

HUMAN RESOURCES DEPARTMENT
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Date: December 16, 2011
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Human Resources Policy Updates

I am recommending the following changes to the Administration Policies:

Human Resources **Policy A "PRIDE Philosophy and Policy Acknowledgement"** updates the language in the PRIDE philosophy. This past fall there were numerous employee work sessions along with the employee opportunity to provide input on line about what they viewed as the County's core beliefs and values. Those statements were taken by an employee group and used to modify the philosophy.

Human Resources **Policy L "Vacation"** updates the policy in order to allow Department Heads the discretion to permit new employees to utilize vacation hours during their first 90 days of employment. Additionally it reminds employees that vacation hours have not accrued until they are reflected on the preceding payroll check.

General **Policy 10 "Property Capitalization and Inventory"** updates the inventory language for fixed assets obtained by grant money in order to comply with GASB standards.

General **Policy 32 "Tobacco Free Workplace"** updates the employee tobacco cessation language to coincide with changes made in the County's pharmaceutical plan. It provides free cessation classes rather than reimbursement.

A. PRIDE PHILOSOPHY AND POLICY ACKNOWLEDGMENT

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

P: Professionalism means Doing it Right by:

- Knowing the job
- Maintaining integrity
- Demonstrating respect
- ~~Being responsible~~
- ~~Setting high standard~~

R: Responsiveness means Doing it Now by:

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

I: Involvement means Doing it Together by:

- Working as a ~~t~~Teamwork
- Trusting each other
- ~~Working together for best results~~
- Leading by ~~Setting the~~ example
- ~~Being willing to participate~~
- Acting rather than reacting
- Fostering partnerships
- Being proactive
- Planning through collaboration
-

D: Dedication means Doing it with Commitment by:

- Serving the community
- ~~Wanting to do it~~
- ~~Maintaining a positive attitude~~
- ~~Being determined to follow through~~
- Believing in what you are doing

- Putting yourself into the job
- ~~Enjoying public service~~
- Maintaining a positive attitude
- Being determined to follow through

E: Excellence means Doing it Well by:

- Being the best
- Striving to reach our full potential
- Continuing to learn and improve
- Setting and achieving goals
- Being innovative
- ~~Ongoing commitment to improve~~
- ~~Setting and striving for goals~~
- ~~Reaching for full potential~~
- Willingness to take risks
- ~~Not tolerating mediocrity~~
- ~~Being the best~~

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

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

Welcome to the County's workforce.

Appendix A



SCOTT COUNTY
ACKNOWLEDGMENT
OF HUMAN RESOURCES AND GENERAL POLICIES

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

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

Signature

Date

Witness

Date

L. VACATION

GENERAL POLICY

It is the policy of Scott County to grant its employees paid vacation time for the purpose of rest and recreation from their daily work routine. Use of accrued vacation time is to be granted with due consideration of operational needs.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

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

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

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

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

ACCRUAL AND USAGE

Regular full-time employees in active pay status shall accrue annual vacation leave credit, prorated on a pay period basis. Annual vacation shall be accrued as follows:

Years of Continuous Service	Hours Per Year
Less than 1 year	48 hours
More than 1 year, Less than 5 years	80 hours
More than 5 years, Less than 13 years	120 hours
More than 13 years, Less than 23 years	160 hours
Over 23 years	200 hours

Regular part-time employees shall receive vacation credits on the condition that such

part-time employees are scheduled to work one thousand forty (1,040) hours or more annually. Accrual of vacation credits for regular part-time employees shall be pro-rated according to their percentage of full-time employment. Co-op students, temporary and/or seasonal employees do not earn vacation credit.

In an effort to attract the best qualified candidate for management level positions rated at 350 Hay points and above, consideration may be given to enhancing the vacation credits of the finalist, subject to a recommendation by the County Administrator and approval by the Board of Supervisors.

That part of the pro-rated vacation leave credit to which an employee is entitled shall be accumulated into the account of the employee bi-weekly. Thereupon, it is available for use by the employee pursuant to approval of the Department Head or designee, after completion of his/her first ninety (90) days of service, subject to the provisions on scheduling of same. Employees cannot access hours not accrued. Accrued hours are those listed on the employee's preceding payroll check. Vacation leave shall be paid at the employee's straight time hourly rate of pay in effect during the vacation period.

Employees are encouraged to expend vacation during the year it is accrued. Upon attaining each anniversary date of employment, the accumulated vacation credit of the employee shall be reduced to twice the employee's current annual rate of accrual, assuming there is an excess accumulation in the account.

Regular employees who are in a non-pay status for more than one-half (1/2) the scheduled hours in an accrual period will not accrue vacation leave credits for that period.

Absence on account of illness, injury, inclement weather or disability in excess of that authorized for such purposes may, at the request of the employee and approval of the department head, be charged against accrued vacation leave.

Officially designated County holidays falling within the period of an employee's approved vacation will not be charged against the employee's vacation leave account.

12 - HOUR SHIFT ASSIGNMENTS

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue vacation based on a 2,184 hour per year schedule.

Annual vacation shall be accrued as follows:

Years of Continuous Service	Hours Per Year
Less than 1 year	50.4 hours
More than 1 year, Less than 5 years	84 hours
More than 5 years, Less than 13 years	126 hours

More than 13 years, Less than 23 years
Over 23 years

168 hours
210 hours

PAYOUT OF VACATION ACCRUAL ON TERMINATION OF EMPLOYMENT

In the event of voluntary resignation, a two (2) week notice shall be given to the department head in writing before unused vacation allowance can be included in the amount of wages due.

In the event of the retirement, layoff or death of an employee, the amount of wages shall include all unused, accrued vacation credit.

In the event of discharge for criminal activity or dishonesty, and said discharge is not reversed, the employee shall forfeit all rights to vacation pay. A discharge for any other reason shall entitle the discharged employee to receive as wages due all unused, accrued vacation credits.

The payout of unused vacation leave under this section shall be at the employee's straight time hourly rate of pay in effect at the time of termination.

An employee terminating County employment who is eligible for payment of unused vacation accruals in accordance with this section shall receive a lump sum payment for such accruals in his/her final paycheck. For the purpose of determining an employee's unused vacation accrual upon termination, the employee's last date of actual work on-the-job shall be considered the termination date unless extenuating circumstances exist. Any exception to this policy must be recommended by the department head and approved by the Human Resources Director.

ADMINISTRATIVE PROCEDURES

Department heads are responsible for the scheduling of vacations, and in so doing should endeavor to schedule vacation with particular regard to the seniority of employees, provided operating efficiency is maintained; and insofar as possible, in accordance with the written request of the employee by April 1st of each year. No vacation shall be taken unless it is in accordance with a schedule approved in advance, except as otherwise provided in this policy.

DONATED LEAVE

An employee may voluntarily donate accrued vacation leave to a full-time or regular part-time employee whose paid leave banks have been exhausted due to a catastrophic illness or a catastrophic illness in the employee's immediate family subject to the following conditions:

1. To be eligible to accept donated hours, the employee requesting donated leave must have abided by the County's Sick Leave (Policy O) or Attendance (Policy DD) policies and have not been disciplined in the past 24 months for violations of these policies.
2. Employees shall submit a request for donated leave to the Human Resources Department and shall waive any and all privacy rights or interests necessary to disseminate a request for donated leave to County employees on their behalf. Employees will not accrue additional paid vacation or sick leave while using the donated leave.
3. Employees donating accrued vacation leave shall complete a form indicating the number of hours to be donated in four hour increments. All hours donated are non-refundable regardless if they are utilized by the recipient employee. Employees may not donate more than 40 hours.
4. The recipient employee shall receive a straight exchange of sick leave hours for every vacation hour of leave donated. The recipient employee will be compensated at the rate of pay that they receive when using their accrued sick leave.
5. The number of donated hours accepted on behalf of an employee shall be capped at the hours necessary to assist the employee to qualify for long term disability (LTD) in case of any employee illness. The number of donated hours accepted on behalf of an employee shall be capped at the number of hours necessary to assist the employee in case of a non-pay status while on approved FML (Policy Y) in case of family member illness.
6. The Human Resources Department is responsible for the administration of this policy. The Human Resources Department will not reveal the identity of donors except to administer the donation or as required to by law.

10. 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 Facility and Support Services shall be responsible for developing, implementing and administering the asset management system.

DEFINITIONS

Tangible Asset - An item of value that has a physical form with a value at the time of acquisition in excess of \$10,000. Examples include but are not limited to: land, buildings, equipment, construction-in-progress, vehicles, machinery and infrastructure.

Intangible Asset - An item of value that may not have a physical form that has a determinable value at the time of acquisition that is in excess of \$25,000. Examples include but are not limited to: software and data.

Physical Inventory - A process whereby assets are verified by physically locating items, verifying their continued existence and updating the corresponding asset record.

Construction-in-progress - An asset with an estimated "total value" in excess of the capitalization threshold that is not complete during a particular reporting period. Examples include but are not limited to: a large software development project, a building addition or a roadway resurfacing project, any of which are in process and completed during two or more fiscal year periods.

Non-consumable asset - An asset or property other than a consumable supply-type item with a definable useful life of at least two years and having a measurable residual value at the conclusion of said useful life.

Capitalized Asset - An asset that is included in the Asset Management System, subject to periodic physical inventory and reported as part of the Comprehensive Annual Financial Report. If applicable, depreciation amounts are also reported for capitalized assets.

SCOPE

The property of all County Offices, Departments and financial component units shall be included in the inventory program.

All non-consumable tangible assets with a value exceeding \$10,000 shall be capitalized

and included in the inventory program. All intangible assets with a value exceeding \$25,000 shall be capitalized and included in the inventory program. County Offices and Departments will work with the County Risk Management Coordinator to maintain any other equipment listings in spreadsheet format for tangible items with a purchase value greater than \$1000 but less than \$10,000 for insurance purposes.

PURPOSE

The purpose of this policy is:

- A. To establish and maintain 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.
- 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 \$10,000 for tangible assets and \$25,000 for intangible assets.

ADMINISTRATIVE PROCEDURES

- A. Physical Inventory
 - 1. A comprehensive physical inventory of County property will be coordinated every five (5) years by the Facility and Support Services Department.
 - 2. A computerized asset management system of capitalized assets will be maintained and updated quarterly by the 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.
 - 4. 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 Facility and Support Services Department and the respective County Office or Department. Once the inventory is reconciled the department head or elected official or their designee will indicate their concurrence.

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

6. For fixed assets acquired using grant monies, FSS shall conduct inventory in all fiscal years ending in an even number (every two years) to ensure compliance with grant requirements. Grant recipient departments or offices may also be required to keep inventory for non-capitalized assets (under \$10,000) purchased using grant proceeds. Those departments or offices should coordinate efforts with FSS to ensure proper record keeping for grant compliance.

B. Identification of Property

1. All non-consumable County property with a value exceeding \$1000 shall have an inventory tag attached to the item whenever physically possible. This is especially important for items that do NOT have a unique identifier such as a serial number.
2. When new purchases are made, offices and departments shall request asset tag(s) 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. This inventory tag number shall be affixed, by the department, to the item when received. Offices and Departments shall also use the tag number for tracking within their non-capitalized listing of assets.

32. TOBACCO-FREE WORKPLACE POLICY

GENERAL POLICY

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

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

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

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

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

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

PURPOSE

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

PROVISIONS

1. This policy applies to all employees, vendors, visitors, and citizens conducting business within County facilities, vehicles or on County property.
2. Tobacco use is strictly prohibited within all County owned or leased facilities, vehicles and the outdoor area or grounds of County property including but not

limited to the sidewalk adjoining the property.

3. The Conservation Board may enact rules and regulations consistent with state law regarding property under their jurisdiction.
4. "Tobacco-Free Facility and Grounds" signs shall be posted at all building entrances, and in all vehicles.
5. Scott County recognizes nicotine dependency as an addiction and a major health problem. Employees needing assistance in dealing with this problem are encouraged to participate in a cessation program. Employees and dependants on the County's health insurance plan may contact the Human Resources to schedule a free cessation class. Employees or dependants must attend all four session in order for the County to pay for the class. Employees and dependants shall be afforded two quit opportunities. Tobacco cessation medications are provided through the County's pharmaceutical plan. ~~who remain tobacco free for 6 months shall be reimbursed up to \$150 for costs associated with cessation classes or medications (prescription or over the counter) to assist in quitting a tobacco dependency. Receipts for these products or proof of attendance in a cessation class shall be presented to the Human Resources Department.~~

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 22, 2011

APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

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

Section 1. That Human Resources Policy A "PRIDE Philosophy and Policy Acknowledgement" updates the language in the PRIDE philosophy based on employee input.

Section 2. That Human Resources Policy L "Vacation" updates the policy in order to allow Department Heads the discretion to permit new employees to utilize vacation hours during their first 90 days of employment.

Section 3. That General Policy 10 "Property Capitalization and Inventory" updates the inventory language for fixed assets obtained by grant money in order to comply with GASB standards.

Section 4. That General Policy 32 "Tobacco Free Workplace" updates the employee tobacco cessation language to coincide with changes made in the County's pharmaceutical plan.

Section 5. This resolution shall take effect immediately.