requirements for retirement and resignation, establish layoff procedures by extending the notice requirement and permitting recall to work, and clarify the supervisor's role in collecting County property when separation occurs.

The suggested modifications to **General Policy 3 "Copying Policy"** are updates to clarify the green philosophy of copying and the move toward standardized equipment for overall cost savings.

The suggested modifications to **General Policy 6 "Accessibility Policy"** are updates to clarify the terminology in the federal law and streamline the grievance policy.

The suggested modifications to **General Policy 19 "Tax Deed Disposal and Auction"** are updates to eliminate references to abandoned property and clarify the team effort in reviewing properties made available at auction.

The suggested modifications to **General Policy 21 "Posting of Material"** are updates to clarify the proper postings related to public and employee bulletin boards.

The suggested modifications to General Policy 36 **“Construction of Private Drainage Improvements”** are related to additions of copies of the state of federal permit process.

NOTE: This entire policy is new. It replaces the Glossary that currently exists.

A. PRIDE PHILOSOPHY AND POLICY ACKNOWLEDGMENT

Welcome to Scott County employment. We hope you will find a great deal of challenge and personal satisfaction in your employment with Scott County. You have an important role in accomplishing the goals of your department and the County government. The County has a long tradition of PRIDE in its workforce - the foundation is the County PRIDE philosophy:

P: Professionalism means Doing it Right by:

- Knowing the job
- Maintaining integrity
- Being responsible
- Setting high standard

R: Responsiveness means Doing it Now by:

- Serving others
- Being action-oriented
- Listening and acting accordingly
- Meeting needs
- Getting the job done

I: Involvement means Doing it Together by:

- Teamwork
- Working together for best results
- Setting the example
- Being willing to participate
- Acting rather than reacting

D: Dedication means Doing it with Commitment by:

- Wanting to do it
- Maintaining a positive attitude
- Being determined to follow through
- Believing in what you are doing
- Putting yourself into the job
- Enjoying public service

E: Excellence means Doing it Well by:

- Ongoing commitment to improve
- Setting and striving for goals
- Reaching for full potential
- Willingness to take risks
- Not tolerating mediocrity
- Being the best

NOTE: This entire policy is new. It replaces the Glossary that currently exists.

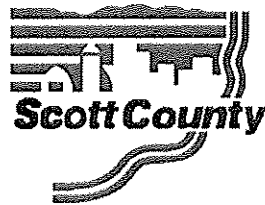
This is your employee manual. The purpose of this manual is to set forth the Human Resource and General Policies of Scott County. Each policy sets forth which employees it is applicable to. All policies are available to employees on the intranet and internet. On the footer of the page it will list the date the policy was approved by the Board of Supervisors. When a change is made to the policy an e-mail notification will go out to all employees. Clerical staff will post notice on the employee bulletin board for those employees without regular computer access. A hard copy of the policies will be maintained in the office of each department.

The materials in the Human Resource and General Policies are not exhaustive, although there is an attempt to cover matters of general applicability to all employees. Some of the information contained in these policies may be covered by a collective bargaining agreement. Where there are differences between a policy and a collective bargaining agreement, the collective bargaining agreement will prevail for employees covered by that agreement. If you do not understand the specific policy or its applicability to current circumstances you are encouraged to speak to your supervisor or Human Resources. The County reserves the right to make changes from time to time with or without notice and to interpret these policies. No provision in these policies is intended to create a contract between the County and any employee or to limit the rights of the County and employees to terminate the employment relationship at any time with or without cause. All employees except civil service or those subject to a collective bargaining agreement are considered at-will employees in the state.

Welcome to the County's workforce.

NOTE: This entire policy is new. It replaces the Glossary that currently exists.

Appendix A



SCOTT COUNTY
ACKNOWLEDGMENT
OF HUMAN RESOURCES AND GENERAL POLICIES

By signing below I acknowledge that it is my responsibility to have read and understood the policies outlined in this employee Manual including but not limited to the Affirmative Action, Equal Employment Opportunity, Workplace Harassment, Workplace Violence, and Drug Free Workplace policies. I understand that the Manual is intended only as a general reference, and not as a full statement of County procedures or a legal contract. I have been directed to read these documents and have been offered an opportunity to ask questions about their contents. I am also aware that from time to time these policies will be updated and I am expected to be familiar with those updates.

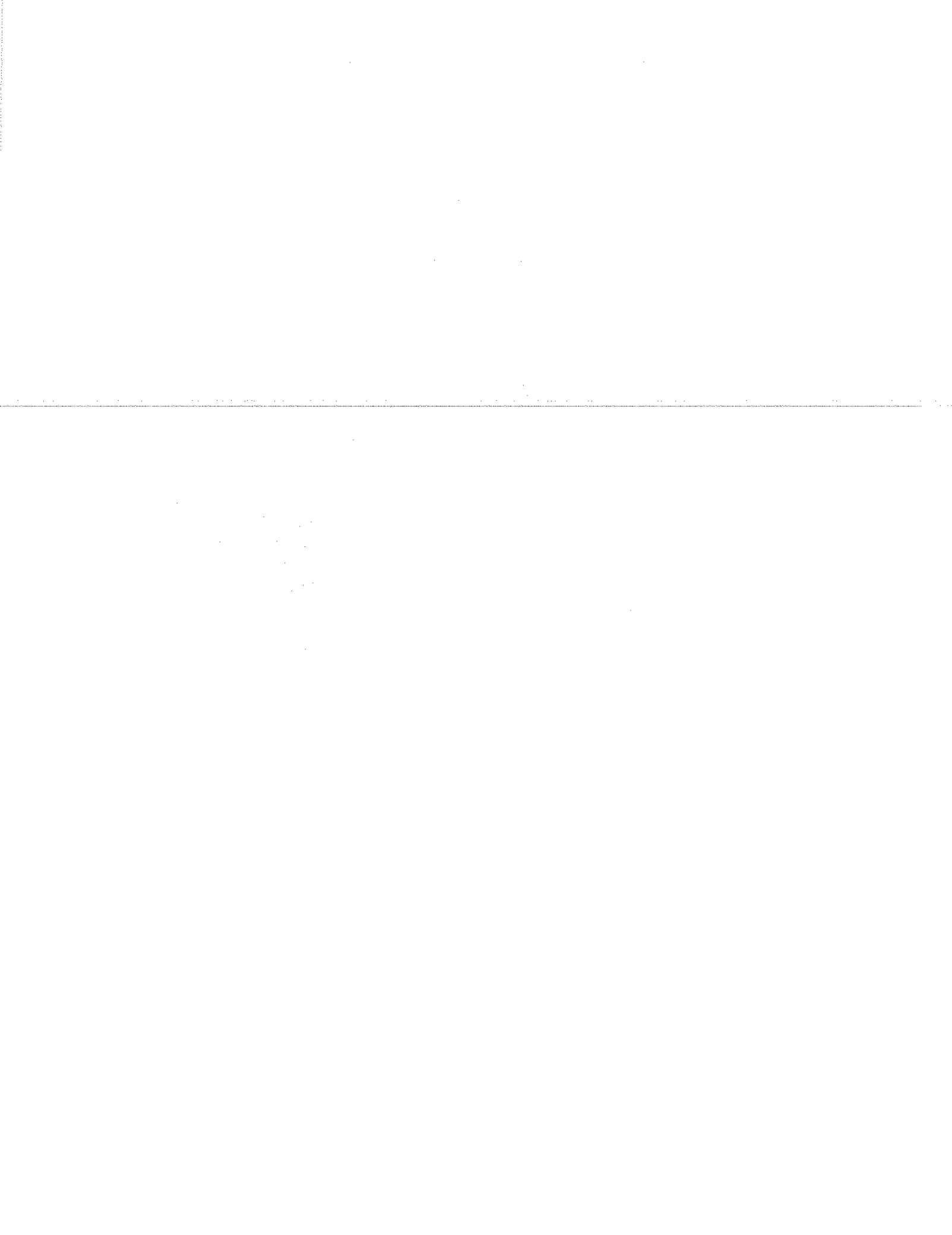
I understand that as an employee of Scott County, I am responsible for compliance with County and departmental rules of conduct and for achieving an acceptable level of work performance. I will do my best to responsibly execute the duties of my position.

Signature

Date

Witness

Date



N. UNPAID LEAVE OF ABSENCE

GENERAL POLICY

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

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 has 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.

ADMINISTRATIVE PROCEDURES

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

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

A request for an unpaid leave of more than thirty days will be forwarded with recommendation by the department head to the Human Resources Department. The Human Resources Director will transmit ~~any request not required by state or federal law~~ with recommendations to the Board of Supervisors for a final decision. In no event shall unpaid leave, under the

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provision of this policy, be approved for more than six months by the Board of Supervisors.

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

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3. When an employee fails to return to work from an unpaid leave of absence on the date specified in the request, the County shall regard this as the employee's resignation, unless a written request for extension has been submitted by the employee, recommended by the department head, and approved by the Board of Supervisors prior to the expiration.

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4. While on an unpaid leave of absence, an employee shall not be eligible for fringe benefits, including holiday pay, sick leave credits, vacation leave credits or the recognition of seniority during the period of such leave. Employees must pay the COBRA group health and life insurance premium rates once the unpaid leave of absence exceeds thirty (30) calendar days unless the employee is on approved FMLA leave or requests that the coverage be discontinued. The Human Resources Department will notify the employee of their COBRA rights.

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Deleted: accrue sick leave or vacation benefits. Nor shall time spent on an unpaid leave of absence be considered time worked for the purpose of receiving an in-grade wage increment.

Deleted: The employee must pay his/her own group health and life insurance premiums for that portion of an unpaid leave of absence in excess of thirty (30) days unless on Family Medical Leave (see Policy Y).

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

6. Public Service Leave. Any request for a leave of absence related to a political candidacy or public service shall comply with state law.

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

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

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

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U. SEPARATION OF EMPLOYMENT

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GENERAL POLICY

This policy is intended to cover Scott County's procedures related to termination of employment due to retirement, resignation or layoff.

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 between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

RETIREMENT

There is no mandatory retirement age for employees in the County service except for employees who serve in the capacity of a sworn peace officer. In accordance with Chapter 97B of the Code of Iowa, employees who serve in the capacity of a sworn peace officer shall be retired upon reaching the age of sixty-five (65). A regular employee who intends to retire his/her employment with the County pursuant to Policy P is encourage to provide the department head with as much advance written notice as possible in order to assist in an orderly transition of duties and staff.

Deleted: The County recognizes the potential that many older workers have for maintaining productive work standards beyond normal retirement age, and the County supports the continued employment of those individuals who are able to perform their work with efficiency and effectiveness.¶

Deleted: All employees, regardless of age, are expected to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work for the County. To ensure such standards are met, departments should evaluate the work performance of each regular employee in writing at least once per year. Work performance that consistently fails to meet acceptable standards may be grounds for termination of employment.

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RESIGNATION

A regular employee who voluntarily terminates his/her employment with the County is required to provide the department head with advance written notice of at least two (2)

calendar weeks to ensure an orderly transition of staff.

During this two-week period, the employee shall remain in active employment without access to unused leave accruals. Exceptions to this rule may be approved by the department head depending on the nature of the request and the operational needs of the department. Employees should not be permitted to use paid leave to extend employment for the sole purpose of extending benefits.

The County has the option of shortening the time period of a resignation notice if adequate staffing needs can be achieved.

LAYOFF

The Board of Supervisors reserves the discretion to determine the necessity for and implementation of a layoff in the County workforce due to lack of funds or abolishment of the service or job function.

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All temporary, seasonal and/or probationary employees working in the classification designated for layoff shall be laid off prior to the layoff of regular, non-probationary employees. Consideration will then be given to seniority and job qualifications. In addition to seniority, the criteria for retaining employment during a staff reduction will be as follows:

- 1) The job itself is necessary for conducting business in an efficient manner.
- 2) The employee possesses the skills needed to perform the required job function.
- 3) The employee has appropriate seniority available.

All employees affected by a layoff shall be given written notice with as much advance notice as possible, but not less than 30 days prior to the effective date of removal. Less than 30 days notice may be provided in case of a natural disaster that results in the need to shut down operations or layoff staff. An employee subject to a layoff notice will be afforded reasonable time off work to seek employment elsewhere.

Deleted: Written notice of layoff shall be given at least ten working days in advance of the layoff.

Employees subject to layoff may be recalled into the former position within one year of the effective date of the layoff notice. The order of recall shall be based on the employee's years of service in the recalled position. Employees shall be given a reasonable time to return to work. If an employee was laid off from a full-time position and is recalled to a part-time position, the person can accept or decline the position and remain on recall for a full-time position. After recall the employee will be paid at the same rate of pay before the layoff including other pay adjustments for which the employee would have been eligible while on layoff.

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Employees subject to a layoff are encourage to seek other County wide employment when available and managers are encouraged to give due consideration to their applications subject to qualifications.

ADMINISTRATIVE PROCEDURES

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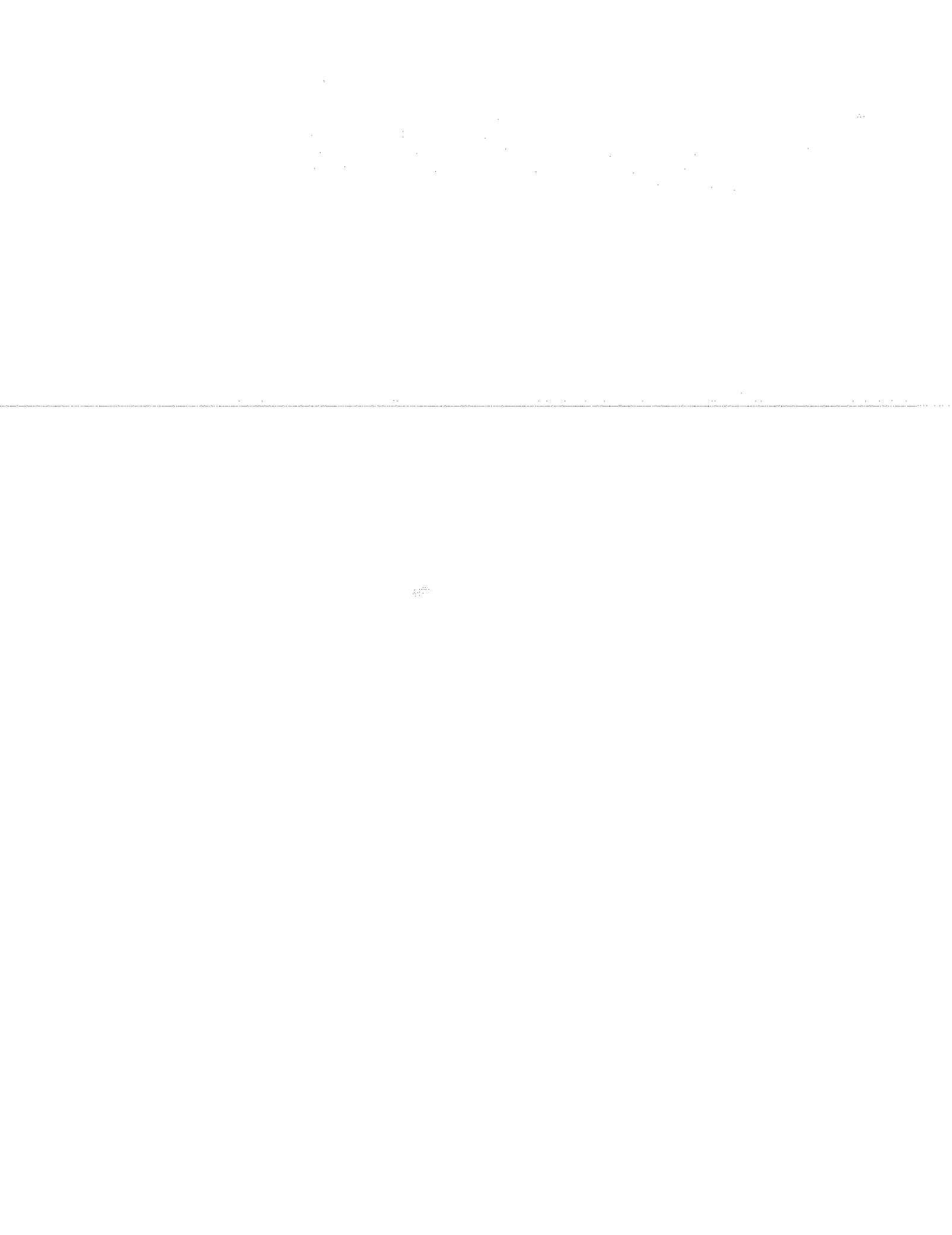
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1. The Human Resources Department will attempt to conduct an exit interview with each regular County employee upon notice of retirement, resignation, layoff or dismissal. The purpose of the exit interview is to provide the employee with information regarding termination of benefits, and to discuss related employment concerns.

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2. The Department Head or designee is responsible for retrieving all County property from the separating employee before the end of the final day of work. The Department Head or designee should review a departmental list of assigned equipment, keys and uniforms to assure proper return of property. Property specifically assigned and receipt acknowledged by the employee may be deducted from the final paycheck if not returned. If this is the case, the Department Head or designee should consult with Human Resources who will advise payroll on any proper withholdings. The Department Head or designee shall notify appropriate departments of need to deactivate access to any computers, technology or buildings.

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3. COPYING POLICY

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POLICY

It is the policy of Scott County to provide coordinated multi-function office machine (copy, scan and fax) service to all departments and offices in the most cost-effective and efficient manner possible. Said services shall be provided by the Facility and Support Services Department. In general, acquisition of multi-function equipment shall be through direct purchase whenever such funds are available and need exists. Lease and/or rental options shall only be exercised in unique situations. The use of recycled paper and two-sided copying will be encouraged and the unnecessary use of color copying discouraged in support of Scott County's sustainable mission.

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SCOPE

This policy is applicable to all offices and departments within Scott County government and any outside agencies utilizing county print shop services.

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ADMINISTRATIVE PROCEDURES

A. Responsibilities of Facility & Support Services (FSS)

1. FSS shall be responsible for the purchase and maintenance of all County copying equipment. All requests for service on copying equipment shall be directed to the Service Provider number as indicated on the service tag attached to the machine or as directed by FSS. In the event that service is unsatisfactory, contact FSS for follow-up.
2. FSS shall work with IT to adopt general specifications for all future multi-function purchases so as to achieve standardization of machines. These specifications shall be reviewed and updated as necessary. Wherever possible and feasible IT and FSS will purchase technology to provide users with equipment features to enhance user productivity.
3. FSS shall have responsibility for the bulk purchase of all copying supplies (paper and toner). FSS will supply recycled and green products whenever possible. Users should practice two-sided copying whenever feasible and practical to encourage the preservation of natural resources and to protect the environment. Paper for use in departmental copiers and printers shall be ordered through the Print Shop and will be charged back to each department. Specialty papers not normally stocked by the Print Shop shall be purchased and supplied by the requesting department or agency.
4. FSS shall conduct, on an annual basis, a survey of all existing copying equipment, in conjunction with the annual budget review process. FSS shall annually budget, within the Electronic Equipment Capital Plan for machine replacement based on a scheduled life-cycle and usage.

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5. FSS shall be responsible for monthly usage meter readings.

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B. Departmental Responsibilities

All offices and departments shall:

1. Route all major copying jobs to the Print Shop for processing.

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2. Assist FSS in gathering data to assist in maintenance and machine replacement planning. Users shall notify FSS if copier needs change resulting in the need to move, eliminate or add machines.

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3. Use recycled paper and two-sided copying whenever feasible and practical. The unnecessary use of color copying shall be discouraged. Compliance with these practices supports cost effectiveness and the County sustainable mission.

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4. Order all standard paper types for copiers, printers, and multi-function machines from the print shop.

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5. Order all standard toners for copiers, printers, and multi-function machines from the FSS Purchasing Office.

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..3..The use of recycled paper and two-sided copying will be followed whenever feasible and practical.¶

6. Return all depleted toner cartridges for proper recycling and/or disposal.

C. User Costs

1. User charges for services for County Departments, employees, public requests and outside agencies, will be evaluated and determined on an annual basis using historical data, labor estimates and current material pricing.

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2.

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Deleted: User charges for employees and public use will be evaluated and determined on an annual basis, are established as follows: \$.10 letter; \$.15 legal; \$.25 ledger. These rates shall annually be evaluated and adjusted if necessary.

D. Other

1. All proposed equipment purchases shall be made in accordance with established County purchasing policies.

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6. ACCESSIBILITY POLICY

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POLICY

It is the policy of Scott County to prohibit discrimination on the basis of disability in the delivery of its services and the administration of its programs, policies, facilities and practices.

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SCOPE

This policy is applicable to all County offices, departments and authorized outside agencies funded, in whole or in part, by the County.

ADMINISTRATIVE PROCEDURES

All services and programs receiving County funds and available to the residents of Scott County shall be made accessible to disabled residents on an equal basis and without discrimination. Scott County shall utilize guidelines set forth in the Americans with Disabilities Act (ADA) including future revisions and succeeding legislation in providing accessible services and facilities.

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In developing programs, implementing services and providing access to facilities, the County will consider the needs of disabled residents. The County recognizes that hidden or unforeseen barriers may exist and, in such cases, the County is committed to the concept of reasonable accommodation in providing an equal level of service to disabled residents.

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In marketing and/or advertising its services and programs, the County will consider alternative mediums for reaching individuals with hearing or sight impairments.

County services or programs developed specifically for the disabled will be appropriately advertised or promoted. County facilities shall bear appropriate signage and/or markings to denote accessible entrances, pathways and features to ease use by the disabled. Wherever readily achievable, County facilities shall meet the physical requirements of the Americans with Disabilities Act (ADA).

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FACILITY ACCESSIBILITY

The County recognizes the necessity of making its public buildings and facilities as accessible to the disabled as possible within available resources. As such, all County buildings and facilities open to the general public will, at a minimum, comply with state and federal regulations (including ADA) pertaining to handicapped accessibility.

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Further, in construction of new facilities and/or the remodeling of existing public buildings, the County will not limit itself to minimum accessibility requirements but will consider the needs of disabled individuals throughout such facilities. Accessible features (such as restrooms, power door operators, parking stalls, etc.) will not necessarily be limited to minimum requirements. Rather, consideration will be given to such factors as the frequency of public access and the potential for inconvenience to the disabled.

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RESPONSIBILITY FOR IMPLEMENTATION

Responsibility for the implementation of this policy and compliance with related federal, state and local regulations is placed with the County's Equal Employment Opportunity (EEO) Officer located in the County Human Resources Department. The EEO Officer's responsibility in this regard includes:

- Deleted: d
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1. Identification and development of resources to assist departments in providing equal service and reasonable accommodation to the disabled;
2. Periodic review of services and programs and communication with County staff to ensure non-discrimination on the basis of handicapped status;
3. Investigation and resolution of complaints related to accessibility in accordance with the complaint procedure set out in this policy;
4. Maintenance of proper records, including records of complaints as reference below, in accordance with federal regulations.

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COMPLAINT PROCEDURE

The following complaint procedure is intended to provide for the prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act.

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Any qualified disabled individual covered under ADA who feels he/she has been discriminated against based on disability may file a complaint with the County EEO Officer in care of the Scott County Human Resources Department, 600 West 4th Street, Davenport, Iowa 52801. Complaints shall be handled in accordance with the following procedure:

- Step 1. The complainant shall meet and discuss any alleged violation of ADA with the County EEO Officer within 30 days following its occurrence in an effort to resolve the problem in an informal manner. The EEO Officer shall respond verbally to the complainant no later than 10 days after

this initial discussion. The parties are encouraged to participate in alternative dispute resolution, in an attempt to resolve a problem at Step 1, should a solution not be readily achievable.

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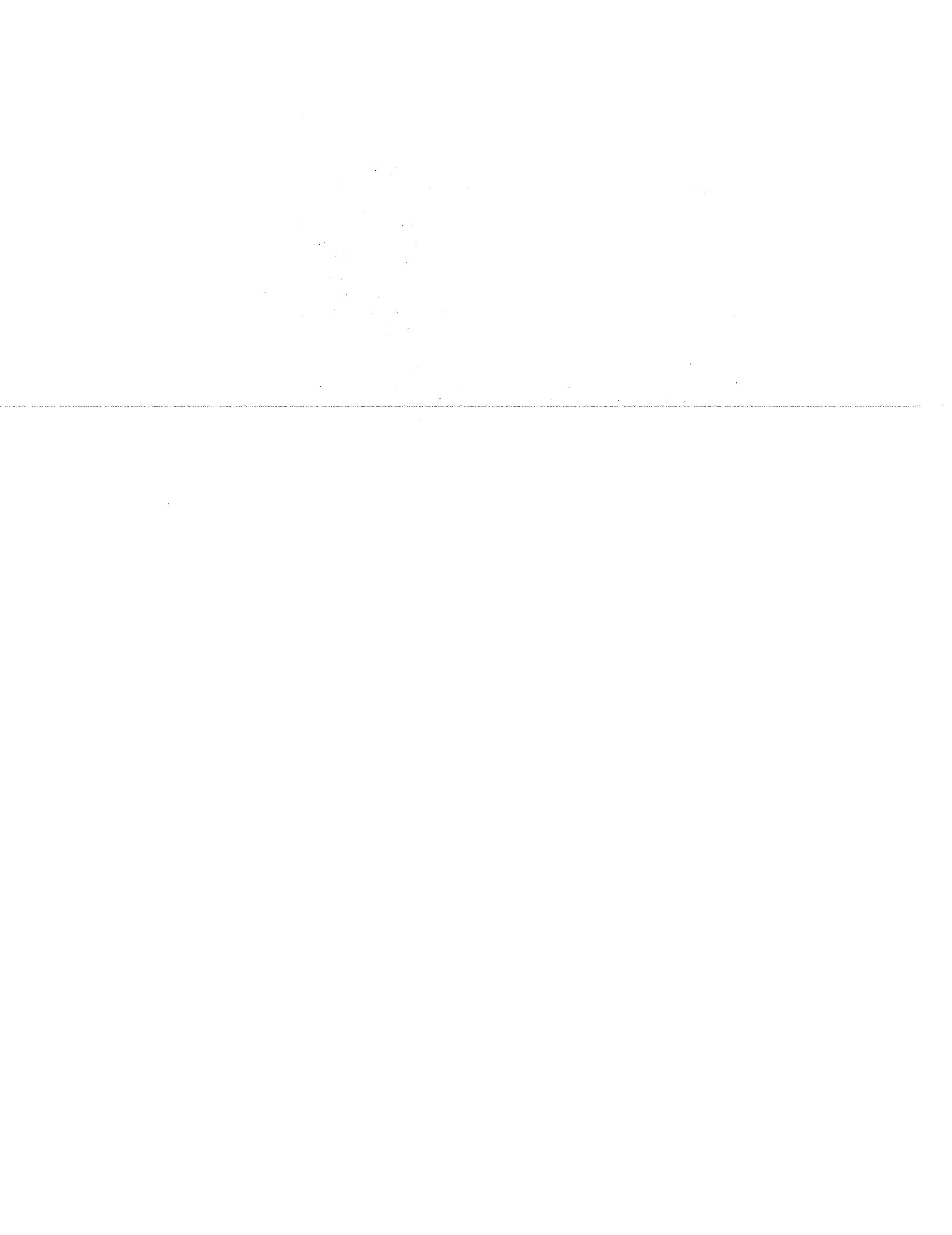
Step 2. If the Step 1 response fails to resolve the matter, the complainant shall have 10 days in which to file a formal written complaint with the County Administrator. The complaint must be legible and must include: the name, address and telephone number of the complaint; the date of filing; the name(s) of those against whom the complaint is lodged; a clear and concise description of the facts related to the alleged discriminatory practice; and the remedy or solution requested by the complainant. All such complaints must be signed and dated by the complainant. Upon request of the complainant, reasonable assistance will be provided by the County in preparing such written complaint.

Upon receipt of a formal written complaint, the County Administrator (or his/her designee) shall, within 10 days following receipt of the complaint, meet with the interested parties to more fully discover the facts related to the complaint. Within 20 days following receipt of the formal written complaint, the County Administrator (or his/her designee) shall respond to the complainant in writing.

Discrimination complaints filed in accordance with this complaint procedure does not preempt the complainant from taking additional action as provided by law. However, complainants are encouraged to utilize this procedure as a first recourse in addressing alleged discriminatory practices.

Deleted: Step 3. If the County Administrator's decision does not resolve the complaint, the complainant may, within 10 days following receipt of the answer in Step 2, forward the written complaint to the Scott County Board of Supervisors. The Board shall arrange to meet within 30 days following receipt of the complaint with the complainant and all interested parties. Within 10 days following this meeting, the Board shall issue a written decision.

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19. TAX DEED DISPOSAL AND AUCTION POLICY

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It is the policy of Scott County to allow the transfer of tax deed properties to local taxing bodies, community based, non profit, agencies, and individuals for community development purposes and to auction any remaining tax deed properties when the County receives ownership of such properties. The Treasurer's Office shall forward the outstanding tax sale certificates which have been held by Scott County for greater than nine months to the Planning and Development Department. The Planning and Development Department, in consultation with the County Treasurer, County Auditor, City and County Assessor and the County Attorney, shall be responsible for reviewing each property and preparing the property for disposal or auction.

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SCOPE

This policy is applicable to those County offices and departments involved in the tax deed property process.

ADMINISTRATIVE PROCEDURES

w Tax Deed Property Disposal and Auction

The Planning and Development Department will review each property to determine its size, layout, location, condition, and potential for development. The Planning and Development Department will investigate each property as soon as possible to determine the condition of the property.

The following procedures shall be implemented to dispose of tax deed property in full compliance with all applicable State law:

1. Remove or correct any condition which poses an immediate hazard to the public.
2. Where safety hazards are found, the Planning and Development Department will determine the appropriate corrective action to take to secure the property and abate any hazardous conditions.
3. When the tax deed parcels have structures, the City Housing/Building Code section, the Health Department, and the Planning and Development Department will complete and forward a housing report to the County Administrator which lists code violations and recommends whether or not the structure is beyond repair and should be demolished. In the City of Davenport, the city housing code section will inform the County if the building is on the *Problem Structures List*.

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When the Planning and Development Department receives proposals regarding title transfer of abandoned property to Scott County, the owner must have paid up all the back taxes or must state unwillingness or inability to pay back taxes and assessments. The Department will investigate the property to determine background information, such as the legal description, assessed value, title holders, and contract buyers.¶

¶
1. The property will be inspected by the appropriate city housing office, if any, the Scott County Health Department, and the Planning and Development Department, as scheduled with the title holder. The title holder must give permission to inspect the building interior for any building on the property. The city housing office, if any, may volunteer to inspect non-residential structures for structural integrity, since it is not required by the Code. If the city does not inspect, the condition of the building will be determined by the County Building Inspector and the County Health Department.¶

¶
The city housing office will report the condition of the building and note housing code violations, if any. The County Health Department will report any health hazards and make recommendations for abatement.

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4. If the housing report recommends demolition, the Scott County Board of Supervisors may decide to demolish the structure or take other actions deemed in the public interest.
5. The County will demolish the building through the standard bidding procedures. If the bids received exceed the funds available, the County will develop a priority list with the advice of the City to determine which structures will be demolished now and which ones later.
6. A list of the properties will be prepared and reviewed with the County Administrator and other County departments, as appropriate, to determine if any properties should be retained for future County use. A list of any County-designated properties will be submitted to the Board of Supervisor's for approval.
7. The list of remaining properties will be distributed to applicable city, school system, or community based, non-profit agencies. The city, school or agency may request that a property or properties be transferred to them if they can show how the property or properties will benefit a community program or a public good. The property may be transferred after review, including a public hearing, and action by the Board of Supervisors approving the requested transfer. It is the intention of the Board of Supervisors to dispose of these properties as stated above before offering them for sale at public auction. However, once the auction date has been set and the auction list published no further transfer requests will be considered unless extraordinary circumstances can be demonstrated. The Board reserves the right to refuse any or all requests from an applicant if the Board determines that it is in the best interest of the County residents to deny such requests.
8. Following completion of all the above procedures the Board of Supervisors shall set the date for the remaining tax deed properties to be offered at public auction to the highest bidder. Each parcel would have a minimum opening bid of \$10 and be auctioned to the highest quality bidder. The Board will take action to approve the bids at the next regularly scheduled Board meeting. The County expressly reserves the right to withdraw any property prior to the actual auction of the property or refuse any bid.
9. Any properties for which no bid is received will be reviewed to determine appropriate disposition of such properties.

21. POSTING OF MATERIAL POLICY

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POLICY

It is the policy of Scott County to make available locations for the posting of printed material in County buildings.

SCOPE

This policy applies to all departments and offices within the County. Whenever the provisions of this policy are in conflict with the Code of Iowa, the provisions of the Code of Iowa will prevail.

ADMINISTRATIVE PROCEDURES

A. Public Locations Bulletin Boards,

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The County shall provide a location within public buildings for the posting of Official County and Government materials; including but not limited to meeting agendas and minutes, public notices required by law, holiday office closures and information regarding programs supported with county funds. All other types of postings, including but not limited to political literature and commercial ventures are strictly prohibited.

Deleted: Only on bulletin boards within each department had authorized public locations.]]

B. Employee Bulletin Boards

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Employees shall be provided space in departments for a bulletin board and access to an electronic bulletin board on the intranet. Space on the bulletin board(s) shall be designated for the union(s) use. Employees shall comply with the following guidelines when posting items on employee bulletin boards:

-]] 1. Political literature]]
-]] 2. Public business advertisements]]
-]] 3. Posting materials in halls, elevators, restrooms or the exterior of buildings. (Exception is polling place signs and public information relating to Holiday closings.)]]
-]] 4. Nothing should be posted, visible to the general public, that pertains to County internal business.

1. Employees are permitted to post personal solicitations for sale of personal property, community events, charitable drives (such as food or clothing drives) and for the announcement of personal events (such as wedding or birth announcements).

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2. Employees are prohibited from posting solicitation for commercial, religious or political causes.

3. Employees are prohibited from posting any item in violation of the

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Employee Conduct Policy, Workplace Harassment Policy, Workplace Violence Policy or Technology Use Policy.

4. The County will not daily monitor the posting of items, but retains the right to access, review, remove or delete any items deemed inappropriate. Prior to removing items on the union portion of a board, the Human Resource Director will consult with the Union President/Chief Steward.

C. Free-cycle Board

The County will provide a board on the intranet for the posting of County surplus items no longer needed for use within the department. If an employee has received proper authority they may list items to be free-cycled for use by other departments. Employees are reminded that free-cycle items remain County property and should be used solely for County business purposes.

Deleted: 1. Space will be made available for Union's use.
2. Departments should follow discretion when placing literature within the offices so as not to distract from the office appearance and decor.

D. Posting of items other than on Boards

1. Departments should follow discretion when placing literature within the offices so as not to distract from the office appearance and decor.
2. Items posted outside of elevators shall be of a general public interest and meet the guidelines of paragraph A of this policy.
3. Items posted in stairwells, internal doors or employee exits shall be limited to employee notices such as Human Resource reminders, FSS notices or United Way events.

Deleted: D. Public Location Bulletin Boards
1. Postings allowed:
a. Employee personal items for sale;
b. Official County and Government material of a general nature;
c. Non-profit service organizations advertising a public service or event.
2. Procedure to post literature
a. Contact the receptionist in the basement of the Courthouse for permission to post. (Ext. 491)
b. The item to be posted will be stamped and dated.
c. Item cannot be posted more than 30 days.
d. Items advertising a public service event cannot be posted more than 30 days before the event.
e. Any questions regarding the appropriateness of the item to be posted, will be referred to the Director of Buildings and Grounds.

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POLICY

It is the policy of the Scott County Board of Supervisors to accept and review all applications for the construction of private drainage improvements and to make a fair and equitable determination on such applications based on the information submitted.

SCOPE

This policy applies to all applications for the construction of private drainage improvements across the land of others or across railroad or highway rights of ways submitted to the Scott County Auditor in accordance with the provisions of Iowa Code Chapter 468 Subchapter V.

ADMINISTRATIVE PROCEDURES

- A. Applications for the construction of private drainage shall be submitted in writing to the Scott County Auditor. The individual requesting approval for the construction of private drainage improvements across the land of others is responsible for all costs associated with such requests. A filing fee of \$100 shall be paid by the applicant to cover the cost of serving notices, fees of any witnesses summoned by the Board of Supervisors and other administrative costs. The applicant shall also be responsible for all costs associated with the preparation of plans and other technical information, the cost of the construction of all improvements, the payment of any damages caused by the construction or placement of such improvements and all maintenance of the improvements.
- B. An application shall include ten (10) copies of the following:
 - 1. The applicant(s)' name and address and a complete and accurate legal description of the property owned by applicant.
 - 2. A complete and accurate legal description of the property across which the improvements are proposed, including the names, addresses and phone numbers of all affected property owner(s) and/or tenant(s), if applicable.
 - 3. Detailed plans prepared and stamped by a Registered Professional Engineer showing the starting point, route, terminus, character, size, and depth of the proposed drainage improvements.
 - 4. Copies of all required State or Federal permits or copies of the permit application.
 - 5. A detailed estimate giving the cost of construction and schedule for the completion of the proposed drainage improvements.

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6. An estimate, prepared by a certified real estate appraiser, of the damages or diminution of value of the property caused by the construction of any such improvements.
- C. Review of the application materials: The Scott County Auditor shall route nine (9) copies of all application materials to the Scott County Planning and Development Director. The Planning Director shall route the application materials to the Scott County Attorney, the Scott County Engineer, the Scott County Assessor, and the District Conservationist with the Natural Resources Conservation Service. Each office is requested to review and submit any comments or recommendations to Planning and Development within fifteen (15) days of the receipt of such materials. The Planning and Development Director shall present all application material and all comments and recommendations to the Board of Supervisors at or before the public hearing.
- D. Setting and notice of hearing before the Board of Supervisors: Following the filing of an application the Scott County Auditor shall set the time and date for a hearing on the application before the Board of Supervisors. The hearing date shall not be more than 90 days nor less than 30 days from the date of the filing of a complete application. The Auditor shall send notice of the hearing date and purpose of the application to all affected property owners not less than ten (10) days prior to the hearing.
- E. Claim for damages: Any affected property owners claiming damages or requesting compensation for or on account of the construction of such drainage improvements must file a claim in writing with the County Auditor at or before the time of the hearing. Failure to file such a claim shall be deemed to be a waiver of the right to claim or recover such damages.
- F. Board of Supervisors' determination on application: Following the hearing of any such application the Board of Supervisors will make a determination on the sufficiency of the application, the merits of the application, any objections to the application and all claims filed for damages or compensation. If the Board finds that the requested drainage improvements are beneficial then the Board may approve the specifications for construction, maintenance, and repair of such drainage improvements and what compensation, if any, the applicant shall pay the affected property owners. The Board shall also provide a written decision and all other applicable records and plans with the County Auditor who shall then record such materials and records with the County Recorder.
- G. Keeping of records for private drainage system: The Scott County Recorder shall keep a record of all private drainage systems approved under this policy in accordance with the provisions of Iowa Code Chapter 468 Subchapter V.

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THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

September 3, 2009

APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That Human Resources Policy A. "PRIDE Philosophy and Policy PRIDE philosophy.
- Section 2. That Human Resources Policy N. "Unpaid Leave of Absence" is hereby modified to clarify no longer requires Board approval of leaves that are required by state of federal law.
- Section 3. That Human Resources Policy U. "Separation of Employment" is hereby modified to clarify notice requirements for retirement and resignation and establish layoff procedures by extending the notice requirement and permitting recall to work.
- Section 4. That General Policy 3 "Copying Policy" is hereby modified to emphasize the green philosophy of copying and the move toward standardized equipment for overall cost savings.

Section 5. That General Policy 6 "Accessibility Policy" is hereby modified to clarify the terminology in the federal law and streamline the grievance policy.

Section 6. That General Policy 19 "Tax Deed Disposal and Auction" is hereby modified to eliminate references to abandoned property and clarify the team effort in reviewing properties.

Section 7. That General Policy 21 "Posting of Material" is hereby modified to update the proper postings related to public and employee bulletin boards.

Section 8. That General Policy 36 "Construction of Private Drainage Improvements" is hereby modified to add copies of the state of federal permit process code sections and new numbering system.

Section 9. This resolution shall take effect immediately.