



HUMAN RESOURCES DEPARTMENT

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Date: December 14, 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 E. "Employee Development and Training" updates language regarding tuition reimbursement to require an accredited school be determined by the department of education, reimbursement limited to degree programs, reduce reimbursement for grade of "C" and reimburse if leave county employment in 2 years.

The suggested modifications to Human Resources Policy Q. "EAP" clarify the language regarding supervisory referrals.

The suggested modifications to Human Resources Policy R "Disciplinary Actions" clarify language.

The suggested modifications to Human Resources Policy DD "Attendance" clarify the need for prompt attendance.

The suggested modification to General Policy 7 "Campus Parking" is a new policy to provide guidance to downtown campus tenants on the parking plan and permit process. (Note: old policy 7 "Microfilm" is to be deleted.

The suggested modifications to General Policy 10 "Property Capitalization" are updates to reflect current practices.

The suggested modifications to General Policy 22 "Hazardous Chemicals" are updates to reflect current practices.

The suggested modifications to General Policy 24 "Alcoholic Beverage License and Permit" are updates to provide more time for departmental reviews and eliminate the Health Department from unnecessary inspections.

The suggested modifications to General Policy 29 "Disposition of County Property" are updates to reflect current practices and centralize the process.

The suggested modifications to General Policy 33 "Financial Management" are updates to reflect current practices.

The following policies have been reviewed and are recommended for deletion by the Board: Human Resources Policy W "Productivity Innovation Program and General Policies 7 "Microfilm", 8 "Ordinance Adoption", 9 "Petty Cash", 13 "Tour Policy", 15 "Pool Cars", 17 "Phone Use Report".

The following policies have been reviewed and determined not to require updates at this time: Human Resources Policy I "Hours of Work", K "Holidays", L "Vacation", CC "Legal Defense" and General Policy 32 "Legal Defense".

The following policies require additional work and will be presented to the Board in 2010: Human Resources Policy H "Personnel Records" (reviewing ability to move toward paperless), and General Policies 11 "Purchasing Policy" (will be reviewed by new employee in position), 16 "Vehicle Purchasing and Maintenance" (comprehensive review by various departments), 25 "Technology - Computer Network" (awaiting IT master plan), 28 "Cellular Phone" (awaiting Congressional bill), 30 "Grant Funding" (comprehensive review by various departments), and 35 "Abatement of Taxes" (comprehensive review by various departments).

I've attached a chart showing the progress to date.

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

December 22, 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 E. "Employee Development and Training" is hereby modified to update language regarding tuition reimbursement to require an accredited school be determined by the department of education, reimbursement limited to degree programs, reduce reimbursement for grade of "C" and reimburse if leave county employment in 2 years.

Section 2. That Human Resources Policy Q. "Employee Assistance Program" is hereby modified to clarify the language regarding supervisory referrals.

Section 3. That Human Resources Policy R "Disciplinary Actions" is hereby modified to clarify language.

Section 4. That Human Resources Policy DD "Attendance" is hereby modified to clarify the need for prompt attendance.

Section 5. That General Policy 7 "Campus Parking" is hereby created as a new policy to provide guidance to downtown campus tenants on the parking plan and permit process.

Section 6. That General Policy 10 "Property Capitalization" is hereby modified to reflect current practices.

Section 7. That General Policy 22 "Hazardous Chemicals" is hereby modified to reflect current practices.

Section 8. That General Policy 24 "Alcoholic Beverage License and Permit" is hereby modified to provide more time for departmental reviews and eliminate the Health Department from unnecessary inspections.

Section 9. That General Policy 29 "Disposition of County Property" is hereby modified to reflect current practices and centralize the process.

Section 10. That General Policy 33 "Financial Management" is hereby modified to reflect current practices.

Section 11. That the following policies following policies Human Resources Policy W "Productivity Innovation Program and General Policies 7 "Microfilm", 8 "Ordinance Adoption", 9 "Petty Cash", 13 "Tour Policy", 15 "Pool Cars", 17 "Phone Use Report" are hereby deleted.

Section 12. This resolution shall take effect immediately.

E. EMPLOYEE DEVELOPMENT AND TRAINING

GENERAL POLICY

It is the policy of Scott County to provide its employees with relevant training opportunities to enable them to achieve and sustain a high standard of work performance. The purpose of the employee development programs described in this policy is to promote professionalism in all areas of County employment with the ultimate goal of upgrading the working scope, ability and total effectiveness of County employees, thereby improving productivity, efficiency and economy of operations.

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.

CATEGORIES OF TRAINING

The County's employee development program can be categorized into three major areas:

1. Seminars and professional conferences designed to enhance an employee's knowledge and abilities in a particular area of expertise.
2. In-house training programs designed to meet the common needs and interests of employees in various occupations and at various levels of the organization.
3. A tuition reimbursement program designed to encourage employees to seek additional formal education that is related to their work for Scott County.

SEMINARS AND PROFESSIONAL CONFERENCES

As may be appropriate and cost-effective to the County, departments are encouraged to provide employees with opportunities to attend outside training sessions, seminars and/or professional conferences that the department head anticipates will enhance the employee's knowledge and performance on the job. Generally, training of this nature will be in a particular area of expertise that may be unique to that department.

Opportunities to attend such training are subject to approval by the appropriate department head, and limited to the availability of funds in the department's budget. Registration fees and travel expenses for this type of training should be budgeted on a departmental basis (see also Travel Regulations, policy T).

IN-HOUSE TRAINING PROGRAMS

The Human Resources Department is responsible for developing an ongoing in-house training program to meet common training needs and interests of the employee workforce. In-house training programs will be offered with funds budgeted by the Human Resources Department.

As may be needed to identify common training needs and interests, the Human Resources Department will survey County departments and employees in general to obtain their views as to relevant training topics.

In-house training programs will be coordinated as much as possible with departmental scheduling requirements to enable maximum employee participation. Programs may be offered during normal work hours or during off hours as may be appropriate to the topic being presented. An employee's attendance at a training session during his/her normal work hours must be approved in advance by the appropriate supervisor.

In an effort to minimize costs while offering effective programs using qualified instructors, the County may jointly sponsor training programs with other local employers. In such cases, the cost of the program will be shared proportionally by those organizations participating in the program.

TUITION REIMBURSEMENT PROGRAM

To encourage employees to seek additional college-level training/continuing education that is related to their work, the County will reimburse up to seventy five percent of the cost for tuition, books and laboratory fees up to a maximum reimbursement of \$1,200 per year, subject to the following conditions:

1. To be eligible for the tuition reimbursement program, an employee must occupy a regular, benefit-eligible position, and must have completed her/his probationary period.
2. Courses must be at the college level and must be offered by an accredited educational institution by the U.S. Department of Education.
3. Courses must be related to the employee's present position or a position to which

the employee could logically expect to be promoted.

4. Courses not related to the employee's position, but required as part of a degree program shall be eligible for reimbursement provided, however, that the employee has been officially accepted into a degree program. Such degree shall be reasonably related to the employee's position or a position to which they could logically expect to be promoted. Courses designed to obtain professional certifications are not eligible for tuition reimbursement, but may qualify for departmental employee development.
5. All courses must be taken on the employee's own time.
6. ~~To be eligible for reimbursement, the employee must receive a grade of "C" or better. Costs incurred due to the employee not completing the course in a timely manner will not be eligible for reimbursement. The employee will be responsible for paying the cost of the course tuition initially. After successful completion of the course and presentation of a copy of the official transcript, an employee with a grade of "C" (2.0) will receive 50% reimbursement, a "B" (3.0) or an "A" (4.0) will receive 75% reimbursement. No payment for grades will exceed the allotted maximum benefit of \$1,200 per rolling calendar year. The employee must submit the original bill/invoice for tuition to his/her immediate supervisor for approval by the Assistant County Administrator/HR Director and reimbursement by the Auditor's Office. The County will follow all IRS guidelines concerning educational assistance as taxable income.~~
7. In the event of a reduction in the work force, and an employee is laid off while taking an approved course, she/he will be reimbursed on the same basis as an active employee provided the course is completed within six months of termination. In the event an employee voluntarily resigns, retires or is dismissed for cause while taking an approved course, the employee shall not be eligible for reimbursement.
8. If an employee who has received Tuition Reimbursement voluntarily separates County employment within two years of completion of a course shall be required to reimburse the County for tuition reimbursement received on a prorated basis. The employee must reimburse 100% for reimbursements made within the preceding 6 months, 75% for reimbursements made within the preceding 12 months and 50% for reimbursements made within the preceding 24 months. A total permanent disability termination or layoff at the County's request will not require reimbursement.
98. An employee wishing to participate in the program must complete a request form (available ~~on the~~ in the Human Resources Department Intranet) and submit same to the Human Resources Director at least three weeks prior to the course registration date. The request must include a course description and an accurate estimate of all tuition, book and lab fees. The employee will be notified of the Human Resources Directors' approval or denial of the request at least one week prior to the course registration date.
109. Within twenty days of completion of the course, the employee shall complete a reimbursement request form and forward it to the Human Resources Department

along with all receipts for tuition, books and lab fees (Other expenses such as material fees, activity fees, application fees, etc. are not reimbursable). The employee also shall provide verification of the final grade received in the course. Upon approval by the Human Resources Director, the employee will be reimbursed by claim check through the County Auditor's Office.

Funding for the County's tuition reimbursement program will be included in the Human Resources Department's budget.

Q. EMPLOYEE ASSISTANCE PROGRAM

GENERAL POLICY

~~It is the policy of Scott County to offer an Employee Assistance Program (EAP) to its employees assist its employees and their families to provide confidential assistance to them before their in-resolving personal life problems that may have a negative impact on work/job performance, family relationships and their general well-being, and, in turn, the quality of service provided to the citizens of Scott County.~~

SCOPE

This policy is applicable to:

All employees responsible to the Scott County Board of Supervisors;

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

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

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

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

DEFINITIONS OF POLICY LANGUAGE

~~EAP – Employee Assistance Program~~

~~EAP Provider – Agency with which the County has contracted for employee assistance program services.~~

DEFINITION OF THE EMPLOYEE ASSISTANCE PROGRAM

~~The confidential employee assistance program (EAP) is designed to provide professional services to employees and their family members in addressing life issues that may interfere with their well-being, work performance or health.~~

~~The EAP professionals can help employees and their dependents manage many of life's challenges, including family or relationships issues, emotional or mental health, work/life balance, substance abuse, personal growth, financial or legal issues and other issues that interfere with daily living. In addition, the EAP can help individuals set and achieve life goals.~~

OBJECTIVES OF EAP

The primary objectives of the Employee Assistance Program are:

1. To assist an employee whose job performance is impaired due to problems in his/her personal life through referral to an appropriate agency and/or treatment facility.
2. To encourage an employee with personal problems to seek assistance on his/her own initiative before job performance is impaired.
3. To assist supervisors in identifying performance problems that may be corrected through an employee's participation in EAP.
4. To return an employee's work performance and/or attendance to responsible and acceptable levels, thus providing better service to the citizens of Scott County.
5. To provide the means by which an employee can prevent the development of serious and lasting behavioral/health problems.

~~Personal problems for which an employee or a family member may seek referral assistance through EAP include: alcohol and/or drug abuse; physical, psychological and emotional conditions; marital, family, legal and financial problems.~~

CONFIDENTIALITY

~~All information related to an individual's participation in the EAP will be held in strict confidence by the EAP provider. The County respects and shall vigorously safeguard the right of EAP participants to confidential treatment.~~

~~The EAP provider is responsible for the collection and confidential storage of all information related to EAP activity at Scott County. This information shall be kept in secure files and shall be accessible only to EAP provider staff who deal directly with that client. The EAP provider shall give Scott County their written statement of confidentiality which will be consistent with this policy.~~

~~Information related to an individual's participation in the EAP shall not be released without the prior written consent of the participant except in the following cases:~~

1. Mandatory reporting to the Iowa Department of Human Services of any suspected or known cases of child abuse,
2. If determined or have reasonable cause to believe person may be dangerous to themselves or others,
3. When disclosure is required by law.

TRAINING

In the interest of effective implementation of the Employee Assistance Program on an ongoing basis, periodic training will be provided to supervisory staff on how to identify and handle performance problems that may be corrected through an employee's participation in EAP. Training will be offered by the provider and coordinated with the Human Resources Department.

In addition, the EAP provider will conduct periodic educational programs and distribute informational brochures designed to acquaint employees and their families with the services available through EAP.

ADMINISTRATIVE PROCEDURES

1. Procedure for Self Referral.

An employee or family member is encouraged to seek confidential assistance through the EAP on his/her own initiative by contacting the EAP provider in person or by telephone. Contact information is available on the internet or through the Human Resources Department.

2. Procedure for Supervisory Referral.

Employees will be directed to the Any referral of an employee to the Employee Assistance Program for assessment and appropriate referrals when by a supervisor must be preceded by a deterioration has concerns related to an in the employee's work performance, behavior, or attendance, or specific job-related incidents which indicate the possible presence of a personal problem. Supervisors should consult with the Human Resources Director when making a mandatory referral. In those cases of a supervisory referral the EAP provider will provide the Human Resources Department with confirmation that the employee has attended the required session(s).

Regardless of an employee's participation in EAP, he/she is responsible for achieving an acceptable standard of performance and correcting identified performance deficiencies.

3. Limited Access to EAP. The County reserves the right to limit an individual's access to the Employee Assistance Program in those cases where previous referral(s) have produced no tangible or positive results.

R. CORRECTIVE AND DISCIPLINARY ACTIONS

GENERAL POLICY

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

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.

CORRECTIVE ACTION

Corrective verbal and written warnings (generally also referred to as a "cautionary notice" a cautionary notice) shall precede formal discipline whenever, in the judgement of the department head, an infraction is readily correctable and is of lesser consequence.

All corrective actions should be thoroughly documented in writing appropriate to the infraction committed, with reasonable time allotted for improvement and subsequent review. Corrections and suggestions should be made in a constructive manner.

DISCIPLINARY ACTION

Formal disciplinary actions will include written reprimand, suspension, demotion, and/or dismissal. It shall be the policy of Scott County to utilize a system of progressive discipline in addressing an employee's work deficiencies; however management reserves the right to exercise judgment in determining the appropriate level of discipline. ~~A, any of the disciplinary measures cited above may be initiated on the more serious first offense.~~

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned. Disciplinary action will be issued in a manner which will minimize embarrassment to the employee.

All disciplinary actions will be thoroughly documented in writing appropriate to the infraction committed. ~~This may be accomplished either by memo to the employee or on a "notice of disciplinary action" form available through the Human Resources department. In either case, T~~the document should be signed by the supervisor or department head initiating the action and by the employee. A copy should then be given to the employee, ~~and a copy~~the original forwarded to the Human Resources department. If the action involves an employee covered by a collective bargaining agreement, said agreement may also require a copy be sent to the appropriate union steward.

GROUNDS FOR DISCIPLINARY ACTION

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives which prompted it. ~~Related and mitigating factors would be considered when determining the appropriate action to take. Each of the following infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is representative and is not intended to be all-inclusive.~~

1. Unreasonable and/or abusive treatment of a client, citizen, other County employee or individual in the community, including verbal or nonverbal sexual or racial harassment.
2. Violation of any lawful and reasonable County or departmental policy including but not limited to Rules of Conduct (Policy G), ~~provided the individual has been instructed (or given access to information) regarding what is expected.~~
3. Destruction or loss of County property, including abuse of tools, equipment and/or clothing allotments.
4. Absence from duty without permission, proper notice or satisfactory reason.

5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information.

6. Refusal to cooperate, deceptiveness or interference with an internal investigation.

67. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.

78. Being under the influence of narcotics, alcohol or other physically impairing or illegal substances on the job.

89. Possession of any type of firearms, explosives or concealed weapons (without specific authority).

910. Conviction of a crime involving moral turpitude or that is closely or directly related to the ability of the employee to, casting doubt on the individual's ability to perform his/her County job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the County from taking disciplinary action.)

1011. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.

1112. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.

1213. An attendance record which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.

NOTICE OF IMPENDING DISMISSAL/POTENTIAL DISCIPLINARY ACTION

In order to provide an employee with adequate right of due process, a department head or his/her designee shall notify any regular, non-probationary employee of ~~an impending dismissal for cause prior to effecting the dismissal action.~~ potential disciplinary action.

Normally, such notice shall be given in person. Notice may be verbal or in writing, but shall include ~~notice of the charges against the employee, an explanation of a brief synopsis of the evidence and reasons for the dismissal.~~ potential disciplinary action; and ~~an meeting shall be scheduled to allow opportunity for the employee~~ the opportunity to respond to the alleged infraction/charges.

~~This requirement for prior notice of impending dismissal shall not apply to temporary or seasonal employees, nor to regular employees who are in a probationary status.~~

In the event the immediate removal of an employee from the worksite is required, the employee should be placed on leave pending a review of the particular facts and

circumstances of the case. Refer to Policy M. Paid Leaves of Absence.

ADMINISTRATIVE PROCEDURES

1. The Human Resources director is responsible for assisting department heads and supervisors in the use of corrective or disciplinary techniques as may be necessary to maintain effectiveness and efficiency of operations.
2. The department head or elected official may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action. Procedures for investigative leave may be found in Paid Leaves of Absence (Policy M.).

DD. ATTENDANCE

GENERAL POLICY

Regular work attendance is one measure of an employee's reliability and dependability. Although an absence may be necessary on occasion, such absences cause work interruption, place greater demands on other employees and increase County expense. This policy is established to specify County attendance standards and expectations.

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 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.

PROVISIONS

1. Regular and prompt attendance is a condition of employment. Failure to maintain good attendance will result in disciplinary action. If an absence is necessary for any reason it should be authorized in advance or, if advance authorization is not possible, notice should be given to the immediate supervisor as early as possible, prior to the start of the work shift. Employees must follow their department protocol for reporting absences.
2. An absence is any time missed from a scheduled work day except for approved leaves of vacation, funerals, jury duty, work related injury, lack of work, military training or other leave provided by law.
3. Unpaid personal leave is counted as an absence from work since it is beyond allocated leave time, even if scheduled in advance.

4. Employee attendance is reviewed periodically and excessive absence will be cause for disciplinary action.
5. Attendance will be rated in accordance with Scott County's Performance Appraisal system. Supervisors will refer to the following standards over a 12-month period.

Rating	Measure
(5) Exceptional Performance	———0 or 1 absence
(4) Exceeds Expectations	2 or 3 absences
(3) Meets Expectations	4 or 5 absences
(2) Improvement Desired	6 absences
(1) Unsatisfactory Performance	7 or more absences

Consecutive absences for medical or personal leave will be rated by the number of occurrences rather than the number of days absent so that an extended illness would count as one absence. Absences for partial days will be cumulative with one absence counted for each one-shift equivalent.

6. Although there may be legitimate reasons for repeated absence from work, regular and prompt work attendance is a factor of performance and is required for continued employment. Employees with excessive absences will be provided guidance and opportunities for correction in accordance with the following schedule, however, failure to meet attendance standards could result in termination of employment.

Verbal Warning - Employees with more than 6 absences, in a 12 month period, will first be given a verbal warning that their attendance must meet County standards or be subject to disciplinary action.

Written Warning - Employees with more than three absences, in the 6 month period following a verbal warning will be given a written warning and a six month probationary period.

Suspension - Employees with more than one absence in any 30-day period, or more than 3 absences total, during the six-month probationary period following a written warning will be given a suspension and final warning.

Termination - Employees with any absence during the six months following a suspension and final warning will be subject to termination from employment.

7. Employees are permitted encouraged to use accrued vacation leave or other paid leave in lieu of to cover unpaid sick leave, family emergencies, and other absences when possible. ~~This practice helps to reduce future work absence and provides an opportunity for continuation of pay.~~
8. Paid vacation time is earned as part of work compensation and is accrued. Vacation leave should be scheduled at least 24 hours in advance and is subject to workload and availability of replacement workers. Vacation not scheduled in advance will be counted in accordance with this policy.
9. An employee who misses three consecutive days of work due to an illness or injury, may be required to provide medical documentation substantiating the absence.
10. An employee who continually refuses to perform according to County policy will be considered to have forfeited the opportunity for guidance and correction.
11. Any employee who fails to report for two consecutive days of unexcused absence will be considered to have abandoned the position. Employment will be terminated as of the last day worked.

7. CAMPUS PARKING POLICY

POLICY

This policy will address the provision and use of parking for our customers and employees at all county campus facilities. The scope, type and amount of parking will be determined by Scott County Board of Supervisors and managed by the Facility and Support Services Department. This policy does NOT guarantee that no-cost, off-street parking will always be available, depending on peak usage, the availability of non-county owned parking (on-street, etc.) and other factors.

SCOPE

This policy applies to all county departments, county offices, state offices or any other organization occupying work space in or at County Campus facilities. Employees, volunteers, contractors and vendors for the above named organizations shall adhere to the provisions herein as a condition of the use of county operated resources.

DEFINITION OF TERMS

- A. Employee - general term which includes the following subgroups:
- a. Permanent Employee - any hired employee with no defined employment end date; any employee or volunteer expected to work for more than one year. This does NOT include employees of other organizations visiting campus facilities to access services (example: abstractor, genealogist, car dealer, etc.).
 - b. Volunteer - any non-paid person functioning as a volunteer worker, working for any department, office or agency covered under this policy. For this policy, a volunteer is only recognized if the expected term of the volunteer service will exceed 90 days in duration or fewer than 20 hours per month. Volunteers performing work with duration of less than 90 days or an on-going volunteer commitment of less than 20 hours per month will be considered a visitor for purposes of this policy.
 - c. Temporary Employee - any paid person working in a temporary capacity for any department or office located at the county campus. This may include actual temporary payroll employees, those in a contract capacity or those working through a temporary employment agency. For this policy, a person is included in this definition when the duration of the temporary employment is expected to exceed 20 hours per month and extend beyond one month in duration.
- B. Visitor - general term which includes the following subgroups:
- a. Regular Professional Worker - a person from an off-campus organization that regularly works for an office or department in or on the county campus, more than 20 hours per month. This does not include workers whose work is conducted in campus facilities, but who

- do not work directly for a campus office (examples: independent attorneys regularly conducting business with the courts, bail bondsmen, etc.)
- b. **Visitor/Customer** - any person visiting the county campus to conduct legitimate, legal business at any department or office located therein. This may include volunteers and professional workers that typically spend less than 20 hours per month on-site.
 - c. **Contractors/Vendors** - Persons doing business in campus facilities under contract to one or more department or office covered under this policy. This may include regular vendors making deliveries or servicing vending, contractors working in campus buildings or other service providers and consultants.
- C. **Loading Zone** - Signed spaces provided for short term loading and unloading of items into and out of campus facilities. Parking in these spaces is intended for employees (permanent and temporary), volunteers and contractors/vendors. Duration should not exceed 30 minutes.
 - D. **Accessible Parking** - Parking provided according to federal, state and local codes intended for disabled drivers. To qualify for these spaces, drivers must display an official permanent or temporary handicapped placard issued by a recognized state agency. The use of a placard by a non-disabled driver while not accompanied by the disabled individual is not permitted.
 - E. **Parking Diagram** - A diagram produced by the Facility and Support Services Department that indicates parking space designation and layout throughout the campus.
 - F. **Employee Parking** - Parking designated for use by Permanent Employees, Volunteers and Temporary employees. Additionally, customers/visitors are allowed to "overflow" to these spaces when available. This parking is typically further from our facilities than visitor parking.
 - G. **Visitor Parking** - Parking spaces designated for use by Visitor/Customers, Regular Professional Workers and Contractor/Vendors. Employees shall NOT overflow to or use visitor parking, except after 2:30 p.m. or on weekends and holidays.
 - H. **Special Reserved Spaces** - Special parking spaces, signed (temporary or permanently) and designated by Facility and Support Services in conjunction with organized events or activities (examples: County/state official vehicle parking, pool car parking, United Way Employee Spaces, special event parking, etc.)
 - I. **Restricted Parking** - Parking restricted to Scott County Jail and Sheriff's operations. Said parking is restricted for security and limited access purposes.

CAMPUS PARKING DESIGNATIONS

The official designation of parking on the county campus shall be via the county parking diagram as approved by the Board of Supervisors. Said diagram shall be prepared by

and on file in the Facility and Support Services Department office, posted in each facility and available on the county intranet and internet web sites.

Persons meeting the definition of "employee" shall only park in county provided spaces designated for employees. Persons displaying a county parking placard or sticker must utilize employee only spaces during the hours from 8:00 a.m. to 2:30 p.m., Monday through Friday on days that county facilities are open for business.

Persons in the employee definition may chose to park in on-street (non-county) spaces. If they chose to utilize that parking, they should follow the rules and ordinances of the City of Davenport governing said parking spaces.

Persons meeting the definition of "visitor" shall utilize spaces designated for visitor parking and may utilize employee parking when available.

ENFORCEMENT

All users of county provided parking designated on the official parking diagram shall abide by the parking designations and definitions contained in this policy. Employees shall only park in spaces designated for employee use. Visitors may utilize all visitors parking and may utilize employee parking as overflow when available. This policy supports the principal that our Visitors come first!

Employees violating the provisions of this policy shall be issued 2 warnings. After 2 warnings, Facility and Support Services will revoke employee parking privileges. Employee who have lost parking privileges will be towed at the vehicle owner's expense if found in any county owned parking space. Facility and Support Services management staff will authorize the towing of a vehicle that has meet the violation criteria.

Persons not conducting business within County campus facilities that park vehicles in county spaces are subject to ticketing and/or towing per the Chapter 10 "Parking Ordinance" of the Scott County Code of Ordinances. Ticketing and towing provisions also apply to vehicles parked illegally (not within marked spaces, blocking aisle, fire lane violations, etc.)

PARKING PLACARD/STICKER

Scott County Facility and Support Services shall issue a permanent identifying placard or sticker to all permanent and temporary employees (see definitions). All persons falling under the definition of permanent or temporary employee must submit information to allow the issuance of the identifying placard or sticker. Once issued a placard or sticker said persons shall display same per Facility and Support Services placement guidelines. Failure to display identifier shall be considered a violation and be subject to enforcement procedures (see above).

PARKING PRIVILEGE ACKNOWLEDGEMENT

By utilizing County provided, off-street parking covered under this policy, drivers acknowledge the following:

- A. Free, off-street parking is a substantial benefit provided by the Scott County Board of Supervisors for their customers, employees and partners.
- B. Free, off-street parking is NOT an inherent right.
- C. The provisions of this policy will govern the use of county campus parking.

X10. PROPERTY CAPITALIZATION AND INVENTORY POLICY

POLICY

It is the policy of Scott County to have a capitalization policy and a comprehensive inventory system. The Financial Review Committee shall be responsible for making recommendations concerning capitalization thresholds. The Director of Budget and Information Processing Facility and Support Services shall be responsible for developing, implementing and administering the asset management inventory system program.

SCOPE

The property of all County Offices and Departments shall be included in the inventory program. All non-consumable County property with a value exceeding \$5,000 shall be included in the inventory program. Non-consumable property is defined as property other than a consumable supply with a definable useful life of at least 2 years and having a measurable residual value at the conclusion of said useful life.

County Offices and Departments will work with the County Risk Management Coordinator r to maintain any other equipment listings in spreadsheet format needed for tangible items with a purchase value greater than \$500 but less than \$5,000 in-value for insurance purposes.

PURPOSE

The purpose of this policy is:

- A. To have establish and -anmaintain an inventory of County property for the purpose of better management of County assets.
- B. To have inventory data available in the event the County would initiate the disaster recovery process.in the event of fire or other natural disasters.
- C. To insure inventory accountability of all County offices and departments.
- D. To provide data for accounting, reporting and insurance purposes. The capitalization amount for the County's Comprehensive Annual Financial Report is \$5,000.

ADMINISTRATIVE PROCEDURES

- A. Physical Inventory

1. A comprehensive physical inventory of County property will be coordinated taken every five (5) years by the Office of Budget and Information Processing Facility and Support Services Department.

2. A computerized asset management system inventory of capitalized assets will be maintained and updated quarterly on a regular basis by the Office of Budget and Information Processing Facility and Support Services Department. Data from said system shall be used in preparing annual accounting reconciliations and reporting.

3. Offices and Departments shall send any changes (additions, disposals or damage) to capitalized assets at least quarterly to the Facility and Support Services Department. Facility and Support Services shall incorporate said changes into their quarterly updates of the asset management system.

43. A computer print-out or on-line report of departmental inventories will be distributed to each County Office and Department on an annual basis, at the conclusion of each fiscal year.. Each department will be responsible to verify the accuracy of this print-out or on-line report and make any changes that are necessary. Any discrepancies between the physical inventory and the computer listing or on-line report will be resolved by the Office of Budget and Information Processing Facility and Support Services Department and the respective County department. Once the inventory is reconciled the department head or elected official or their designee will indicate their concurrence.

54. In the event there is a change in the department head or elected official a physical inventory will be taken immediately by the Office of Budget and Information Processing Facility and Support Services Department if requested by the Board of Supervisors or the incoming department head or elected official.

65. The following special provisions will apply to the Secondary Roads Department, Conservation Board, Library System, Sheriff Department's mobile/portable radios and the Sheriff's Posse:

a. A physical inventory will be taken every five (5) years by the respective department and reconciled to the County computerized inventory listing maintained by the Office of Budget and Information Processing.

b. A copy of this inventory shall be forwarded to the Office of Budget and Information Processing for updating to the overall County computerized inventory.

~~c. Property to be inventoried will be in accordance with Section B-1 of this procedure.~~

B. Identification of Property

~~1. All non-consumable County property with a value exceeding \$100500 shall have an inventory tag attached to the item whenever physically possible, only if that item is without a unique, self-identifying number or code such as a serial number.~~

2. When new purchases are made, offices and departments shall request asset tag from the Facility and Support Services Department - Purchasing Division. Facility and Support Services shall keep a spreadsheet indicating the department and a brief item description for each tag issued. a consecutively numbered inventory tag will be sent to that department (only if that item does not have a unique, self-identifying number or code affixed to it) with the purchase order. This inventory tag number shall be affixed, by the department, to the item when received. Departments shall also use the tag number for tracking within their non-capitalized listing of assets.

~~3. A computerized log of all County inventory tag numbers assigned will be maintained by the Office of Budget and Information Processing. Purchasing~~

~~4.3 Additions and deletions to departmental inventories will be updated on a periodic basis by each respective County department and forwarded to the Office of Budget and Information Processing.~~

22XXII. HAZARDOUS Substances and Materials CHEMICAL RISK
RIGHT-TO-KNOW POLICY

POLICY

~~It is the policy of Scott County to comply with all applicable occupational and health standards promulgated under the provisions of the Iowa Hazardous Chemical Risk Right-to-Know Law as per chapter 89B of the Iowa Code and OSHA 1910.~~

~~Any chemical or product which is a health hazard or a physical hazard. A health hazard includes chemicals which are carcinogens (cancer causing), toxic and/or toxins, irritants, corrosives, and sensitizers, in which valid scientific evidence indicates that acute or chronic health effects may occur in exposed employees. A physical hazard includes chemicals for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, pyrophoric, unstable, water reactive, an organic peroxide, or an oxidizer.~~

~~Office products, household products, or other over the counter items which are used by County employees at or below the frequency that a normal consumer would use them outside the workplace are not considered to be hazardous as defined above.~~

SCOPE

~~This policy is applicable to all offices and departments of the County, with added emphasis on those departments in which the use of hazardous chemicals substances has been identified. These include the departments of Buildings and Grounds Facility and Support Services, Conservation, Health, Jail, and Secondary Roads.~~

PURPOSE

~~To assure that employees are effectively informed concerning workplace health hazards by comprehensively addressing the issue of evaluating the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees and establishing protocols for procurement of Hazardous Substances, Material Safety Data Sheets (MSDS), Container Labeling and training.~~

~~The purpose of this policy is to outline procedures the County will use to~~

comply with the Right to Know Law and, specifically:

- ~~a. To have an inventory of all hazardous chemical substances, and a material safety data sheet for each of these substances.~~
- ~~b. To ensure adequate labeling of all hazardous chemical substances and signing of hazardous chemical storage areas.~~
- ~~c. To provide employee training.~~
- ~~d. To develop methods to handle non-routine tasks involving hazardous chemicals.~~

ADMINISTRATIVE PROCEDURES

A. Inventory of Hazardous Chemicals

~~1.~~ All chemicals used in the workplace shall be approved for use by each Department and have a MSDS on file for all chemicals, prior to authorizing their use in the workplace.

~~2.~~ Each department will keep a current inventory list of each hazardous chemical that is used in that department, as well as a Work Area Specific Chemical List for those chemicals in the immediate work area. Each department will designate one or more persons to be responsible for maintaining chemical lists, MSDS and coordinating training on these subjects. FSS shall serve in this capacity for all county campus departments.

~~23.~~ A copy of each department's list will be sent to the Purchasing Specialist in the department of Budget and Information Processing Facility and Support Services. The Purchasing Specialist will keep the master inventory list of all departments.

~~334.~~ Each county campus department or tenant shall disclose to FSS any chemicals present in the workplace. Further, each county campus department or tenant shall notify the FSS Custodial Coordinator if they introduce any new chemicals into the workplace. Said department shall provide FSS with a copy of the MSDS and a description of the proposed use for each chemical introduced. Before introducing new chemicals into the workplace, each department/tenant should consider contacting FSS to determine if a chemical already

~~documented and in use could meet their need. annually will send a revised inventory list containing any additions or deletions made during the last calendar year to the Purchasing Specialist.~~

B. Material Safety Data Sheets

1. The County will require a material safety data sheet (MSDS) prepared by the manufacturer of the substance, which contains information on the hazards associated with that substance to accompany each shipment of a new product that it receives.
2. The following steps will be taken if either an MSDS is not currently on file for a product the County uses, or if the MSDS did not accompany the product with the first shipment.
 - a. ~~Phone call or e-mail request to the~~ Written letter to the manufacturer, importer, or distributor.
 - b. ~~If no reply within 10 days, the~~ a written letter or request will be prepared followed by a phone call at which time a verbal request for the MSDS will be made, immediately then followed by electronic correspondence confirming the verbal conversation.
 - c. ~~If no reply after 21 days, the~~ Risk Manager will notify the Iowa Occupational Safety and Health Administration (IOSHA).
 - d. ~~If available, the requestor may chose to request the MSDS sheet from an on-line database or other resource in lieu of the formal procedure above. should be notified of the situation.~~
3. Those departments /facilities using products which contain hazardous ~~chemicals substances~~ must maintain and have at readily y-accessible to every employee a list of all MSDS pertaining to such products.chemicals known to be present and identify each chemical using a name that is referenced on the appropriate Material Data Safety Sheet (MSDS). A list shall be in each MSDS binder.
4. Each department will annually review their MSDS file and make the appropriate additions or deletions.

C. Employee Training

~~_____1. _____~~ Each department shall train its employees on the content and requirements of HAZARDOUS Substances and Materials RIGHT-TO-KNOW POLICY Based on the current inventory ~~(June 1988)~~ business practices hazardous chemicals used by the County, the following departments are required to provide employee training on hazardous materials:

- ~~Buildings and Grounds~~ Facility and Support Services
- Conservation
- Health
- Jail
- Secondary Roads

~~_____~~ Employees of the above departments will be informed and trained on hazardous chemicals in their work area at the time of initial assignment or when a new hazard is introduced into the area. Employees not presently trained will receive training equivalent to initial assignment training. A variety of training methods may be used including lecture, films, slides, handouts, videotape, etc. In all cases, the training will consist of the following:

- ~~_____~~ a. ~~_____~~ Explanation of the requirements of the Right to Know Law;
- ~~_____~~ b. ~~_____~~ Operations in the worker's area which involved hazardous materials;
- ~~_____~~ c. ~~_____~~ Location of department's MSDS file;
- ~~_____~~ d. ~~_____~~ Methods of detecting the presence or release of hazardous chemicals;
- ~~_____~~ e. ~~_____~~ Physical and health hazards of chemicals in the area;
- ~~_____~~ f. ~~_____~~ Methods of protection against hazards (work methods, personal protective equipment, emergency procedures, etc);
- ~~_____~~ g. ~~_____~~ Explanation of labeling, MSDS, and how to obtain hazard information. Training shall include, but is not limited to:

1. The content of this policy, hazardous substances utilized in the department and the departments associated procedures.
2. The employee's right to access information under the "Right to Know" act with regards to substance hazards in the workplace.
3. The measures employees can take to protect themselves from

these hazards, including specific procedures the County has implemented to protect employees from exposure to hazardous chemical, such as appropriate practices, emergency procedures, and personal protective equipment to be used.

4. How to read MSDS sheets.

5. The process by which to obtain the policy, procedures, Hazardous Substance List, and MSDS sheets.

After training is completed, it is the responsibility of the trainer / supervisor to ensure that the intended information has been adequately received and understood by all employees. ~~Evaluative measures such as oral quizzes, written quizzes, demonstrations, etc, will be used to determine the employees' understanding of the training. In all cases,~~ E employees must sign a statement to indicate that they have received hazardous chemical training.

Whenever a new hazard is brought into the work environment, it is the department's responsibility to ensure that the necessary hazard information has been explained to affected employees.

The Human Resouces Personnel-Ddepartment/Risk Manager is responsible for monitoring departmental training efforts to ensure that training requirements outlined herein are met. As needed, the Personnel-Human Resources department and Risk Manager will assist in the development of a department's training plan. A copy of each department's plan will be kept on file in the Personnel-Human Resources department.

Each Department or tenant is responsible for maintaining training records for employees in their span of control.

D. Labeling Responsibilities

1. Each department is responsible for ensuring that all containers of hazardous substances are properly labeled with the manufacture's original label or one which contains the following labeling requirements are met for all hazardous products directly ordered by that department:

- a. The identity of the hazardous product by specific chemical identity, or trade name;
- b. Warnings of the physical and health hazards of the product; as well as their effects;
- c. The name and address of the chemical manufacturer or other party who can provide the specific chemical identity and other pertinent information. (This is needed only on containers shipped from the chemical manufacturer).

E. Signing of Hazardous Chemical Storage Areas

1. Departments in which hazardous chemicals are stored are responsible for notifying the department of ~~Buildings and Grounds~~ Facility and Support Services of such storage areas.
2. The department of Facility and Support Services ~~Buildings and Grounds~~ is responsible for the placement of signs regarding hazardous chemical storage areas in all County facilities except those outlying facilities operated by the departments of Conservation and Secondary Roads. The Facility and Support Services ~~Buildings and Grounds~~ Director will maintain an up-to-date file of hazardous chemical storage areas and related floor plans. Copies of these floor plans will be updated on an annual basis and forwarded to the Purchasing Specialist. The Purchasing Specialist, in turn, will send these floor plans to relevant fire departments.
3. The departments of Conservation and Secondary Roads are responsible for the signing of hazardous chemical storage areas in their facilities and for notifying the relevant fire department(s). As needed, the department of Facility and Support Services ~~Buildings and Grounds~~ will provide technical assistance to ensure accurate signing of outlying hazardous chemical storage areas.

F. Handling of Non-Routine Tasks

In the event of any non-routine task (large tear gas exposure in jail, chemical spill, etc.) the supervisor ~~and~~ Facility and Support Services department head and Facility and Support Services will be notified immediately. Before any clean-up is started, appropriate MSDS should be read to determine proper clean-up procedures, personal protective equipment, or health risks. If necessary, blueprints will be used

to determine materials flowing through unmarked pipes. If the problem poses a serious threat to personnel or equipment, the local fire department shall Scott County Disaster Services will be notified and Emergency Operations Team operations will be implemented (see Scott County General Policy 4). A complete accident report will be prepared by the department and reviewed by the County's Risk Management Advisory Committee ~~at its next meeting.~~ Manager and EOT Team.

G. Handling of Contractors

1. The County will inform all contractors of possible exposure to hazardous chemicals before the contractor begins work.
2. ~~If the contractor brings any hazardous chemicals onto County property where County employees are working, the County may request the contractor to supply hazard information regarding those chemicals.~~ Contractors may bring hazardous chemicals onto County property and must maintain a list of Hazardous Substances and MSDS sheets to which the County has access. Questions regarding hazardous substances used by contractors should be directed to Facility and Support Services.

H. Employee Rights

Employees are encouraged to report any condition to their immediate supervisor and or Risk Management which they feel is unsafe or if they feel they have not been sufficiently trained. If an employee is not satisfied that his/her report has been adequately dealt with, the employee may file a complaint under Policy "S" in the County policy manual (Employee Grievance Procedure). The employee may file such complaint without fear of reprisal.

I. Community Right-to-Know

The public has the right to request information about hazardous chemicals that are used by the County. Copies of MSDS will be given to members of the public at their own expense.

~~J. Emergency Response Right to Know~~

~~Local fire departments will be sent a list of all hazardous~~

~~chemicals which are used by County employees, or stored in County buildings. A floor plan indicating storage areas will also be sent. Additions or deletions to the hazardous chemical list will be made annually, and the local fire departments will be notified of such changes by the Purchasing Specialist.~~

XXIV24. ALCOHOLIC BEVERAGE LICENSE AND PERMIT POLICY

POLICY

Chapter 123, ~~1989~~ Code of Iowa grants the Board of Supervisors the power to approve or deny applications for retail beer or wine permits and liquor control licenses. This policy provides that the Board may deny applications as long as the reason is not arbitrary and that they may recommend an application for approval by the Alcoholic Beverages Division of the Iowa Department of Commerce. These decisions by the Board of Supervisors are based upon investigations conducted by various departments within the County.

SCOPE

This policy is applicable to those County offices and departments involved in the alcoholic beverage permit and license process.

ADMINISTRATIVE PROCEDURES

I. APPLICATIONS FOR NEW PERMITS OR LICENSES

- A. The Auditor's Office, upon receipt of application for a new beer or wine permit or new liquor control license, will send a copy of said application to the following departments: County Attorney, Health, Planning and Development, County Sheriff, and Board of Supervisors.
- B. Each department will have ~~five~~ fourteen (14) working days after receipt of the information to review the application and relay pertinent information to the Auditor's Office.
- C. The Sheriff's Office and the County Attorney's Office will provide information in relation to the criminal records, if any, of the applicant or owners of an applicant corporation and can verify the correct corporate status of an applicant.

The County Attorney will check the records of the District Court of Scott County for a period of five (5) years for a new applicant. This will include both civil and criminal records. The civil record check will be for judgments against the applicant which are a result of an alcohol related lawsuit (i.e. dramshop). The criminal check will be for all crimes.

The Sheriff's Office will check all available criminal history in counties other than Scott, the State of Iowa system, and the FBI.

The response from the Sheriff's and County Attorney's Offices will indicate that records have been checked and that either there are no records or that a summary of the record is included. This information shall be returned to the Auditor's Office.

- D. The Health Department will conduct a pre-opening or change-of-owner

inspection for those applying for an original liquor license, wine or beer permit that allows for consumption on the premises. Minor violations such as floors, walls or ceilings needing repair will be noted. These are not violations which would solely, by themselves, pose a significant public health risk and preclude approval of the license or permit. However, these problems should be addressed by the applicant within ninety (90) days. The results of the inspection will be forwarded to the Auditor's Office.

- E. The Department of Planning and Development will inspect the property to see if it meets the Building Code if it is a new building or an addition to an existing building. Also, the department will inspect to determine if it meets the zoning regulations. The information will be forwarded to the Auditor's Office.
- F. The Auditor's Office will forward all the information, along with a copy of the application, to the Board of Supervisors. The Board will then make a decision as to whether to approve or deny the permit or application. This approval or denial will be indicated on the application.
- G. The Auditor's Office will be responsible for sending the completed application with the Board's decision to the Alcoholic Beverages Division of the Iowa Department of Commerce.

II. RENEWAL OF PERMITS OR LICENSES

- A. The Auditor's Office will send out a notice to the business establishment one month prior to the expiration of the beer or wine permit or liquor control license. At the same time, the Auditor's Office will notify the following departments of upcoming renewals: County Attorney, Health, Planning and Development and County Sheriff.
- B. Each department will have ~~five~~ fourteen (14) working days from the receipt of the actual renewal application to review the application and relay pertinent information to the Auditor's Office.
- C. The Sheriff's Office and the County Attorney's Office will provide information in relation to the criminal records, if any, of the applicant or owners of an applicant corporation and can verify the correct corporate status.

The County Attorney will check the records of the District Court of Scott County for a period of one (1) year for a renewal applicant. This will include both criminal and civil records.

The Sheriff's Office will check all available criminal history and information of the applicant in counties other than Scott, the State of Iowa, and the FBI.

The response from the Sheriff's Office and County Attorney's Office will indicate that the records have been checked and that either there are no records or that a summary of the record is included. This information shall be returned to the Auditor's Office.

- D. The Health Department will conduct an inspection if the application is for a

liquor license, wine or beer permit that allows for consumption on the premises and there is not a current satisfactory inspection on file. If the inspection indicates Health Code violations that warrant attention, those facts will be passed on to the Auditor's Office. The Health Department will indicate whether or not the violations should be addressed immediately.

If there have been repeated (3 year period) minor violations of a structural nature, then the license or permit will be approved contingent upon the establishment correcting the violations within ninety (90) days. If the violations are still not corrected at the time of the next renewal the permit or license may not be recommended for renewal.

- E. The Planning and Development Department will check to see if the applicant had made any additions to the existing building. If the person did add on, the Planning and Development Department will make sure it complies with the Building Code. The Department will also check for zoning compliance. This information will be forwarded to the Auditor's Office.
- F. The Auditor's Office will forward all the information, along with a copy of the application, to the Board of Supervisors. The Board will then make a decision as to whether to approve or deny the permit or application. This approval or denial will be indicated on the application.
- G. The Auditor's Office will be responsible for sending the completed application with the Board's decision to the Alcoholic Beverages Division of the Iowa Department of Commerce.

XXIX29. DISPOSITION OF COUNTY PERSONAL PROPERTY POLICY

POLICY

It is the policy of Scott County to dispose of County personal-property, which is being replaced, or is no longer useful or needed, by one of the following methods:

- A. Obtaining sealed bids for the item(s) either individually, or by lot;
- B. By listing items with an auction service or website.
- C. Reallocating property to another department or office within the county;

SCOPE

This policy is applicable to all offices and departments within Scott County Government. This policy also covers items received by Scott County from other agencies.

ADMINISTRATIVE PROCEDURES

- A. A department shall notify Facility & Support Services when that department has County personal-property which has been replaced or is no longer useful or needed. The notification shall be in writing or via e-mail from an authorized manager, elected official or department head. The ,signed-by-an authorized department representative and notice should include a listing of each item with a description, the item's Fixed Asset Accounting System (FAAS) number (if known) and its location. Facility & Support Services will provide standardized forms (printed or electronic) for this purpose.

- B. Facility & Support Services shall work with the department or office involved to determine location of item(s) to be disposed of, may take possession of the property, ,y, only with proper documentation (see section A above) classify, and shall dispose of it according to the guidelines herein. At the time of the physical transfer of the surplus property FSS will attach a tag to the property with the following information:

i.1 Originating department

ii.2 Name of the person authorizing transfer to surplus

iii.3 Date of transfer

4 Signature of the authorized representative

5 Name and signature of FSS staff taking possession

If surplus items are several small items, FSS may tag groups of items all contained in one container using one tag.

Originating departments shall not remove items from their department or

abandon items in storage areas, corridors, loading areas, etc. Departments with surplus personal property shall may contact FSS to remove items to the proper storage area.

- C. Excess property (property no longer needed by a department but suitable for use by another department) may be transferred immediately to another department or internal agency with preference to Scott County departments. Excess items may also be stored for up to 6 months for reuse. If items are not reused at the conclusion of the 6-month time period, they will be disposed of by FSS in accordance with the provisions of this policy ~~reclassified as surplus.~~

~~Surplus items (items no longer usable by the County that but may have reuse value outside the organization) may be disposed of sold by:~~

- D. When using sealed bids, the sale shall be made to the highest responsible bidder. A certified check or bank check payable to the Scott County Treasurer for \$75.00 or 10% of the bid amount (whichever is greater) shall accompany each sealed bid submission. When the bid has been awarded all checks except for the highest responsible bidder will be returned. This amount shall be forfeited by the highest responsible bidder as well as the bid being rejected if the property is not picked up within five (5) working days after the highest responsible bidder has been notified. The successful bidder must pay the bid amount (less the deposit amount) prior to removing the property.

Scott County will not be liable for any accidents or injuries to anyone during inspection or removal of property. The successful bidder must furnish all labor and equipment for removing property from County premises.

- ~~D. Facility & Support Services may deem the property to be obsolete. Obsolete property is inventory without utility, due whether to technological obsolescence, wear and tear, or damage. Obsolete property may be salvaged, with some value because parts can be recovered and reused, or scrapped with no value except its basic material content.~~

- E. Items appropriate for recycling or waste disposal Recyclable/Disposable items may be sold/given/or paid for into an appropriate recycling or waste stream. In the event that it is not feasible to recycle, the items may be disposed of into the proper waste stream. Any items containing hazardous materials shall be properly disposed of.

- ~~F. Scott County will not be liable for any accidents or injuries to anyone during inspection or removal of property. The successful bidder must furnish all labor and equipment for removing property from County premises.~~

~~G.F.~~

- ~~H. All proceeds received for the sale of Secondary Roads personal property~~

~~will be deposited into the appropriate revenue fund. must be deposited in the Secondary Roads fund.~~

~~I. To reduce opportunities for deception, and to help avoid any appearances of impropriety in the disposition program, the sale of surplus property to any employee of Scott County or other government agency that owns or is releasing the item or is, otherwise involved in the sale is prohibited.~~

~~J. All property requested to be transferred donated to an authorized agency or governmental body within the County must be made in writing or e-mail to the Facility & Support Services Director. All donation requests for property estimated to be valued at more than \$2500 must be approved by the Board of Supervisors. The entity must pick up the property within (5) working days of being notified or else the donation approval will be automatically rejected.~~

~~K.~~

~~L.G. A detailed listing of all County personal property disposed of shall be filed with the Board of Supervisors and the Facility & Support Services on a quarterly basis showing the Fixed Asset Accounting System (FAAS) number, disposition date and dollar amount received or what agency donated to. Facility & Support Services shall update the County's FAAS records as appropriate. FSS shall maintain an Fixed Asset Management System for inventory, insurance replacement and annual accounting purposes. The system should track description, accounting information, information, depreciation and other useful information for all capitalized assets (see capitalization policy). Said system shall be periodically updated to ensure accuracy. In addition, a physical inventory of all items in the fixed asset system shall be performed at least every 5 years and the Department Head or Elected Official shall be required to sign off as an indication that they agree with and have verified the listing.~~

~~If the County personal property being replaced was used as a "Trade-In" allowance, the department should notify the Facility & Support Services in writing of property being "Traded-In" including its FAAS number so the County's FAAS records may be updated accordingly. This information may be on the County purchase order to satisfy this requirement.~~

XXXIII33. FINANCIAL MANAGEMENT POLICIES

GENERAL POLICY

The following financial policies have been developed to provide guidance to the County's financial management system.

SCOPE

This policy is applicable to all offices and departments within Scott County government.

PURPOSE

The County's intent is to support a sound and efficient financial management system which best utilizes available resources and provides an acceptable service level to the citizens of Scott County. The following statements are not intended to restrict Scott County's authority in determining service needs and/or activities of Scott County. These financial policies do not limit the Scott County Board's of Supervisors ability and responsibility to respond to service delivery needs above or beyond these policies. The Scott County Board of Supervisors as a policy making group is still accountable for the efficient and responsive operation of Scott County.

SPECIFIC POLICY PROVISIONS

REVENUE POLICY

1. Scott County will initiate efforts to maintain diversified and stable revenues in an attempt to limit the impact of short run fluctuations in any one revenue source.
2. Annual revenues will be estimated by an objective, and whenever possible analytical process.
3. Existing revenue sources will be re-examined with new revenue sources investigated during the annual budget preparation process.
4. Revenues may exceed expenditures if the fund balance of any funds needs to be increased to meet minimum balance requirements. Additionally, surplus fund balances may supplement revenues in order to fund estimated expenditure levels, generally for onetime expenditures or capital costs.
5. Property tax revenue collections will be established through a tax levy rate for general operations which will not generally exceed the cost of living of the previous year.

6. In relation to enterprise funds which have been established to support expenditure levels, user fees and charges will be established to fund direct and indirect cost of the activity whenever feasible.
7. User fees in other governmental areas such as health and recreational services will be established at a level which will not inhibit participation by all.
8. All user fees and charges will be re-evaluated on an annual basis during the budget preparation process.
9. One-time or special purpose revenues such as grant funds will be utilized to fund capital expenditures or expenditures required by that revenue. Such revenues will generally not be used to subsidize reoccurring personnel, operating and maintenance costs and if approved will be qualified by stating such on-going program may be ended once grant funds or other revenue sources no longer exist.
10. Scott County will on a continuous basis seek methods to reduce the County's reliance on the property tax through seeking legislative support for local option taxes, investigating additional non-property tax revenue sources, and encouraging the expansion and diversification of the County's tax base with commercial and industrial development.

OPERATING BUDGET/EXPENDITURE POLICY

1. The County Administrator will compile and submit to the Scott County Board of Supervisors a balanced budget by the first of February of each year.
2. The balanced budget will reflect expenditures which will not exceed estimated resources and revenues. Routine expenditures will not be greater than the previous year's expenditure level by more than the estimated annual percentage increase in the cost of living.
3. The operating budget for Scott County will be developed and established on a service level basis. Any additions, deletions and/or alterations in the operating budget will be related to services to be provided to the general public.
4. The operating budget will emphasize productivity of human resources in providing services, efficient use of available revenue sources, and quality of services to be provided.
5. New service levels will be considered when additional revenues or offsetting reductions of expenditures are identified, the new services fall within the

broad framework of the County operation, or when such services are mandated by the State of Iowa or the federal government.

6. Current County expenditures will be funded by current revenues unless specifically approved by the Board of Supervisors.
7. The County will avoid the postponement of current expenditures to future years, accruing future years revenues, or utilization of short term debt to fund operating expenditures.
8. The operating budget will provide funding for the on-going maintenance and replacement of fixed assets and equipment. These expenditures will be funded from current revenues transferred to the Vehicle Replacement, Electronic Equipment and Capital Improvement Funds.
9. Minimum year-end unreserved, undesignated fund balances or fund equity will be maintained for all governmental and proprietary funds as follows:

Governmental

Fund Types	Minimum Fund Balance
General	15% of Annual Operating Expenses
Secondary Roads	10% of Annual Operating Expenses
MH-DD	10% of Annual Operating Expenses
Rural Services	\$25,000 Minimum Balance
Recording Management Fees	No Minimum Required
Debt Service	\$25,000 Minimum Balance
Capital Projects	\$500,000 Minimum Balance

Proprietary

Fund Types	Minimum Fund Equity
Health Insurance*	\$25,000 Minimum Balance
Self-Insurance*	\$1,000,000 Minimum Balance
Golf Course***	Escrowed Annual Debt Service Payment

*The County will be making a change to Self-Insurance for its health benefits on 01/01/2010. The County will establish a minimum fund balance of 1,000,000 in its Self-Insurance Fund by 01/01/2012.

**County property taxes are used to fund Golf Course debt and operational deficits. The minimum fund equity for this fund is the escrowed annual debt service payment.

* Health Insurance Fund minimum balance requirement for existing self-insured pharmacy program. When and if this program is phased out the remaining fund balance will be transferred to General Fund.

~~**The Glynn's Creek Golf Course opened in July 1992. In the early years of operation the General Fund loaned money to the Golf Course Enterprise Fund. While course annual revenues currently exceed operating expenses and bonded debt payments the General Fund loan advance will not be paid back until the original bond issue is retired in the year 2013. Annual General Fund loan advance interest payments will be made from any excess of revenues over expenditures with any remaining funds going toward future equipment replacement/capital needs. Future Fund Equity minimum requirements will be set once the loan and debt liabilities have been repaid.~~

10. Each year the County will revise current year expenditure projections during the succeeding year's budget preparation process. Costs of operating future capital improvements included in the capital projects budget will be included in the operating budget.
11. The County will participate in a risk management program to minimize losses and reduce costs. This program will also protect the County against catastrophic losses through the combination of insurance, self-insurance and various federal and state programs.
12. The County will maintain a budgetary control system to monitor its adherence to the approved operating budget.
13. All departments will have access to on-line monthly expense and revenue reports comparing actual revenues and expenditures to budgeted amounts. These reports will be updated on a weekly basis to allow departments to regularly review their financial position.

CAPITAL IMPROVEMENT BUDGET POLICY

1. The County will make all capital improvements in accordance with the adopted Capital Improvement Program except for emergency capital improvements which are deemed necessary by the County staff and approved individually by the Board of Supervisors.
2. Capital improvements will be identified on the basis of long-range projected needs rather than on immediate needs in order to minimize future maintenance, replacement and capital costs.
3. A capital improvement program will be developed for a five-year period and updated annually.
4. Estimated costs of each capital improvement projected for each year will be included in the plan.

5. Revenue sources for capital improvements will be identified in the plan whenever possible.
6. Intergovernmental funding sources from the federal, state and private sector will be actively sought and used as available to assist in financing of capital improvements.
7. Future operating costs associated with the capital improvement will be projected and included as a part of the budget submission in the capital improvement budget.
8. During the initial stages of a particular capital improvement but no later than the public hearing for the capital improvement, revenue sources to fund the capital improvement and estimated project costs including incidental costs will be approved by the Board of Supervisors.
9. Capital Funding Requests From Outside Agencies
 - Capital funding requests (greater than \$5,000) from outside agencies will only be considered during the Board's regular annual budget review cycle.
 - ~~Said one-time requests, if approved by the Board, shall be funded by use of the County's undesignated/unreserved General Fund balance that is in excess of its required minimum balance (15%). (This section does not preclude capital requests that are approved by the voters at a referendum.)~~
 - Said requests must be submitted to the County Administrator on or before December 1st on forms provided by the County.
 - Said requests for the next fiscal year will only be accepted for consideration if the County's undesignated/unreserved General Fund balance exceeds the minimum required level, (15% of operating expenses) ~~by 10 %~~. (The 15% minimum required level shall be based on the audited beginning undesignated/unreserved General Fund balance amount of the current fiscal year less any planned uses of fund balance included in the current fiscal year budget compared with current year budgeted general fund operating expenses).
 - Said request shall describe the project in detail and shall also include the following minimum information:
 - Project impact on community (economic development, quality of life, etc.)
 - Total cost of project
 - % of request from County to total project cost
 - Listing of other revenue sources
 - Agencies are encouraged to competitively bid out contracts and should

allow local vendors to bid

- Approved funding allotments will be made beginning with the next fiscal year being budgeted and may be made over a multi-year period
- No allotment will be given until the requesting organization informs the County in writing that all funding commitments have been made and that the project has begun (this action must be completed prior to December 31st of the next fiscal year being budgeted, if not, the County's funding commitment will end) Note: Agencies may request an extension to this provision. The extension request should be submitted in writing detailing reasons for the extension and the extension timeframe requested.
- Any approved funding commitment from the County for a project should be considered final with no subsequent funding request to be made to the County on that project
- Any future State action such as program funding reductions, increased unfunded State mandates, or the enactment of property tax limitation legislation may not allow the County to consider or, complete fulfillment of these types of capital funding requests

DEBT ADMINISTRATION POLICY

1. The County will limit its long-term borrowing to capital improvements or projects which cannot be financed from current revenues or for which current revenues are not adequate.
2. Long-term borrowing will only be utilized to fund capital improvements and not operating expenditures.
3. The payback period of the bonds issued to fund a particular capital project will not exceed the expected useful life of the project.
4. It is recognized that the State of Iowa sets the debt limitation for municipalities at 5 percent of actual property valuation.
5. Whenever possible, special assessment, revenue bonds and/or general obligation bonds abated by enterprise revenues will be issued instead of general obligation bonds funded by property tax.
6. For those general obligation bonds issued and funded by property taxes, debt service and interest payment schedules shall be established whenever possible in such a manner to provide equalization of debt and interest payments each year for the life of the total outstanding general obligation bonds.

7. The County shall encourage and maintain good relations with the financial and bond rating agencies and prepare any reports so requested by these agencies. Full and open disclosure on every financial report and bond prospectus will be maintained.

FINANCIAL REPORTING POLICY

1. The County will establish and maintain a high standard of accounting practices and procedures which adhere to the concept of full and open public disclosure of all financial activity.
2. The accounting system will be maintained on a basis consistent with accepted standards for governmental accounting.
3. Quarterly financial statements reported on a budget basis of accounting will be presented to the board of Supervisors on a regular basis.
4. The County's independent public accounting firm will publicly issue an audit opinion regarding the financial statements to the County. The annual audit will be made available to the general public, bonding and financial consultants, and any other interested citizens and organizations.
5. The Comprehensive Annual Financial Report and accompanying audit opinion will be completed and submitted to the Board of Supervisors by December 31 and following the close of the preceding fiscal year.

Scott County Administrative Policy Updates

<i>Policy #</i>	<i>Policy Name</i>	<i>Last Updated</i>	<i>BOS Approval</i>	<i>Assigned to</i>	<i>Notes</i>
1	Board of Supervisors' Appointments	7/30/1987	7/23/2009	mjt/Berge	
2	Cash Handling Procedures	11/25/1997	7/23/2009	Kautz	
3	Copying	6/18/1992	9/3/2009	mjt/Donovan	
4	Emergency Plans	10/17/1996	7/23/2009	Oostenryk/Donovan	
5	Facility Charging for Juvenile Detention Center	9/25/1986	7/23/2009	mjt/Kaiser/Tebbit	
6	Accessibility	9/25/1986	9/3/2009	Oostenryk/Donovan	
7	Microfilm (Scanning)	9/25/1986	12/22/2009	mjt/Donovan	TO BE DELETED
7	Campus Parking Policy		12/22/2009	Donovan	
8	Ordinance (Resolution) Adoption	9/25/1986	12/22/2009	mjt/Cusak	TO BE DELETED
9	Petty Cash	4/12/2001	12/22/2009	Kautz	TO BE DELETED
10	Property Capitalization & Inventory	4/12/2001	12/22/2009	Oostenryk	
11	Purchasing Policy	1/17/2002		Donovan	ON HOLD
12	Risk Management	4/12/2001	7/23/2009	Oostenryk	
13	Tour Policy	8/17/1989	12/22/2009	Donovan	TO BE DELETED
14	Use of County Owned Facilities	1/15/2004	11/24/2009	mjt/Donovan	
15	Pool Car	1/13/2004	12/22/2009	Donovan	TO BE DELETED
16	Vehicle Purchasing & Maintenance	9/25/1986		Donovan	ON HOLD
17	Phone Use Report	9/25/1986	12/22/2009	Hirst	TO BE DELETED
18	Investment Policy	12/29/1994	7/23/2009	Kautz	
19	Tax Deed Disposal & Auction	1/12/2006	9/3/2009	Huey	
20	Loss Prevention & Safety	10/8/1992	7/23/2009	Oostenryk	
21	Posting of Material (Bulletin Board)	11/6/1986	9/3/2009	mjt/Donovan	
22	Hazaedous Substance & Materials (Right to Know)	8/19/1988	12/22/2009	Oostenryk	
23	Records Management	6/29/2006	11/24/2009	mjt/Donovan	
24	Alcoholic Beverages License & Permit	3/29/1990	12/22/2009	mjt/Huey/Linne nbrink/Kraft/Caldwell	
25	Technology - Computer Network	4/12/2001		Hirst	ON HOLD -- IT Masterplan
26	Purchasing Card	9/25/2003	4/30/2009	Kautz	
27	Fleet Safety Operation	4/8/1993	7/23/2009	Oostenryk	
28	Cellular Phone	4/23/1992		mjt/Hirst	ON HOLD for IRS - DRAFT DONE
29	Disposition of County Property	2/28/2002	12/22/2009	Oostenryk/Donovan	

Scott County Administrative Policy Updates

30	Grant & Funding Assistance	7/1/1993		Kautz	ON HOLD
31	Public Records & Information	9/19/1996	5/28/2009	mjt/Hirst	Formerly "Pricing Policy for Information Services"
32	Tobacco Free Workplace	4/3/2008	4/3/2008	mjt	No updates required
33	Financial Management Policies	6/14/2007	12/22/2009	Kautz	
34	Technology Use	9/30/1999	7/23/2009	mjt/Hirst	Formerly "Internet Policy"
35	Abatement of Taxes	11/23/1999		Elam/Kautz/Hufford/Cusak	ON HOLD
36	Construction of Private Drainage	8/1/2002	9/3/2009	Burgstrom	
37	General Assistance	9/19/2002	6/25/2009	Elam	
38	Privacy Notice	0/0/0000	5/28/2009	Oostenryk	
39	Protected Health Information	0/0/0000	5/28/2009	Oostenryk	
	SUSTAINABILITY POLICY				
A	PRIDE & Acknowledgment	9/23/2004	12/22/2009	Donovan	
B	Equal Employment Opportunity & Affirmative Action	9/23/2004	9/3/2009	mjt	Formerly "Glossary"
			11/24/2009	McCullom	
C	Recruitment & Selection	12/27/2007	11/24/2009	McCullom	
D	Classification & Compensation	9/23/2004	5/28/2009	mjt	
E	Employee Development & Training	9/23/2004	12/22/2009	Niebuhr	
F	Performance Appraisal & Development System	9/23/2004	11/24/2009	Niebuhr	
G	Employee Conduct	9/23/2004	11/24/2009	McCullom	
H	Employment (Personnel) Records	9/23/2004		McCullom	ON HOLD - Review paperless options and record retention
I	Hours of Work	4/3/2008	4/3/2008	mjt	No updates required
J	Overtime Compensation	11/2/2005	7/23/2009	mjt	
K	Holidays	4/3/2008	4/3/2008	mjt	No updates required
L	Vacation	10/4/2007	10/4/2007	mjt	No updates required
M	Paid Leave of Absence	9/23/2004	5/28/2009	mjt	
N	Unpaid Leave of Absence	9/23/2004	9/3/2009	McCullom	
O	Short Term Disability (Sick Leave)	11/2/2005	7/23/2009	mjt	
P	Insurance & Deferred Comp	4/3/2008	5/14/2009	mjt	
Q	Employee Assistance Program	9/23/2004	12/22/2009	Niebuhr	
R	Corrective & Disciplinary Actions	9/23/2004	12/22/2009	Niebuhr	
S	Employee Grievance Procedure	9/23/2004	11/24/2009	mjt	
T	Travel Regulations	5/31/2007	11/24/2009	mjt	FORM TO BE UPDATED
U	Separation of Employment	9/23/2004	9/3/2009	mjt	Formerly "Termination of Employment"
V	Employee Recognition	4/3/2008	11/24/2009	McCullom	

Scott County Administrative Policy Updates

W	Productivity Innovation Program	9/23/2004	12/22/2009	mjt/Berge	TO BE DELETED
X	Substance Abuse/Drug-Free Workplace	12/14/1995	5/28/2009	Niebuhr	
Y	Family Medical Leave	9/23/2004	5/28/2009	McCullom	
Z	Temporary Alternative Duty Work Program	9/23/2004	11/24/2009	mjt/Oostenryk	
AA	Worker's Comp	9/23/2004	11/24/2009	Oostenryk	
BB	Workplace Violence	9/23/2004	11/24/2009	Oostenryk	
CC	Employee Legal Defense	9/23/2004	9/23/2004	mjt/Cusak	No updates per Attorney's Office
DD	Attendance	9/23/2004	12/22/2009	Niebuhr	
EE	Workplace Harassment	9/23/2004	5/28/2009	mjt	Formerly "Sexual Harassment"

