

**HUMAN RESOURCES DEPARTMENT**

600 West Fourth Street  
Davenport, Iowa 52801-1030

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



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Date: November 16, 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 B. "Equal Employment Opportunity and Affirmative Action"** updates the form employees sign acknowledging the policy and procedures.

The modifications to **Human Resources Policy C "Recruitment"** updates the travel requirements for recruits so it complies with the Travel policy and requires the parties establish a maximum cost for relocation expenses.

The suggested modifications to **Human Resources Policy F "Performance Appraisal"** updates language to comply with current web based appraisal system, removes automatic 5% wage increase after 12 months and ties a supervisor's ability to obtain a bonus to their completion of subordinate's evaluations.

The suggested modifications to **Human Resources Policy G "Employee Conduct"** clarifies language, adds parking area restrictions and updates ethics obligations consisted with state code.

The suggested modifications to **Human Resources Policy S "Grievance Procedure"** adds language to provide for mediation options.

The suggested modifications to **Human Resources Policy T "Travel Regulation"** allows for more generic language to allow for form modification, leans the travel advance process and makes economic adjustments to mileage reimbursement.

The suggested modifications to **Human Resources Policy V "Employee Recognition"** are updates current practices that employee survey indicated were still preferred.

The suggested modifications to Human Resources Policy Z "Temporary Alternative Duty" updates role of Risk Manager and permits light duty opportunities when appropriate for non-work related injuries or illnesses.

The suggested modifications to Human Resources Policy AA "Worker's compensation" clarifies language to coincide with current practices.

The suggested modifications to Human Resources Policy BB "Workplace Violence" clarifies reporting requirements to Risk Manager and training requirements.

The suggested modifications to General Policy 14 "Use of County Facilities" are updates to reflect current practices.

The suggested modifications to General Policy 23 "Records Management" are updates to reflect current practices.

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

November 24, 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 B. "Equal Employment Opportunity and Affirmative Action" is hereby modified to create a form employees sign acknowledging the policy and procedures.

Section 2. That Human Resources Policy C "Recruitment" is hereby modified to update the travel requirements for recruits so it complies with the Travel policy and requires the parties establish a maximum cost for relocation expenses.

Section 3. That Human Resources Policy F "Performance Appraisal" is hereby modified to comply with current web based appraisal system, remove the automatic 5% wage increase after 12 months and tie a supervisor's ability to obtain a bonus to their completion of subordinate's evaluations.

Section 4. That Human Resources Policy G "Employee Conduct" is hereby modified to clarify language, adds parking area restrictions and updates ethics obligations consisted with state code.

Section 5. That Human Resources Policy S "Grievance Procedure" is hereby modified to add language to provide for mediation options.

Section 6. That Human Resources Policy T "Travel Regulation" is hereby modified to allow for future form modification, lean the travel advance process and makes economic adjustments to mileage reimbursement.

Section 7. That Human Resources Policy V "Employee Recognition" is hereby modified to reflect current practices.

Section 8. That Human Resources Policy Z "Temporary Alternative Duty" is hereby modified to include the role of Risk Manager and permit light duty opportunities when appropriate for non-work related injuries or illnesses.

Section 9. That Human Resources Policy AA "Worker's compensation" is hereby modified to reflect current practices.

Section 10. That Human Resources Policy BB "Workplace Violence" is hereby modified to include reporting requirements to Risk Manager and training requirements.

Section 11. That General Policy 14 "Use of County Facilities" is hereby modified to reflect current practices.

Section 12. That General Policy 23 "Records Management" is hereby modified to reflect current practices.

Section 13. This resolution shall take effect immediately. However paragraph 3 under "Salary Adjustment Guide" of Human Resources Policy F shall take effect for hires after January 1, 2010.

**B. EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION**

**GENERAL POLICY**

It is the policy of Scott County to provide equal treatment to all County employees and applicants for County employment without regard to race, creed, color, national origin or ancestry, age, sex, sexual orientation, marital status, religion, political affiliation, mental or physical handicap, except as a bona fide occupational qualification. This policy applies to all Human Resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

**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 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.

**OBJECTIVES**

The primary objectives of Scott County's equal employment opportunity and affirmative action program are:

1. To assure non-discrimination in the application of hiring procedures and employment practices;
2. To strive for an integrated work force that includes minority and female representation in all major occupational categories equivalent to the actual availability of qualified minorities and females in the relevant labor market area;
3. To provide adequate training for department managers and supervisors involved

in the selection process to assure the use of objective standards in filling all position vacancies;

4. To ensure compliance with federal, state and local laws and regulations related to equal employment opportunity, and to provide an internal complaint procedure for the resolution of EEO-related complaints.

While the County recognizes the importance of taking affirmative steps to achieve the objectives defined herein, these shall not unreasonably infringe upon the County's goal of providing efficient and productive service to the citizens of Scott County.

### RESPONSIBILITY FOR IMPLEMENTATION

Ultimate responsibility for achievement of EEO objectives is assigned to the Board of Supervisors under both the law and principles of sound administration.

Scott County's Human Resources Department shall be responsible for administering this policy and monitoring the County's compliance with EEO laws. The Assistant County Administrator shall be Scott County's EEO Officer.

Department heads and supervisory personnel are responsible for complying with all aspects of this policy, for distributing and discussing this policy with departmental staff as necessary, and for cooperating with the County's EEO Officer in providing information relevant to departmental selection procedures and employment practices.

### DUTIES OF THE EEO OFFICER

In general, the duties of the EEO Officer include, but are not limited to:

1. Develops and administers an affirmative recruitment program with special emphasis in occupational categories where the County's minority or female representation is significantly below the actual availability of qualified minorities or females in the relevant labor market area;
2. Assists departments in developing objective selection criteria and techniques that do not adversely impact on minorities or other protected classes;
3. Maintains an up-to-date list of recruitment sources for seeking qualified minority and female applicants;
4. Monitors compliance with federal, state and local laws regarding EEO/Affirmative Action, including preparation of annual reports to the EEOC, Board of Supervisors, and other reports as required;
5. Provides periodic staff training on EEO-related topics; observes the interview and

selection process for any or all County positions, and provides appropriate feedback to department heads and supervisors;

6. Conducts periodic review of County employment practices and related documents (e.g. job announcements and descriptions, application forms, employment and promotional tests, etc) to assure non-discriminatory effect;
7. Maintains EEO-related data on the County's regular workforce and applicants for regular County positions;
8. Investigates and attempts to resolve EEO-related complaints.
9. Provides staff assistance to the Scott County Civil Service Commission as may be needed in the area of EEO compliance.

### VETERAN'S PREFERENCE

It is the policy of Scott County to provide equal employment opportunities to all Veterans of the United States armed forces.

In accordance with Chapter 70 of the Code of Iowa, Veterans of any war in which the United States has been engaged are entitled to preference in County employment over other applicants of equal qualifications.

### AIDS IN THE WORKPLACE

The following policy statement and guidelines are established to prevent unlawful discrimination and to address concerns regarding the possible presence of AIDS (Acquired Immune-Deficiency Syndrome) in the workplace.

Information provided by the U.S. Public Health Service Centers for Disease Control (CDC) indicates that AIDS is not a disease that can be transmitted through casual contact. The kind of nonsexual interpersonal contact that an employee would normally have with co-workers and other individuals in the course of his/her employment activities does not pose a risk for the transmission of Human Immunodeficiency Virus (HIV), the virus that causes AIDS.

Accordingly, it is the policy of Scott County that it will not discriminate against any employee or applicant for employment because he/she may have tested HIV positive, have AIDS or an AIDS-related condition. Such individuals will be treated in accordance with the County's legal responsibility to provide equal employment opportunities for persons with a physical and/or mental disability.

In addressing workplace concerns regarding AIDS, the County will base its actions on guidelines established by the CDC. In addition, the following specific guidelines are

established:

1. To promote better understanding of the AIDS issue throughout the County workforce, the Health Department and the Human Resources Department are responsible for developing relevant employee training and educational material.
2. An employee who tests HIV positive, has AIDS or an AIDS-related condition may continue to work provided he/she is able to meet departmental standards of work performance and attendance, and medical evidence indicates that the employee's presence on the job is not a threat to him/herself or others.
3. The County recognizes that co-workers of employees who have AIDS or an AIDS-related condition may have concerns for their own health safety. In the event a department becomes aware that an employee has AIDS or an AIDS-related condition, the department will review the situation, with assistance from the Scott County Health Department, to ensure that the health safety of co-workers and the public is protected. Where it has been determined that there is no significant health safety risk, co-workers will be required to perform their normal duties. As needed, co-workers who continue to feel threatened by the work environment will receive additional AIDS education.
4. The County further recognizes that certain employees, due to the nature of their work, are more likely to encounter individuals who may have AIDS or an AIDS-related condition. To ensure that these employees are able to perform their job without undue risk of exposure, the affected departments shall develop appropriate work procedures with the assistance of the Scott County Health Department.
5. No employee will be required to submit to any test to determine whether he/she is HIV positive as a requirement to obtain or maintain employment with the County except as may be allowed under Iowa law. Employees who believe that they may be infected with the AIDS virus are encouraged to consult their personal physician or the Scott County Health Department for confidential counseling and possible testing.
6. While the County has a right to know the reasons for an employee's absence from work, it recognizes that an employee's health condition is a confidential matter. In the event an employee is absent from work because of an AIDS-related illness, the same confidentiality requirements that apply to any medical condition will be enforced. Reasonable steps will be taken to protect such information from being disclosed inappropriately.

### COMPLAINT PROCEDURE

In the interest of resolving EEO-related complaints internally, the following complaint procedure is established.



Any employee or applicant alleging discriminatory practice by the County on the basis of race, sex, etc. may file a complaint with the County EEO Officer. All employees or applicants shall have the right to file a complaint without fear of reprisal.

Step 1. The complainant shall meet and discuss any alleged violation of this policy 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 orally to the complainant no later than seven days after this initial discussion. Every effort will be made to resolve a problem at Step 1.

Step 2. If the Step 1 response fails to resolve the matter, the complainant shall have seven 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 complainant; 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 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 10 days following said meeting, the County Administrator (or his/her designee) shall respond to the complainant in writing.

Step 3. If the County Administrator's decision does not resolve the complaint, the complainant may, within 10 days following the receipt date 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.

## ADMINISTRATIVE PROCEDURES

### 1. Relevant Labor Market

For the purpose of administering this policy, the relevant labor market for all occupational categories, except the professional and administrative, will be the area known as the Davenport-Rock Island-Moline, Standard Metropolitan Statistical Area (SMSA). For the professional occupational category, the relevant labor market will be the state of Iowa SMSA. For the administrative category, the relevant labor market will be the national SMSA.

### 2. Definition of Under-Utilized Position

An "under-utilized" position is defined as one existing in an occupational category in which the representation of minorities or females in the County workforce is less than 80% of the relevant labor market representation.

Equal Employment Opportunity and Affirmative Action

It is the policy of Scott County to provide equal treatment to all County employees and applicants for County employment without regard to race, creed, color, national origin, age, sex, marital status, religion, political affiliation, mental or physical handicap, except as bona fide occupational qualifications may require otherwise. This policy applies to all Human Resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

Scott County's EEO Officer is Mary J. Thee who can be reached at 563.326.8740 .

A complete copy of this policy can be found in the Scott County Policy Manual. This manual can be found on the intranet, or a hard copy is available in all departments, or Human Resources.

Employees Copy

I have received a copy of the following information for my records:

*It is the policy of Scott County to provide equal treatment to all County employees and applicants for County employment without regard to race, creed, color, national origin, age, sex, marital status, religion, political affiliation, mental or physical handicap, except as bona fide occupational qualifications may require otherwise. This policy applies to all Human Resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.*

*Scott County's EEO Officer is (current name is filled in) who can be reached at (phone #).*

I can find a complete copy of the EEO Policy in the Scott County Human Resources Policy Manual Section B, which I can get from the Intranet, my department or in Human Resources.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## C. RECRUITMENT AND SELECTION

### GENERAL POLICY

It shall be the policy of Scott County to recruit and select the most qualified candidates. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity and prohibit discrimination based on non-merit factors.

### 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.

### APPROVAL TO FILL VACANCY

When a vacancy exists in a regular County position, or a department is made aware of an impending vacancy, the department head shall submit to the Human Resources Department an on-line request to fill such vacancy prior to the commencement of any recruitment or selection process.

The Board of Supervisors must approve the filling of any position vacancy prior to the selection of an individual to fill such vacancy. Requests to fill position vacancies will be submitted to the Board at a regularly-scheduled meeting, and deadlines for submission shall be the same as those established for submission of other Human Resource-related items.

So as not to cause undue delay in the recruitment and selection process, the County Administrator may authorize initiation of the recruitment process prior to consideration by the Board. In addition, the County Administrator shall provide a recommendation to the Board relative to the filling of any regular position vacancy.

The Board's approval is not required on positions that become vacant within 90 days of previous Board approval, however, the on-line request form shall be completed to notify the Human Resources Department of the need to begin recruitment efforts.

### ACTING APPOINTMENT

When a vacancy occurs in a position which, from the standpoint of the County's business, cannot be left vacant for the period of time necessary to conduct a recruitment and selection process, the department head, with the approval of the County Administrator, may appoint a current employee to fill the vacant position in an acting capacity. The duration of such an appointment shall be only until a permanent appointment subject to standard recruitment procedures can be made. Normally, acting appointments will not exceed three months.

### RECRUITMENT PROCESS

The Human Resources Department, in conjunction with the hiring department(s), shall conduct an active recruitment program designed to meet current and projected staffing needs. In an effort to minimize delays in filling vacancies previously submitted employment applications on file will be reviewed to recruit and select qualified candidates. Recruitment efforts (including advertisements) will be tailored to the type of position(s) being filled and will be directed to all sources likely to yield qualified candidates. Particular effort will be made to reach qualified minority and female candidates in accordance with the County's EEO policy (See Policy B).

Except as provided below under the section entitled "Promotional Opportunities", all regular County vacancies shall be posted and open to the public for a minimum of seven (7) calendar days. Job announcements will be developed by the Human Resources Department and distributed electronically to all County departments and other relevant recruitment sources. Announcements shall summarize the primary duties of the position, the standards for initial consideration and the application deadline.

Application for regular County employment must be made through the on-line application process. In order to be considered for an open position, all application material must be received in the Human Resources Department prior to the posted application deadline.

The recruitment process for temporary and/or seasonal staff shall be at the discretion of the hiring department with assistance from the Human Resources Department as requested.

### PROMOTIONAL OPPORTUNITIES

In the interest of providing promotional opportunities for current employees, a department head, in consultation with the Human Resources Director, may elect to restrict the recruitment process to individuals currently employed in a regular County position. Announcements of such vacancies shall be posted for a minimum of five (5) working days. Applications for promotional opportunities must be made through the on-line application process. If a suitably qualified candidate is not found through a promotional only listing, the Human Resources Department shall conduct an outside recruitment process as outlined above.

### MANAGERIAL RECRUITMENT

In the interest of attracting the most qualified candidates available for managerial openings, the County will reimburse the following expenses to finalists for regular County positions rated at 350 Hay points or above:

1. Each management candidate requested to come to Scott County from outside the Quad-City metropolitan area will be reimbursed for reasonable expenses incurred for lodging, transportation, and meals in compliance with Policy T. ~~based upon a properly executed claim voucher.~~
2. The County will underwrite the cost of movement of employee, family members and household goods by commercial carrier at an agreed upon amount for each newly-appointed management group member.
3. As may be necessary, the cost of temporary lodging will be underwritten by the County for each newly-appointed management group member up to a maximum of thirty (30)

calendar days.

4. The County may reimburse selected management group candidates from outside the Quad-City metropolitan area, reasonable expenses for transportation and lodging for a trip to the area for the purpose of locating housing.

### SELECTION PROCESS

The screening and selection process for a regular County position shall be determined jointly by the hiring department head in consultation with the Human Resources Director. Selection devices and/or techniques used to screen and select applicants must, in all cases, be directly related to the position being filled. It is understood that the hiring department head has authority to make the final selection decision.

Normally, the Human Resources Department will conduct the initial screening process for regular County positions and refer the best qualified applicants to the hiring department for further consideration. Such screening will compare the requirements and qualifications established for the open position to the relevant education, training and work experience of each applicant. Upon request, the hiring department may review the application material of any or all applicants included in a selection process.

Aside from the screening process, selection techniques may include (as appropriate to the position being filled) verbal interview, reference checks, written exams, medical exams, physical agility testing, background investigations, performance evaluations and other measures considered relevant to the job and reliable as a predictor of performance. Following an offer of employment the County may require a medical and/or psychological evaluations. Successful completion of such test may be a condition of an offer of employment. The Human Resources Department will be available to assist the hiring department during all phases of the selection process to ensure that adequate screening and selection procedures have taken place (including reference checking) prior to the hire of any new employee into a regular County position.

### ELIGIBILITY ROSTER

In the interest of conducting efficient recruitment efforts and minimizing delays in filling position vacancies, the hiring department head and the Human Resources Director may elect to establish eligibility rosters for those



job classifications or occupational areas in which there are regular and recurring vacancies.

An eligibility roster is defined as a list of candidates who have completed a selection process, except for medical and/or psychological evaluations, and have been certified as eligible for employment in the classification for which the roster was established. Normally, an eligibility roster will be in effect for no more than one (1) year from its initial effective date.

### **CIVIL SERVICE COMMISSION**

As may be requested by the Scott County Civil Service Commission, the Human Resources Director shall assist the Commission in conducting recruitment and selection procedures for Civil Service positions in the County Sheriff's department pursuant to Chapter 341A of the Code of Iowa.

### **EMPLOYMENT OF RELATIVES**

It is the policy of Scott County to prohibit the employment of a relative of an elected official, department head or any other supervisory employee in an organizational unit over which the supervisory employee exercises jurisdiction or control.

The term "relative" as used in the above paragraph shall include the following relationships: father, mother, son, daughter, sister, brother, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-father, step-mother, step-son, step-daughter, step-brother, step-sister, half-brother, half-sister.

### **PRE-EMPLOYMENT PHYSICAL EXAMINATION**

A pre-employment physical examination is required for those County positions that are considered to be physically active on a regular basis or that, on occasion, may require rigorous physical activity. The purpose of this examination is to verify that the individual selected is capable of performing the physical requirements of the job without undue risk of injury to him or herself, fellow employees or the general public.

This requirement for a pre-employment physical examination shall apply to all potential new hires for positions identified as physically active as well as

to current employees in non-physically active positions who seek transfer or promotion to a physically active job. Only the top candidate in each selection process will be required to submit to a physical exam.

For those positions requiring a pre-employment medical exam, the hiring department must make a formal offer of employment prior to the physical exam. Successful completion of the exam may be a condition of the offer of employment. If the candidate does not meet the physical requirements of the job, as determined by the County and its medical examiner, and is considered to be disabled, the job will be reviewed. Consideration shall be given as to what functions of the job are essential and whether or not job restructuring is possible to make the job available to the candidate, before the candidate is excluded from the job.

In recognition of an individual's right to privacy, all physical examination records shall remain in confidential, separate and secure files within the Human Resources Department. Only that information considered to be directly job-related will be made known to the hiring department.

The Human Resources Department, in consultation with all County departments, will maintain a list identifying jobs for which a pre-employment physical examination is required. Examinations will be scheduled by the County at no cost to the individual.

### PROBATIONARY PERIOD

The probationary period shall be regarded as an integral part of the screening and selection process and shall be utilized for closely observing the employee's work during the initial period following his/her appointment to a new position.

Any individual who is appointed, transferred and/or promoted to a regular County position shall be required to successfully complete a probationary period of six (6) calendar months. If an individual is placed in a regular part-time County position, the probationary period may be pro-rated in relation to the total number of hours worked if considered necessary by the hiring department and approved in advance by the Human Resources Director.

An employee may be removed from a position at any time during the probationary period, if, in the opinion of the department head, the employee is unable or unwilling to perform the duties of the position satisfactorily. Employees removed from a position or dismissed from employment during a

probationary period do not have access to the grievance procedure.

In the event an employee is transferred and/or promoted into a new position and subsequently fails to successfully complete the probationary period, the employee may be demoted into his/her previous or similar classification, provided such position is available, or may be placed on a priority rehire list for positions for which the employee is qualified.

The Human Resources Department shall notify the hiring department approximately one (1) month prior to the scheduled expiration of an employee's probationary period. The department head will notify the Human Resources Director whether he/she desires to continue the employee in the position. A probationary period may be extended by the department head up to an additional six (6) months if deemed necessary to adequately evaluate the employee's ability to effectively perform the job.



## F. PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM

### GENERAL POLICY

It is the policy of Scott County to regularly evaluate the work performance of its employees and provide them with relevant feedback to enable improvements to their effectiveness and efficiency as County employees. In addition, a regular employee eligible under this policy may receive a salary adjustment in accordance with the outcome of his/her individual performance appraisal.

### 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 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.

### PURPOSE OF PERFORMANCE APPRAISAL SYSTEM

The County's performance appraisal system represents an important part of the employee's work experience. The intent of the system is to not only assess performance periodically, but to provide an opportunity to establish future individual and/or organizational objectives, and thus further clarify management's expectation and direction for the employee.

The County also recognizes the importance of encouraging the recruitment and retention of highly-qualified, competent and productive employees. To that end, the performance appraisal system will provide a method for determining individual salary adjustment based on the employee's

documented record of performance on the job.

## PROCEDURE FOR EVALUATING PERFORMANCE

Each employee will be evaluated upon completion of the first six and twelve months in a new position, and yearly thereafter. Departments may wish to schedule more frequent reviews, either formal or informal, depending upon the need. Salary adjustments will, however, only be available at the identified milestones of six months, twelve months and annually thereafter.

The completed performance appraisal for each employee shall be signed by the performance rater and by the employee being evaluated. If the employee disagrees with the evaluation, he/she may comment and/or submit a statement of exception in the designated area on to be attached to the evaluation.

In the event an adjustment in salary is recommended (see section below entitled "Salary Adjustment Guide"), the department head shall sign a personnel Human Resources Requisition form recommending the appropriate adjustment. The requisition and the performance appraisal forms shall then be forwarded to the Human Resources Department. When both the signed Human Resources Requisition and completed performance appraisal are received by Human Resources the appropriate salary adjustment will be processed.

Recommended salary adjustments shall be reviewed by the Human Resources Director and the County Administrator prior to formulation of a recommendation for consideration by the Board of Supervisors.

## APPRAISAL FORMAT

Upon hire or promotion to a new position, each employee will be oriented to the criteria that will be used to assess job performance. Upon completion of six months, and twelve months and annually thereafter of service in the position, the incumbent's work performance will be evaluated by their immediate supervisor. Appraisal forms are generated from the on forms provided County's web based performance appraisal system administered by the Human Resources Department.

An important task part of the to be completed at the time of the annual review is the employee's completion of a self evaluation which is an opportunity to provide their insight into their performance and goal progress

over the review period. Once completed the employee's supervisor receives an electronic copy of this document for consideration.

The manager is responsible for completing the employee's performance review. In addition to assessing the employee's job performance in key areas the manager is tasked with the creation of ~~development~~ of several specific objectives for the employee to accomplish over the next review period. The initial objectives are set at the employee's six month review. The objectives may be targeted to meet personal, professional or organizational needs. The source of the objectives will be the employee and the supervisor, but the final selection and prioritizing will be the responsibility of the supervisor.

Objectives ~~may relate to~~ should take into consideration the employee's role in meeting departmental or County-wide goals. They may also relate to improving an employee's professional competence or reflect a required improvement in an employee's skill or past performance level.

Performance appraisals influence salaries, promotions and transfers so it is critical that supervisors provide objective, accurate and thorough information when completing performance reviews and assigning ratings. If an employee has been subject to disciplinary action within the time period preceding their performance evaluation numerical ratings on the evaluation should accurately reflect the action taken and any subsequent improvements.

## NUMERICAL RATING GUIDELINES

County department heads and elected officials as well as the Human Resources Department will periodically review dashboard ratings within the County's web based performance appraisal system to ensure ~~In the interest of achieving consistency of ratings on a County-wide basis,~~ raters shall adhere to the following guidelines in assigning numerical ratings:

### Rating Code

### Guideline

5

Indicates exceptional performance. Ratings of 5.0 shall be reserved for those areas in which the employee is performing at a level that is marked by excellence, efficiency, innovation and documented work results. Generally, a rating of exceptional indicates that the employee is performing well beyond the department's expectations on a

continuing basis. Such ratings must be backed up by specific examples of the employee's accomplishments during the rating period.

- 4 Exceeds Expectations. Ratings at 4.0 indicate that the employee consistently meets departmental standards and very often exceeds them. Generally, a rating of exceeds expectations means that the employee's performance is well above satisfactory, that he/she frequently goes beyond ordinary efforts to do a superior job, and achieves all performance objectives established for his/her position. Examples of projects completed and/or exemplary performance should accompany ratings of 4.0 or above.
- 3 Meets Expectations. Ratings at 3.0 indicate the employee is meeting the department's expectations and is performing at a satisfactory level. Generally, while a rating of meets expectations means that the quality and quantity of work produced by the employee is acceptable to the department, improvements in work performance are possible.
- 2 Improvement Desired. Ratings at 2.0 indicate that the employee is performing at a level that is considered below satisfactory by the department. Generally, a rating of 2.0 means that the employee occasionally may fail to complete work assignments in a satisfactory or timely manner. Such ratings also may indicate a lack of initiative and/or the need for frequent intervention by the supervisor in order to keep the employee in a productive mode. Specific examples of marginal performance should be cited.
- 1 Indicates unsatisfactory performance. Ratings at 1.0 indicate that the employee is performing at a level that requires immediate improvement for his/her continued employment. Generally, a rating of unsatisfactory means that the employee consistently fails to complete assignments in a satisfactory manner and has been unresponsive to prior warnings by supervision.



## WRITTEN COMMENTS

One of the primary purposes for conducting a performance appraisal is to provide the employee with relevant feedback regarding his/her performance on the job. To that end, raters are required to include written comments to support numerical ratings.

In those categories in which the employee is rated highly, the rater should identify examples of good performance and provide the employee with positive feedback to encourage the employee to maintain or exceed his/her current performance level during the next rating period.

In those categories in which the employee receives low ratings, the rater should identify examples of past poor performance and provide constructive criticism for the employee to improve his/her performance during the next rating period.

## BONUS

In an effort to reward long term Scott County employees who have shown exemplary performance, ~~outstanding attendance~~, and the ability to exceed expectations on previously set goals, the following bonus program shall be implemented. To be eligible for a bonus an employee must meet the following standards.

### **Length of service**

Non-represented employees must be at 115% of scale at the scheduled time of the review. Represented employees must have completed 10 years of service at the scheduled time of the review.

### **Attendance**

Employees must receive a rating of 4 or higher as outlined in Scott County's Attendance Policy and Numerical Rating Guidelines found in this policy.

### **Performance**

Employees must receive an average rating of 4 or higher on the "*Performance In Key Areas*" section of the Scott County Performance Appraisal and Development tool.

### **Objectives / Goals**

Employees must receive an average rating of 4 or higher on the *Objectives / Goals* section of the Scott County Performance Appraisal and Development tool. These objectives / goals will be established by department supervisors during the Performance Appraisal process.

### Bonus Level

Employees who are able to meet all the standards as outlined will receive a \$500.00 bonus. The Scott County Board of Supervisors will evaluate the feasibility of the bonus system on an annual basis. ~~The bonus system will be implemented on April 1, 2002.~~ The County recognizes the need for complete, accurate and timely assessments of employee performance and will make every effort to ensure that its supervisors make employee feedback and performance appraisals a priority. Timely submission of performance appraisals is required of all supervisors. In the event employee evaluation(s) are overdue by 30 days or more, a management employee's merit increase or bonus will be withheld or reduced until such time that they have completed their subordinate's appraisal. If the supervisor would have been eligible for a merit increases and is overdue on subordinate evaluations, the eligible merit increase shall not take effect until the evaluations are completed and will not be made retroactive to the management employee's anniversary date. If the supervisor would have been eligible for a bonus and is overdue on subordinate evaluations the bonus shall be delayed and be reduced by \$100.00 for every 30 days it takes the management employee to complete the overdue evaluations.

Part time eligible (.50 FTE - .99 FTE) employees will be eligible for a bonus on a prorated basis.

### SALARY ADJUSTMENT GUIDE

Individual salary adjustments are tied directly to the results of the performance appraisal.

Normally, an employee's average appraisal score is converted to a percent increase (or decrease) in salary as provided herein. However, any employee who receives a rating of 2.0 (improvement desired) or below on three or more key performance appraisal categories shall not be eligible for a salary increase regardless of his/her overall average appraisal score. Otherwise, the provisions that follow will apply.

- | At the initial six month ~~and twelve month~~ reviews following hire or promotion, the employee's salary will be adjusted five (5) percent if the employee's salary level does not exceed 95% of midpoint and the employee's average appraisal score is 3 or better.
  
- | Following the employee's ~~twelve month~~annual appraisal, or at any time when the employee's salary level exceeds 95% of midpoint, subsequent salary adjustments shall be based on the employee's average appraisal score in accordance with the conversion tables that follow this section. Under no circumstances will the adjusted salary exceed the maximum in relevant salary range.
  
- | ~~Finally,~~Any recommendation for an increase in salary based on performance when an employee is at 105% of salary range midpoint or above shall be documented in writing and shall include specific factual justification for the increase. Such recommendations must be approved by the department head and the Human Resources Director prior to implementation. If, in the opinion of the Human Resources Director, a performance review is insufficiently documented, it may be returned to the department for more complete, concise information. Implementation of proposed salary adjustments shall be suspended until complete justification is provided as prescribed herein.

CONVERSION TABLE - SALARY BELOW 105% OF MIDPOINT

APPRAISAL SCORES TO SALARY ADJUSTMENT

<u>AVERAGE SCORE</u>	<u>SALARY ADJUSTMENT</u>
4.75 through 5.00	5.0%
4.50 through 4.74	4.5%
4.25 through 4.49	4.0%
4.00 through 4.24	3.5%
3.75 through 3.99	3.0%
3.50 through 3.74	2.5%
3.25 through 3.49	2.0%
3.00 through 3.24	1.5%
2.00 through 2.99	0%
1 through 1.99	(-1.5%)

( ) denotes reduction in current salary.

CONVERSION TABLE - SALARY AT 105% OR ABOVE

APPRAISAL SCORES TO SALARY ADJUSTMENT

<u>AVERAGE SCORE</u>	<u>SALARY ADJUSTMENT</u>
4.75 through 5.00	5.0%
4.50 through 4.74	4.0%
4.25 through 4.49	3.0%
4.00 through 4.24	2.0%
3.50 through 3.99	1.0%
3.00 through 3.49	0.00%
2.00 through 2.99	(-1.00%)
1 through 1.99	(-2.00%)

( ) denotes reduction in current salary.



## G. EMPLOYEE CONDUCT

### GENERAL POLICY

Scott County recognizes the importance of providing efficient and effective service to its citizens and upholding the public trust. It is the policy of Scott County to require its employees to maintain high standards of honesty, integrity and conduct, both as public employees and as citizens of the community.

### SCOPE

The section of this policy entitled "Conflict of Interest: Acceptance and Reporting of Gifts" is applicable to all elected officials and appointed employees of Scott County. All other sections of this policy are 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.

### CONDUCT AT WORK

While on-the-job, County employees are expected to:

1. Report promptly to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time, in proper physical and mental condition to enable the effective performance of assigned duties.
- 1-2. Provide proper notice to their supervisor when the employee will be absent from work or is unable to report to work on time.
3. Render full, efficient, and industrious service.
4. Be responsible for and not misuse County property, vehicles, equipment,

labor, service, supplies, records or other materials in their care, custody or control. The aforementioned shall not be removed from the premises or used for the personal convenience without written permission from the department head.

~~45. Exercise courtesy and tact in dealing with fellow workers and the public. Treat all citizens, customers, visitors and co-workers in a courteous, professional and helpful manner; and demonstrate a considerate, friendly and constructive attitude.~~

~~56. Maintain a neat and clean personal appearance appropriate to the working environment. All employees shall be subject to specific department rules and regulations concerning acceptable attire, personal hygiene and grooming.~~

~~67. Maintain cleanliness and order in the workplace and work areas.~~

~~78. Observe the various state and federal laws, County regulations, work rules, and other reasonable instructions by proper authority, in a manner above reproach.~~

~~89. Report to management suspicious, unethical, or illegal conduct by fellow employees or citizens utilizing County services.~~

~~910. Refrain from Avoid engaging in partisan political activity.~~

~~11. Refrain from solicitation or unapproved soliciting during working hours or on County premises.~~

~~12. Refrain from Employees shall not usinge their position for personal gain or to coerce others.~~

~~1013. Refrain from securing special privileged or exemption for themselves, friends or family beyond that which would be available to all citizens.~~

~~14. Employees who work at the downtown campus are provided limited off street parking spaces. Employees are issued a permit provided by Facility Support Services that must be displayed as directed. A parking map is available on the intranet and on file in FSS. Employees are prohibited from parking in areas not designated for employees on the parking map.~~

~~15. Uphold with integrity the public trust involved in the position to which they are assigned.~~

## CONDUCT DURING OFF HOURS



While off-the-job, County employees are expected to:

1. Conduct themselves in a manner which does not reflect adversely on Scott County as an employer.
2. Avoid outside employment which in any way interferes with the employee's proper and effective job performance County job or creates a conflict of interest with the person's duties and responsibilities. Employees must notify their supervisor prior to accepting outside employment.
3. ~~3.~~ Not use or permit the use of any publicly-owned property, vehicle, equipment, labor, service, supplies, records or other materials for the personal convenience or advantage of the employee or any other person, except for that use which is generally available to the public.
- 2.4. Uniforms should be used only during working hours (unless approved by the department head for an off-duty capacity) and should not be worn in places that would not represent the positive image of the County.

The regulations set forth in this section and the previous one are not intended to be all-inclusive, and the Board of Supervisors may from time to time adopt additional rules as it sees fit. Department heads are authorized to adopt departmental work rules which are reasonable in nature and do not conflict with those stated in this policy.

#### CONFLICT OF INTEREST: ACCEPTANCE AND REPORTING OF GIFTS

The following provisions relate to the avoidance of a conflict of interest in the acceptance and reporting of gifts from a restricted donor by a County official, employee or a member of the employee's immediate family. These provisions are intended to provide general information about the State comply with the Code of Iowa's gift law. Employee should review the state law for more specific information, but are advised that violations of the law could result in criminal charges in addition or separate from disciplinary action.

~~For purposes of this section~~Generally speaking, a restricted donor shall ~~can~~ be defined as a group or individual who is contracting or seeking to contract with the County, or who would be significantly affected financially by the performance or nonperformance of the official's or employee's job duties beyond the effect on the public generally, or is regulated by the state's regulatory agency in question, or lobbyists or agents of lobbyists.

1. A County official, employee or such person's immediate family member is prohibited from soliciting or accepting from any one restricted donor in any one calendar day a gift or a series of gifts having a value of three dollars (\$3.00) or more.

2. A County official, employee or such person's immediate family member may only accept a non-monetary gift having a value of three dollars (\$3.00) or more ~~without being in violation of number one above~~ if the gift is donated within 30 days to a public body, or a bona fide educational or charitable organization.
  
3. Specific types of gifts that may be accepted by an employee are contained in the state gift law, the following are examples: ~~A County official, employee, or such person's immediate family member may accept a gift having a value of three dollars (\$3.00) or more without being in violation of number one above if one of the following criteria is met:~~
  - a. ~~The gift is i~~Informational materials relevant to the official job functions of the person receiving the gift, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
  
  - b. ~~The gift is received from anyone related within a fourth degree of kinship or marriage, unless the donor is acting as an agent of a person not so related.~~
  
  - c. ~~The gift is an inheritance.~~
  
  - db. ~~The gift is an i~~tem which would normally be available free of charge to members of the general public.
  
  - ec. ~~The gift is i~~tems received from a bona fide charitable, professional, educational, or business organization to which the recipient is a dues paying member, and the gift is being distributed to all members of that organization and the dues are not inconsequential when compared to the value of the item.
  
  - fd. ~~The gift is an a~~Actual expense of a donee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement, when the expenses relate directly to day(s) when the presentation occurred or food and beverage at a meal honoring the employee.
  
  - ge. ~~The gift is f~~Funeral flowers or memorials to a church or nonprofit organization.
  
  - h. ~~The gift is given to an employee for that employee's wedding or twenty-fifth or fiftieth wedding anniversary.~~

## S. EMPLOYEE GRIEVANCE PROCEDURE

### GENERAL POLICY

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

### 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.

### DEFINITION OF A GRIEVANCE

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

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

**NOTE:** For a complaint of this nature, an employee has the option of utilizing this grievance procedure or following the EEO complaint procedure established in Policy B. The employee may not file under both procedures.

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

### GRIEVANCE PROCEDURE

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

**Step 1.** An employee shall discuss any alleged violation with her/his immediate supervisor within seven calendar days following its occurrence (or within seven calendar days from the date the employee should have had knowledge of its occurrence) in an effort to resolve the problem in an informal manner. The immediate supervisor shall respond verbally no later than seven days after the initial discussion. The County favors communication between supervisors and employees in order to resolve workplace concerns promptly. In an attempt to resolve employee disputes promptly, alternative dispute resolution efforts may be requested through the Human Resources Department. Every effort should be made to resolve the grievances at Step 1.

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

**Step 3.** In the event the official's answer in Step 2 fails to resolve the employee's grievance, the employee may, within seven calendar days following receipt of the answer in Step 2, present the grievance in writing to the County Administrator. Within 10 calendar days following the County Administrator's receipt of the written grievance, the County Administrator (or his/her designee) shall meet with the interested parties to more fully discover the facts related to the complaint. Within 10 calendar days following said meeting, the County Administrator (or his/her designee) shall answer in the grievance in writing. However the parties may mutually agree to request the services of a mediator to assist in the resolution of the grievance prior to the Employer's Step 3 answer.

**Step 4.** If the County Administrator's decision does not satisfy the employee's grievance, the employee may, within 10 calendar days following receipt ~~date~~ of the answer at Step 3, present the grievance in writing to the Scott County Board of Supervisors. The Board shall arrange to meet within 30 calendar days following receipt of the grievance with the employee and the official against whom the grievance is filed. Within 10 calendar days following the meeting, the Board shall issue a written decision. The Board's decision shall be final and binding.

### FAILURE TO APPEAL

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

### ADMINISTRATIVE PROCEDURES

1. All suspension and discharge grievances shall commence at Step 3 of the grievance procedure, and must be filed in writing no later than seven days following receipt of written notice of such disciplinary action.
2. The employee may be accompanied or represented by counsel at each step of the grievance procedure, if the employee so desires. Any costs incurred by the employee by outside counsel shall be the responsibility of the employee, regardless of the outcome of any decisions at any step of the process.
3. All grievances must specify explicitly the problem, including relevant names, dates, etc.; why the preceding response by management or supervision did not reasonably resolve the problem; and the requested remedy to the problem.
4. An employee shall not have access to this grievance procedure during her/his initial probationary period with the County.



## T. TRAVEL REGULATIONS

### GENERAL POLICY

It is the policy of Scott County to pay reasonable expenses related to travel or meetings which are deemed to be necessary and/or beneficial to Scott County.

### SCOPE

This policy is applicable to the following:

All members of the Scott County Board of Supervisors;

All employees responsible to the 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.

### AUTHORITY TO TRAVEL

All travel outside of the Quad-City Area or Scott County and incurrence of related travel expense shall be approved in advance of departure by the responsible department head.

Each department head is fully responsible for expenditures from the department's travel and school of instruction budget, and he/she must certify that funds are available. All travel and mileage reimbursements for authorized travel shall be reviewed and approved by the department head and the County Auditor in accordance with regulations herein described.

## EMPLOYEE RESPONSIBILITY

County employees are expected to exercise the same care in incurring expenses that they would if traveling on personal business. Travel expenses that will be reimbursed are confined to those necessary for the approved travel. County employees shall complete the appropriate travel forms referenced in this policy in a timely matter. ~~page two of the Scott County Travel Approval Form and submit to his/her Department Head and return any unused travel advance funds to the County Treasurer within five (5) working days upon return from travel.~~

~~If the travel required overnight lodging then a Scott County Overnight Travel Expense Summary Report should be completed by the employee and signed by both the employee and the Department Head and filed with the County Auditor's Office within ten (10) working days from return of travel. This form is available from the County's Print Shop.~~

## IRS REGULATIONS - TAXABLE MEALS AND MILEAGE REIMBURSEMENTS

IRS regulations require that mileage reimbursements for County Board of Supervisors for commuting between the Board member's home and the County Courthouse is taxable income subject to income tax withholding as well as social security and Medicare tax.

Meal allowances for all County employees while traveling (both within the Quad Cities or outside of the area) on County business are also taxable, according to IRS regulations, if the trip does not require overnight lodging.

The aforementioned mileage and meal allowances reimbursement requests shall be submitted directly to the Auditor's office payroll division for processing. These reimbursements will be included on the employee's payroll warrant or payroll direct deposit as taxable income. Meal receipts may be required in accordance with the section of this policy entitled "Local Meeting Expenses".

## INELIGIBLE EXPENSES

Travel-related expenses that are not eligible for reimbursement include, but are not limited to, alcoholic beverages, valet, bell hop, laundry services and entertainment.



## MODE OF TRAVEL

The mode of travel must be identified when making a request to travel. The factors of distance, expense, convenience, and travel time shall be taken into account when selecting the appropriate mode of travel.

Normally, the most reasonable and economical mode of transportation should be selected. For example, if air travel is more economical than driving (mileage, meals, lodging, etc.), the County may reimburse only for the cost of the air fare.

## REQUEST FOR TRAVEL APPROVAL

Travel approval shall be requested on a Scott County Travel Approval Form (available ~~through the County Print Shop~~ on the intranet). The travel expense estimate portion of the form should include all costs to be incurred directly by the employee and those costs which will be billed directly to the County. The request shall be submitted to the responsible department head for his/her approval. Separate travel requests are required for each employee traveling. Once approved, the original request form is then returned to the requesting employee, representing the authority to travel, and will be used for subsequent reimbursement of appropriate expenses. The department head may wish to retain a copy for his/her records.

Reimbursement by state and federal governments and other entities must be indicated on the Scott County Travel Approval Form. It is the department's responsibility to apply for reimbursement and to submit these reimbursements to the Treasurer's Office on a timely basis.

## REQUEST FOR TRAVEL ADVANCE

Employees requesting a travel advance should indicate the amount requested on the Scott County Travel Approval Form prior to submitting this form to his/her department head for approval. The acknowledgement of the advance indicates the employee agrees to comply with this policy including but not limited to the sole use of the advance is to be used for necessary expenses relate to the approved travel and form shall include a provision that the employee agrees to an assignment or deduction from his/her wages for failure to reimburse the County for unused advances not repaid in accordance with this policy.

After receiving approval, County employees may receive a travel advance

from the Treasurer's Office by providing the Treasurer with a copy of the approved Scott County Travel Approval Form no earlier than three (3) working days prior to departure. All Travel Advance Requests should be made to County Treasurer's office prior to 4:00 p.m. on the day of the Requests.

Travel advance may be requested if the anticipated out of pocket cost exceed \$200 amounts should be kept to a minimum whenever possible. Pre-payment of registration fees, use of travel agencies, use of County purchase cards (except for meals), and billing of the County for lodging expenses are authorized and encouraged to keep travel advances to a minimum.

All travel advances shall be issued in the form of Treasurer's Bank Check. ~~The minimum advance granted will be \$100. Except as may be necessary for the transport of prisoners,~~ a travel advance shall not exceed \$750. Upon specific approval of the Sheriff, an employee involved in the transport of prisoners may receive a travel advance above \$750 but not to exceed \$1,000. Employees involved in the transport of prisoners should submit meal receipts for the reimbursement of actual meal costs for attendants, inmates and themselves instead of the meal allowance amounts referred to in the section below entitled "Documentation of Expenses". Request for a travel advance beyond the limits of this policy may be appealed at Step 3 of Human Resource's Policy S.

County employees desiring traveler's checks may take the Treasurer's Bank Check to the main office of the bank on which the Treasurer's Bank check is drawn. The bank will issue traveler's checks in the amount of the Treasurer's Bank Check at no charge to the County. Following review and approval by the department head of the return travel request form, any excess travel advance due the County should be taken immediately to the Treasurer's office. The Treasurer's office shall indicate on the travel request form the amount of travel advance returned. Failure by an employee to promptly return unused travel advance can result in the loss of travel advance privileges and possible paycheck garnishment.

## DOCUMENTATION OF EXPENSES

Upon return from travel, the employee must complete the ~~reverse side of the~~ Scott County Travel Approval Form within five (5) working days and submit it, with receipts, to his/her department head. The department head determines whether monies are due to the County or due to the employee. If the travel required overnight lodging then a Scott County Overnight Travel Expense Summary Report should be completed by the employee and signed

by both the employee and the Department Head and filed with the County Auditor's office within ten (10) working days from return of travel. ~~This form is available from the County's Print Shop.~~

Travel expenses should be itemized on the ~~reverse side of the request form~~ as follows:

1. Transportation. If the employee personally pays for transportation, the ~~coupon or receipt~~ must be noted and attached to the request form and the amount entered in the "Travel" column. Travel arrangements made through travel agencies, etc. should be billed directly to the employee's department or completed with a purchasing card. In selecting appropriate transportation, the employee should refer to the section of this policy entitled "Mode of Travel".

A. Air Travel. Air travel will be reimbursed at the "Coach" or economy rates. Receipts are required.

B. Rail, Bus, Subway and Taxi Travel. Appropriate expenses for rail, bus, subway and taxi travel are eligible for reimbursement when used for County-related business. Receipts ~~for rail and inter-city bus service~~ are required, and these amounts should be entered in the ~~"Travel" column.~~ ~~Intra-city bus service, subway and taxi expenses~~ are entered in the "Miscellaneous" column. Enter the amount and the purpose of the trip (e.g., \$5.75 - taxi from airport to hotel).

C. Car Rental. Car rental expenses may be eligible for reimbursement provided they are reasonable and economical. Receipts and a copy of the rental agreement are required. When using a rental car, the employee will be reimbursed for actual expenses related to fuel, oil, necessary repairs, parking and tolls. Receipts are required. Car rental expense is entered in the "Miscellaneous" column. Additionally employees may request a rental car if it can be demonstrated that the entire costs are less than reimbursement of mileage.

D. Use of County Vehicle. ~~When appropriate to the travel destination, employees should use~~ Aa County vehicle (if available) should be used when traveling on County business, especially for day trips. When using a County vehicle, the employee will be reimbursed for actual expenses related to

fuel, oil, necessary repairs, parking and tolls. Receipts are required, and these expenses are entered in the "Miscellaneous" column.

E. Use of Personal Vehicle. The use of an employee's personal vehicle for County travel should only occur when a County vehicle is not available. When using his/her personal vehicle, the employee will be reimbursed for mileage, parking and tolls. The mileage allowance for use of a personal vehicle shall be at the average of the rate allowed for such purposes by the U.S. Internal Revenue Service and State of Iowa. The Auditor will calculate the approved rate on January 1 and July 1 each year. Mileage expenses will not be reimbursed if the employee was traveling on a day trip and a County vehicle was available or to same meeting location as members of the same department and the employee did not carpool. ~~Mileage expense reimbursement requests for County Board of Supervisors members' commute between their home and the county Courthouse are considered taxable by the IRS and should be submitted to the Auditor's office payroll division for processing. These commuting mileage reimbursements will be included on the Board member's payroll warrant or payroll direct deposit as taxable income.~~

2. Lodging. Lodging is reimbursable for travel of 50 miles or more from the employee's residence. Employees are encouraged to seek the most reasonable lodging rate available. If a reasonable rate is not available, a written explanation should be attached to the request form. Receipts are required for all lodging expense (including tax) should be entered in the "Lodging" column.

Note: All restaurant charges to the room should be entered in the "Meals" column and not paid for with use of the purchasing card.

If traveling with spouse and/or other family members on County-related business, see section below entitled: "Travel Expense of Other Family Members."

If the travel requires overnight lodging then a Scott County Overnight Travel Expense Summary Report should be completed by the employee and signed by both the employee and the Department Head and filed with the County Auditor's Office within ten (10) working days from return of travel. ~~This form is available from the County's Print Shop.~~

3. Conference or Seminar Registration. Registration expense not previously paid by the County must be reported in the "Miscellaneous" column. Receipts are required.
4. Meal Allowances. Employees shall be provided meal allowances when traveling on County business. Meal allowances are as follows:

Breakfast: \$8.00 (employee leaves home before 6-7 a.m. or stays overnight);

Lunch: \$12.00 (out of county and away from work place between 11 a.m. and 2 p.m.);

Dinner: \$25.00 (employee arrives home after 6-7 p.m.).

Gratuities are included in the above meal allowances. No meal receipts are required to be submitted.

~~According to IRS regulations, meal expense reimbursements are considered taxable income for employees traveling (both within the Quad Cities or outside of the area) on County business where over night lodging is not required. These meal expense reimbursement requests should be submitted directly to the Auditor's office payroll division for processing and will be included in the employee's payroll warrant or direct deposit as taxable income.~~

~~Whenever a meal is included in the conference or seminar fee, or provided for as part of the overnight accommodations that particular meal allowance should not be submitted shall not be reimbursed.~~

5. Miscellaneous Expenses. Amounts to be entered in the "Miscellaneous" column discussed under number 1 above include taxi and car rental expenses, parking and tolls, etc. Other allowable miscellaneous expenses include conference registration costs, telephone, telegraph and postage expenses. These expenses are eligible for reimbursement if related to County business. In addition, a personal, safe-arrival call is allowed upon reaching one's destination. On extended trips of three days or more, additional personal telephone calls are allowed if kept to a reasonable minimum. All calls should be categorized in the

"Miscellaneous" columns as either personal or business. Any other allowable travel expense for which reimbursement is requested must be identified in the "Miscellaneous" column with receipts attached.

6. Total Expenses. The provided travel forms should be completed in full and balanced to reflect the total expenses related to the travel. ~~All expense columns on the reverse side of the travel request form should be added across and down and should agree. The total amount of travel expense should also be listed on the front side of the request form. If applicable, the amount of any travel advance should be listed on the next line. If expenses exceed the amount of the any travel advance, the balance should be entered on the line labeled "Amount Due Employee", noted on the form.~~ If the total expense is less than the travel advance, the balance should be entered on the line labeled "Amount Due the County" should be noted on the form.

Should a required receipt be lost or not obtained by the employee, a signed statement explaining the circumstances and documenting the expense should be completed by the employee for the Auditor's review. If the expense is deemed reasonable by the Auditor's office it shall be reimbursed to the requesting employee.

~~Following review and approval by the department head, any excess travel advance due the County should be taken immediately to the Treasurer's office. The Treasurer's office shall indicate on the travel request form the amount of travel advance returned. Failure by an employee to promptly return unused travel advance can result in the loss of travel advance privileges and possible paycheck garnishment.~~

#### SUBMISSION OF TRAVEL REIMBURSEMENT REQUEST TO THE COUNTY AUDITOR

~~All employee requests for reimbursement of travel expenses must be reviewed and approved by the appropriate department head prior to submitting a claim to the Auditor's office for processing. Expense reimbursements considered taxable by IRS regulations (Board of Supervisors members' commuting mileage between their homes and the County; and County employees' meal allowance reimbursements when traveling on County business not requiring over night lodging) should be itemized on~~

~~separate travel claim forms and submitted directly to the Auditor's office payroll division. These reimbursements will be included on the employee's payroll warrant or payroll direct deposit as taxable income.~~

~~When total expenditures exceed the amount of the travel advance, the department must submit two claim forms to the Auditor's office. One claim should be made payable to the traveling employee in the amount found in the box labeled "Amount Due Employee". A second claim should be made payable to the Treasurer's Travel Advance Account in the amount of the travel advance.~~

~~If the travel required overnight lodging then a Scott County Overnight Travel Expense Summary Report should be completed by the employee and signed by both the employee and the Department Head and filed with the County Auditor's Office within ten (10) working days from return of travel. This form is available from the County's Print Shop.~~

### TRAVEL EXPENSE OF OTHER FAMILY MEMBERS

In the event an employee's spouse, other family members and/or acquaintances accompany the employee on County-related travel, the employee must bear all additional costs of transportation, meals, conference registration, etc. In the case of lodging, the County will pay only the single room rate. Such single rate must be entered on the lodging receipts.

### LOCAL MEETING EXPENSES

Meeting expenses not requiring employee travel outside the Quad-City metro area or Scott County are eligible for reimbursement in accordance with the provisions of this section.

Basic, non-alcoholic beverages and refreshments may be provided at regular meetings of the Board of Supervisors, including Committee of the Whole meetings, work sessions, etc. ~~A petty cash fund shall be established in the Office of the Administrator to service all Board sponsored meetings. A County purchasing card may also be used.~~

In the event the Board invites a guest to meet on a matter pertaining to County business, ordinary out-of-pocket expenses such as travel, lodging and meals may be reimbursed in amounts deemed appropriate by the Board.

Basic, non-alcoholic beverages and refreshments also may be provided at County-sponsored meetings when three or more outside, invited guests are

in attendance. The purpose of the meeting, number of participants and expenses should be documented on the claim form submitted to the Auditor's office for processing.

If authorized by the appropriate department head, employees may be reimbursed for reasonable meal costs related to local meetings with outside groups or other County employees which involve County business or concerns. The purpose of the meeting, number of participants and expenses should be documented on the claim form, ~~submitted to the Auditor's office payroll division for processing. Since a local meeting does not require overnight lodging this meal expense reimbursement is considered taxable income by the IRS.~~ (See section entitled "IRS Regulations - Taxable Meals and Mileage Reimbursements" of this policy for further information.) ~~Meal receipts are required for this type of local meeting expense.~~

### ADMINISTRATIVE PROCEDURES

1. An employee may be reimbursed for other travel expenses related to County business, but not referenced in this policy, upon approval by the Board of Supervisors. In no case will an employee be reimbursed for more than his/her actual out-of-pocket expenses.
2. Failure to submit an expense claim form within ~~five (5) working days~~ the required time upon return from travel can result in a forfeiture of claim for reimbursement, ~~or in an assignment or deduction from wages for funds due Scott County related to a or Account of tTravel Advance~~ advance, and/or disciplinary action which may include in the loss of travel advance privileges in accordance with Paragraph 3 hereafter.
3. ~~In the event that a travel claim has not been submitted in a timely manner, the Assistant County Administrator shall first contact the individual, in writing, to ensure the claim will be submitted during the next claim cycle. If the claim is not submitted after this notification, the Assistant County Administrator shall again contact the individual in writing and require the claim be submitted during the next claim cycle. Failure to submit the claim following this second notification shall result in the deduction from wages for the amount advanced. If an individual has suffered an assignment or deductions for wages twice, due to this policy, he/she shall lose travel advance privileges.~~



## 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 <del>Simon</del> <u>VISA/American Express</u> gift card  |
| 15 | fifteen-year pin and \$30 <del>Simon</del> <u>VISA/American Express</u> gift card  |
| 20 | twenty-year pin and \$40 <del>Simon</del> <u>VISA/American Express</u> gift card   |
| 25 | twenty-five-year pin and \$35 <del>Simon</del> <u>VISA/American Express</u> gift card and a watch which includes the County logo     |
| 30 | thirty-year pin and \$60 <del>Simon</del> <u>VISA/American Express</u> gift card   |
| 35 | thirty-five-year pin and \$75 <del>Simon</del> <u>VISA/American Express</u> gift card  |
| 40 | forty-year pin and \$100 <del>Simon</del> <u>VISA/American Express</u> 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. Nominations may be considered up to one year from the date of the

nomination.

~~A nomination form must be used when nominating an individual, and these forms are available on the intranet or by contacting the Human Resources Department. Nominations submitted must be in writing. Nomination forms are available on the Intranet. Nominations 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 \$50-100 VISA/American Express gift card 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 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

Group 4

Jail  
Juvenile Detention

Auditor

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~~ten 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:

~~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.~~

12. 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.

23. 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.

34. 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. The Human Resources Department shall report the employee name and amount of gift card to the Payroll Division for taxable purposes.
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.



## Z. TEMPORARY ALTERNATIVE DUTY WORK PROGRAM

### GENERAL POLICY

It is the policy of Scott County to assist the employee as they "transition" back to a full recovery from work related injuries, by providing a temporary alternative duty work program. If the employee has permanent restrictions which makes them unable to perform the essential functions of their job, they are not a candidate for the temporary alternative duty work program.

### 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, federal law, 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.

### ELIGIBILITY

Employees with verified work related injuries who have been released by the se County's Occupational Health provider~~physicians have released them to work with restrictions~~ will be placed in an alternative duty position.

To participate in the alternative duty program, the employee must cooperate with his/her treatment plan as defined by the ~~physician~~County's Occupational Health provider.

### QUALIFICATIONS

The County's Occupational Health ~~medical~~ provider will issue functional limitations/work restrictions based on medical causes confirmed in the course of medical evaluations. Functional limitations/medical restrictions must be updated no less than every two

weeks by the medical provider, or as requested by the Risk Manager. ~~It is the responsibility of the employee to seek this documentation from his/her medical provider.~~

Supervisors will be notified by the Risk Manager ~~Human Resources Department~~ of any work restrictions/alternative duty requirements for specific employees. Individual departments are responsible for determining the business reasonableness of all issued work restrictions and alternative duty assignments. If there is a determination that there cannot be a reasonable accommodation of restrictions, the supervisor must consult the Risk Manager ~~Human Resources Department~~ for direction.

### TIMETABLE

Reasonable accommodations for alternative duty work assignments will be granted as defined by the County's Occupational Health provider. ~~up to, but no longer than, 90 days. To extend alternative duty beyond 90 days, a review of the file must occur by the appropriate department head and Human Resources Director. The department head and Human Resources Director has the discretion of extending the alternative duty assignment 30 additional days if medical documentation exists to substantiate continuation of the functional limitations.~~ At any time during the process, the alternative duty assignment will cease when the physician releases the employee to return to work or a settlement is provided in the worker's compensation claim. In any event, once it is determined that the worker's compensation benefit is to cease, the alternative duty position will also cease.

### WAGE & BENEFITS

Employees working alternative duty will be compensated at the same rate of pay as the position they held when they were injured. Eligible employee benefits will continue at the same rate they were prior to the work-related injury.

### OVERTIME

All employees who have been assigned temporary alternative work duties will be ineligible for any overtime work.

### REFUSAL OF WORK

If an employee refuses an alternative duty assignment that is within his/her work restrictions, the employee's temporary total disability compensation (if applicable) will cease and employment will be terminated.

### RESPONSIBILITY OF EMPLOYEE



1. Employees assigned to an alternative duty assignment must maintain acceptable performance standards.
2. The employee is responsible for providing his/her immediate supervisor with any releases to return to work, with or without restrictions, within 24 hours of receipt.

### RESPONSIBILITY OF SUPERVISOR

1. Assign duties to the employee in accordance with restrictions specified by the attending physician. ~~Examples of alternative duties are shown below for reference~~County's Occupational Health provider.
2. Ensure the employee understands his/her job duties.
3. Monitor the employee's work performance.

### LIGHT DUTY FOR NON-WORK RELATED ILLNESS OR INJURY

An employee may request a temporary light duty assignment for an injury or illness that is not work related. The assignment would be reviewed after 3 weeks and would be available to be extended for an additional 3 weeks. Priority for light duty assignments go to employees with injuries or illness that are covered by workers compensation. The Department head has the discretion to provide a light duty assignment for injuries and illnesses not work related. The decision will take into consideration factors such as staffing needs of the department, the availability of light duty work, abilities of the employee to perform such duties and employee's work history. An employee is not eligible for a light duty assignment under this paragraph if the employee has any disciplinary actions within the preceding 12 months for attendance or sick leave abuse. The employee must obtain a work release for such assignment from the employee's personal physician. Such assignment will be within the restraints and restrictions imposed by the physician.

No assignment will be considered a permanent light duty assignment. In order for a union employee to be eligible for a temporary light duty assignment under this section a side letter must be on file stating the Union agrees that the denial of a light duty assignment for an injury or illness not work related cannot be grieved.



## AA. WORKER'S COMPENSATION

### GENERAL POLICY

It is the policy of Scott County to provide appropriate medical care to employees injured ~~during the course of their duties within the scope of their employment.~~

### 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.

### REPORT OF INJURY

In the event of an injury arising out of and in the ~~course~~ scope of your employment, Scott County will make every reasonable effort to ensure an injured employee is provided ~~proper, prompt~~ adequate injury specific medical care. Employees should report any injury to your supervisor immediately, and to the Risk Manager regardless of severity. The Risk Manager must authorize and schedule all initial physician appointments. Should you choose to receive medical attention from your own medical provider, you will be responsible for all costs incurred.

The "Notice of First Injury Report" shall be filed with the Risk Manager within (24) twenty-four hours.

## COMPENSATION

The physician at the County's occupational health provider will determine whether or not the injury is work related and therefore compensable.

~~Regular~~ County employees, injured ~~or sick~~ as the result of an accidental injury or illness arising out of and in the course of their employment for the County, are eligible to use available sick leave or vacation accruals during such period as the employee is unable to perform his/her job for the County.

An employee on authorized sick leave and receiving worker's compensation benefits for a job-related injury or illness, shall receive sick or vacation pay in a limited amount sufficient to offset any difference between worker's compensation benefits and the employee's regular rate of pay, but only to the extent that sick or vacation leave accruals are then available.

Depending on severity of the initial injury, unless it is a critical medical emergency the injured employee will report to the County's Occupational Health Provider for an initial medical evaluation after the end of their scheduled work shift. In the event the Occupational Health Provider is closed the injured employee will report immediately the following day. These visits will not be paid as hours worked.

When it is necessary for an employee to visit the County's occupational health provider for follow-up visits or physical therapy in conjunction with a work related injury the following ~~shall~~ will apply:

- \* The appointments will be made during non-work hours.
- \* These visits will not be paid as hours worked.
- \* All appointments scheduled during work hours must be preauthorized by the Risk Manager. In the event an appointment is scheduled during work hours, they will be scheduled as close to the beginning or end of the shift as possible.

## OVERTIME

All employees assigned any type of alternative/restrictive work duties by the County's Occupational Health provider will be ineligible for any overtime work.

## BB. WORKPLACE VIOLENCE

### Purpose

Scott County is committed to ensuring the highest standard of health and safety in the workplace for all employees, customers, vendors, contractors and the public while providing for the efficient and effective operation of Scott County.

### Scope

This policy is applicable to the following:

The Scott County Board of Supervisors;

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder including 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 has certified its applicability;

The general public conducting any type of business on or within county occupied buildings or property under control of Scott County.

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.

### General Policy

Scott County does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not all inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on county property or while on county business, unless required for position.

It is the shared responsibility of department heads, supervisors, employees, customers, vendors, contractors and the public to take any threat or violent act seriously, and to report acts of violence or threats to appropriate authorities and the Risk Manager.

Any employee or agent of Scott County who violates this policy shall be subject to disciplinary action, up to and including dismissal from employment, exclusive of any civil and or criminal penalties that may be pursued.

### Emergency Operations Team

The Emergency Operations Team is responsible for providing direction and decision making in any workplace violence situations. The Emergency Operations Team consists of the Assistant County Administrator or designee, Sheriff or designee and the Director of Facility and Support Services or designee and the Risk Manager. The Emergency Operations Team will be activated by Radio Room operation answering an internal emergency call. This team will also coordinate response to incidents of workplace violence, providing assistance to employees and information to the media as needed.

### Reporting Procedures

Any potentially dangerous situations must be reported immediately to a supervisor or the ~~Human Resources Department.~~ Risk Manager. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only if necessary. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Scott County will intervene at any indication of a possibly hostile or violent situation.

## Post Incident Reporting Procedures

All acts or incidents of violence are to be reported to the Risk Manager

Initial Incident Reports will be prepared by the individual /s involved and forwarded within (1) one day of the incident to the Risk Manager

The Risk Manager will conduct a follow up investigation and final incident report providing a final copy to the Emergency Operations Team and County Administrator.

The Risk Manager will brief appropriate departments involved as to incident, final report, and deficiencies or corrections which may be utilized to prevent reoccurrence.

## Employee Training

Mandatory bi-annual training for all County employees shall consist of, but is not limited to the content of this policy, aggression management techniques and measures employees can take to defuse workplace violence, including specific procedures the County has implemented to protect employees.

## Employee Assistance Program

~~Scott County provides the resources of an employee assistance program (EAP) to all of our employees. EAP services are offered to those employees and their eligible dependents. While we receive periodic reports on the number and types of visits made to the EAP, we do not receive any information about individual contacts.~~

~~Employees are encouraged to use our Scott County's EAP whenever you feel the need for guidance in coping with any problems you have. If you have difficulty with the use of drugs or alcohol, the EAP can provide information on treatment.~~

~~The EAP is a confidential service to be used when you need help. Call 445-0587 or 800-322-8375 to receive assistance.~~





XIV-14. USE OF COUNTY OWNED FACILITY

POLICY

It is the policy of Scott County to provide county facilities to all departments and county organizations for authorized use. It is also the policy of Scott County to coordinate the use of, entry into, and modification of said facilities.

SCOPE

This policy is applicable to all offices, departments and agencies (tenants) within Scott County government or located within County owned facilities. (Secondary Roads and Conservation are exempted from the coordinated entry and contractor provisions of this policy, except for offices space located in campus buildings.)

USE OF FACILITIES

- A. County departments, tenant agencies, authorized agencies, county affiliated organizations (Community Jail and Alternatives Advisory Committee, Civil Service Commission, Zoning Board of Appeals, County Collective Bargaining Units, etc.), governmental entities and not-for-profit community groups may request to use county facilities if appropriate space is available.
- B. One-time or recurring event use is governed by the procedures outlined herein. Long-term use (~~excluding 45 days~~ or more in duration) shall require a written lease agreement for all entities other than county departments, even if the request is granted at no cost.
- C. Rooms available for use at the downtown ~~County Campus~~ County Campus are outlined in the attached Schedule A. Other rooms and spaces may be available at other County facilities. Inquire with the managing department for availability and costs.
- D. The charging policy for the use of county campus facilities is as follows:
  - County Departments no charge
  - Tenant agencies per lease/code  
(District Court, DHS, etc.)
  - Affiliated organizations \_\_\_\_\_ no charge  
(CJAAC, Jail working groups, etc.)

• Authorized agencies

no charge

16 hrs./yr. free

(Additional

hours

see—Schedule

B)

• Other government &  
not-for-profit community groups

per rate table

(see Schedule B)

E. All requests and scheduling for each facility will be with the department responsible for the appropriate facility. For all campus buildings and the county warehouse that department is Facility and Support Services (FSS). All FSS bookings may be made via the County Outlook calendar (for persons with access to the County computer network). Persons outside the county network may call 563-326-8611 to book spaces and rooms managed by FSS.

For Jail facilities contact the Sheriff's Office- Jail Division at 563-326-8750. For Conservation and park facilities contact the Conservation Board at 563-328-3280.

E.F. County Departments, Tenant Agencies and Affiliated organizations may request use of meeting rooms, etc. for either recurring use or single events and meetings. Recurring events may be booked up to one year in advance. All other users are limited to one-time events and meetings. Rooms are available on a first come, first serve basis.

F.G. The responsible department may limit the scheduling and use of facilities and rooms to ensure availability for county department or county sanctioned use if room availability becomes an issue.

G.H. County facilities can also be used for purposes which are mandated by law.

Candidates announcing for public office may use county facilities during normal working hours for such purposes, and their request shall be granted providing space is available.

~~Candidates announcing for public office may use county facilities during normal working hours for such purposes, and their request shall be granted providing space is available.~~

I. Facility & Support Services or the responsible department for said facility(s) reserves the right to cancel or rearrange conference room reservations and will notify the scheduling party as far in advance as practical.

## COORDINATED ENTRY REQUIREMENTS

- A. The purpose of the Coordinated Entry Requirements is to provide a means to properly identify campus employees and to differentiate between staff and visitors to county facilities. The underlying purpose of this provision is to enhance security and to better monitor entry into staff areas of County facilities.
- B. All employees of County Departments and Tenant Agencies shall display county approved photo or law enforcement identification while on premises.
- C. The approved photo identification method is issued by the Facility and Support Services Department. Cards should not be altered in any way, including but not limited to, covering the logo or approved photo ID picture, punching holes, etc. These cards remain the property of Scott County and should be returned to FSS at such time as the employee is you are no longer employed by the County or a tenant agency.
- D. The building manager (see listing in Contractor Requirements below) may issue visitor passes to individuals with long-term or recurring business in the facility.
- E. The building manager may waive the photo identification requirements where deemed appropriate.

## COORDINATED CONTRACTOR REQUIREMENTS

- A. The purpose of Coordinated Contractor Requirements is:
  - 1. To ensure proper notification prior to any physical alterations to existing County structures, systems, equipment or building services.
  - 2. Centralize coordination of cabling and infrastructure installation and modification to ensure uninterrupted, documented service to all building users.
  - 3. To ensure long term communications systems integration and coordination between tenants' needs and County's future plans.
  - 4. To make clear the concern for communications facilities security within the County buildings.
  - 5. To properly account for and identify contractors working on-site in County facilities.
- B. All new requests or changes to existing communications, cabling and utility

infrastructure (including building utilities and services) must be requested in writing to the Director of Facility and Support Services.

- C. If the request involves laying/installation of new transmission medium~~transmission medium~~, utility, distribution or infrastructure, a pictorial rendition of the existing and new pathways must also be submitted.
- D. Where appropriate, the Director of Facility and Support Services may, if approved, forward the request on to the Director of Information Technology. If the request is not approved the Director of FSS must return the request to the requestor within four weeks explaining why it wasn't approved.
- E. The Director of Facility and Support Services must verify that the request falls within the long term plans of the County's communications system.
  - 1. This may necessitate discussions with the County Sheriff's Department, the Scott Emergency Communications Center, Information Technology Department or other departments or agencies (SECC?) to ensure the reliability and integrity of both the E911 emergency system and the County emergency radio communication system.
  - 2. The IT Director shall determine that the requested changes~~requested changes~~ will not impact the various computer networks and phone systems located on the premises.
- ~~F. If the request impacts more than one department or at the request of the requestor, Director of Facility and Support Services or Director of Information Technology, the original request shall be passed on to the Technology Oversight Board. The Technology Oversight Board shall submit the request for review and consideration to the Board of Supervisors within eight weeks.~~
- G.F. All physical communication equipment will be afforded the highest security to ensure continued uninterrupted operation.
- H.G. All contractors working on-site in county owned buildings are required to register with the building manager (see list below). Said contractor must accurately disclose their company name, the nature of their business/work and the anticipated duration. Other security measures may be required for entry into secure perimeters of the jail and jail annex. The building manager ~~will~~ may issue a temporary identification badge that must be displayed at all times while on site. Failure to display proper identification will be cause for the building manager to stop the work (at no cost or liability to Scott County) until proper identification is displayed. Building managers are:

1. Campus buildings -Facility and Support Services Dept.
2. Juvenile Detention Center - FSS and JDC Departments
3. Parks and parks buildings - Conservation Department
4. Jail Facilities - Sheriff's Office, Jail Division
5. Secondary Roads buildings - Secondary Roads Dept.

I.H. While on-site, contractors may be required to adhere to tool retention and accountability requirements determined by the location of the work. This provision is especially critical in secure areas of jails and detention centers. Failure to adhere to this provision could result in serious security breaches and could impact the safety and security of those facilities.

J.I. Department Heads within the building management departments listed above may waive the identification provisions of this policy if the circumstances warrant.

Use of County Owned Facilities - General Policy XIV14

Schedule A

Schedule of Available  
Scott County Campus Meeting Rooms

Large Rooms

**Board Room** - first floor Administrative Center; Convenient to main entrance, ample free parking; seats 80 —100 theatre style; has mounted LCD projector; can be set-up classroom, table clusters or meeting style; built-in Board table at front; kitchenette at rear. This room is near the front door and can be separated from the rest of the building. After hours events must use this room unless special arrangements are made.

**Conference Room 605 A/B Combined** - 6th floor of the Administrative Center; ample free parking; seats 80—100 50-60 theatre style; has two mounted LCD projectors; room dividable into two small rooms (see below); can be set-up classroom, table clusters or meeting style serving counter in adjacent area for catering, etc.; vending nearby. This room has excellent views of downtown Davenport.

**Conference Room 638** - 6<sup>th</sup> floor of Administrative Center; ample free parking; seats 18 - 20 around large, permanent wood meeting table; has mounted LCD projector & TV/VCR; refreshments limited due to table and seating surfaces; vending nearby. This room is a very nice, professional executive style meeting space on an interior space with no windows.

Conference Room 258 - 2<sup>nd</sup> floor of the Courthouse; ample free parking; seats 25 theatre style. Can also be set-up classroom and table clusters.

**Courtrooms** - several courtrooms in the Courthouse are available for special events only. Requests must be approved in advance by Facility and Support Services and Court Administration.

~~Training Room (available January 2010) seats 40-50 classroom style, 60-80 theatre style; Limited free parking is available, vending nearby.~~

Small Rooms

~~**Conference Room 635** - 6th floor of the Administrative Center; ample free parking; seats 8 — 10 around mobile tables; mounted TV/VCR; serving counter in adjacent area for catering, etc.; vending nearby.~~

**Conference Room 636** - 6th floor of the Administrative Center; ample free parking; seats 6 - 8 around mobile tables; mounted TV/VCR; serving counter in adjacent area for catering, etc.; vending nearby.

Conference Room 605A or 605B - 6th floor of the Administrative Center; ample free parking; seats 10 - 35 theatre style; has mounted LCD projector; mounted TV/VCR/DVD; can be set-up classroom, table clusters or meeting style; serving counter in adjacent area for catering, etc.; vending nearby.

Conference Room 60712 - 6th floor of the Administrative Center; ample free parking; seats 6 - 10 around permanent table; nice executive meeting room; views of downtown. Book through Human Resources.

Conference Room E225, 2<sup>nd</sup> floor of the Entrance Pavilion; ample free parking, seats 8-10 around permanent wood meeting table.

~~Conference Room 108 - 1<sup>st</sup> floor of Administrative Center; ample free parking; seats 8-12 around mobile tables; vending nearby.~~

### General Information

All rooms are served by nearby restrooms. Restrooms and meeting spaces are fully accessible. All rooms open during business hours (8-4:30p, M-F, excluding Board approved holidays) subject to availability. After hours events must be scheduled into Board Room unless other security arrangements are made. See Schedule B for reservation costs.

Use of County Owned Facilities - General Policy XIV14

Schedule B

Schedule of Charges and Booking Procedures  
Scott County Campus Meeting Rooms

Use Charges

All hourly charges are minimum one hour charge.

Rooms -

Small Meeting Rooms (ex. 635, 636, etc.)	\$10 first hour \$5 per hour for additional
Large Meeting Rooms (ex. 638, 605, Board Room, etc.)	\$20 first hour \$10 per hour for additional
Special Set-up other than standard set-ups	\$50 flat charge

Audio Visual Charges -

~~Available equipment - LCD projectors, TV, VCR, DVD, ELMO presenter, speakers, microphones, assistive listening devices, speaker phones.~~

<del>Audio Visual Equipment</del>	<del>\$10 per day</del> <del>per system</del>
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Additional Charges -

Facility Staff (required for after hours bookings)	\$30 per hour
Security Staff (required for large events, special needs)	Contract with Sheriff's-Reserve
Clean-up Charge (trash not in cans, carpet stains, etc.)	\$40 small room \$75 large room

Booking Procedures

Internal Customers -

Rooms are available via Outlook and can be booked on-line. Rooms can also be



reserved via Sixth Floor reception desk (x8611). ~~Standard room set-ups are published on the intranet. We encourage the use of standard set-ups only, please. 24 hour notice required for room set-ups.~~

**External Customers -**

Rooms may be reserved by contacting the Facility and Support Services Department at (563)326-8611. Standard room set-up diagrams are available via fax or mail. 24 hour notice required for standard room set-ups; 48 hour notice for non-standard set-up; 72 hour notice for after-hours. Room charges are net 30 days after event date.



## XXIII23. RECORD MANAGEMENT POLICY

### POLICY

This policy will provide all record storage users with information, procedures, and guidelines needed to establish a records management program. The objective of the records program is to provide economy and efficiency in the creation, organization, maintenance, retrieval, use, and retrieval, and disposition of records, assuring that ~~unneeded~~ records will not be created or kept and valuable records will be preserved and available.

### SCOPE

This policy applies to all ~~County Offices and Departments~~ that create, store, or use ~~paper and/or or store paper or electronic records.~~ users of the ~~Scott County Record Storage Areas.~~

### DEFINITION OF TERMS

- A. Record: A document, book, paper, photograph, sound recording, digital image, digital file or other material.
- B. Active Records: Records that are referred to on a consistent basis.
- C. Inactive Records: Records that have little or no reference activity, however, need to be retained.
- D. Retention Period: Minimum length of time a record should be kept to fulfill administrative, legal, fiscal, and historical needs.
- E. Record Storage Areas: Physical and electronic storage Areas centrally managed by the County in the Courthouse, Administrative Center, Tremont Sub-station Warehouse or other buildings where a significant amount of records have been congregated for storage. This is not intended to include small filing areas in individual offices. Rather this refers to areas outside of the individual office area or department responsibility centrally managed by the County as a service, either within the same building or at an off-site location.
- F. User Responsibilities: All record storage users ~~are will be~~ responsible for implementing and maintaining an effective and efficient records management program as outlined herein by the Record Committee.
- G. Imaging: Tthe process of creating, indexing and digitally storing an electronic image (E.g.: PDF, TIFF, JPEG, etc.) of a paper document.

F.H. Record Series: a series of records, all of a similar type, usually with similar formatting, and information (example: immunization records or motor vehicle registrations), and retention requirements. (E.g.: immunization records, motor vehicle registrations)

## RECORD RETENTION AND DESTRUCTION

- A. Inventory. It ~~is~~ will be necessary for all record storage users to conduct and maintain an inventory of each records series managed maintained. The inventory ~~is to~~ will include records in the individual office or department areas and in centrally managed record storage areas. During the inventory search, information about ~~the~~ each records series should be recorded documented to provide an accurate description of records stored (including box types/numbers if applicable), ~~and their~~ location, and retention requirements written down on an inventory worksheet. (A sample worksheet is found on page 232 in the Iowa County Records Manual. This worksheet may be used in its entirety or as a reference.) ~~The~~ The details recorded ~~on the worksheet~~ will assist the record storage user in determining the retention and/or destruction period of the records. The worksheet will also provide a guideline to aid each record storage user in classifying a record as active or inactive.
- B. Scheduled Maintenance. All record storage users should schedule time once twice a year to review their active and inactive files. This will enable ~~the~~ record storage users to move records into the appropriate storage area and destroy those records which have ~~become~~ useless are no longer required to be maintained.
- C. Uniformity of Procedure. Records that are to be retained in ~~the~~ record storage areas should be clearly indexed marked so as to enable easy identification. ~~(Refer to Record Storage Space Rules and Procedures B).~~ Physical Records that are to be destroyed should remain in their original box or be placed in a box with the word DESTROY prominently displayed rinted on an orange fluorescent label and placed on the upper right hand corner of the box. If a user would like personnel from the Building and Grounds Facility & Support Services department to remove material to be destroyed, a work order should be completed and submitted to the Buildings and Grounds FSS department.

## PHYSICAL RECORD STORAGE SPACE RULES AND PROCEDURES

- A. Transferring Physical Records into Record Storage Area. All record storage users shall transfer inactive physical records into the record storage area where they will remain for the duration of their retention period. When transferring physical records to the dead record storage areas ~~(as listed above)~~ located in the County Annex and Sears buildings, each record

storage user should label the box(es) to be transferred. A work order should be submitted to the ~~Buildings and Grounds~~FSS department to ensure that the material is transferred.

- B. Indexing and Labeling Procedures. All record storage users shall be responsible for indexing and labeling stored physical records in such a mattermanner so as to provide easy retrieval. Retained physical records shall be labeled in a clear and consistent matter so as to avoid confusion. Labels need to include the Ooffice or Ddepartment, record series name, box number and destroy date (exE.g.: "Treasurer's Office; Subsequent Documents 2007; Box #23; Destroy 7/2012"). If the physical records are for permanent storage, indicate that and include the words "Do Not Destroy" in lieu of the destroy date. The label should be written on the outside of the storage box so that everyone can easily identify the items stored. Physical Rrecords of the same record series and the same retention period should be stored together.
- C. Designation of Storage Areas. ~~A diagram of the Courthouse basement storage area has been attached.~~ It is the responsibility of each record storage user to ensure that their designated area is clean and easily accessible. Records should be placed in boxes, then shelved or in file cabinets/shelving. Books should be stored on rollers whenever possible. Aisles should not be blocked by the improper storage of records. All record storage users shall prepare a list which will identify the location of their stored records.
- ~~—~~ D. Security. All physical records storage areas shouldall remain locked when not occupied. Offices or departments —that allow researchers, abstractors, etc. into records storage areas for searches are responsible to ensure that said individuals respect the security and integrity of said records. At no time, shouldall a physical records storage area be unattended or left unlocked with free access to the public. Offices and dDepartments are responsible for developing and implementing check-out/in procedures in the event that they wish to allow the temporary removal of records from the storage space. The current check-out procedure for the storage areas will remain in effect. In the event that a person would want to remove a file from any of the storage areas, the respective department head must be consulted.

## RECORD IMAGING AND PAPER REDUCTION

- A. Wherever possible, records should be created, manipulated, maintained and referenced in electronic format. Unless a valid business reason exists, paper records should NOT be created due to the inefficiencies involved. This initiative is supportive of our efforts to be good stewards of our environment and promote "Green Government" in Scott County.

- B. Where paper records are required or already exist, digital imaging should be considered as a means to manage records through the retention period. Factors to consider include the amount of space required for paper records, the frequency of access, the duration of the retention, and the historical value of the paper record. The decision to image a record series is made as a collaboration of the originating office/department/office, the Information Technology Department (keeper of the electronic file system and system storage provider) and the Facility and Support Services Department (imaging process provider).
- C. If a document series is selected for digital imaging, the standard procedure is to destroy the original records 30 days following the final verification through the digital imaging quality control process. Provisions for other retention beyond that standard shall be considered on a case-by-case basis. However, the goal of digital imaging remains to eliminate paper records, not to DUPLICATE a paper record with an electronic version.
- D. In some cases (E.g: small series, odd sized records, etc.) the standard digital imaging process may not be practical. In these cases, an office or department or office may pursue other means of electronic storage (such as the use of multi-function office machines or large format machines/scanners). The originating department is responsible for creating and maintaining the electronic files or for requesting the assistance of the Information Technology Department to ensure files are properly stored and protected to allow for easy retrieval and to ensure proper back-up and security.
- E. File types used for digital imaging and digital electronic records storage should be appropriate and commensurate to the type of record. For the permanent storage of documents and to ensure document integrity, permanent file-types (PDF, etc.) are recommended over file types that can be manipulated or changed (Word processing files, TIFF, etc.). Consult Information Technology Department for assistance.

#### RECORD COMMITTEE

Membership. Representatives from the following departments will make up the record committee: Office of the Administrator, Auditor, Clerk of Court, Recorder, Buildings and Grounds, Budget and Information Processing Facility & Support Services, and Treasurer. Functions of the committee will include inspection of storage areas, authorization of equipment and space allocations, historical appraisals, and review of retention and disposal schedules. The committee will also be responsible for the evaluation of procedures and amending policy as needed. The committee will meet on a quarterly basis to ensure that all record storage users are complying with the policy. No standing committee for records issues will be maintained. Records issues may be

discussed via the monthly Department Head meetings or through temporary ad-hoc groups.

## RECORD CONFIDENTIALITY

Certain records by law are classified as confidential and are protected by various laws and standards regarding the disclosure and protection of confidential information. It is the intention of this policy to protect said confidentiality by charging each office or department or elected office with developing and implementing procedures for maintaining said records in a secure and lawful manner. Facility and Support Services and Information Technology will work with oOffices and dDepartments to assist with providing for such security and segregation (where warranted) in common, multi-use physical and electronic storage areas. All records storage users are responsible for respecting and protecting the security and confidentiality of ALL County records including those of other offices and departments or offices (where more than one office or department or office share records storage areas).

## SECURITY INFORMATION PROTECTION

The Board of Supervisors has determined that certain confidential information developed and maintained by the county concerning security procedures and emergency preparedness, if disclosed, could reasonably be expected to jeopardize employees, visitors, persons or property.

The following information shall be kept confidential unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

- a) Information directly related to vulnerability assessments;
- b) Information contained in records relating to security measures such as security and response plans, security codes and combinations, passwords, restricted area passes, keys and security or response procedures;
- c) Emergency response protocols;
- d) Architectural, engineering or construction diagrams;
- e) Information contained in records that if disclosed would significantly increase the vulnerability of critical physical or electronic systems or infrastructures of the County to attack.

