

HUMAN RESOURCES DEPARTMENT

600 West Fourth Street
Davenport, Iowa 52801-1030

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



Date: December 7, 2013
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 Resource **Policy H "Personnel Records"** updates the policy by adding language to reflect the current practices. It allows for some records to be maintained electronically rather than in a paper format. The changes address legal requirements and current practices that certain records be kept in separate files such as medical records, EEO and I-9 data. Additionally the policy clarifies the record retention of the files.

Human Resource **Policy Y "Family Medical Leave"** updates the policy by adding language to comply with the EEOC policy requirements as it related to individuals with disabilities.

General **Policy 34 "Technology Use"** updates the policy to address email retention. It sets a record retention period of 3 years for the retention of email records. This is being done for two reasons:

- First, the cost of data storage is such that we cannot store an endless amount of received, sent, and filed e-mail.
- Second, a need for potential discovery requests in litigation to have a specific retention date.

General **Policy 38 "Privacy Notice"** updates the policy to permit electronic delivery of records if requested and address the requirement to provide notice if there was a breach of the records.

H. EMPLOYMENT RECORDS

GENERAL POLICY

It is the policy of Scott County that files-records (paper or electronic) containing information relevant to the employment history of each County employee be maintained in the County Human Resources Department.

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.

CONFIDENTIALITY OF EMPLOYMENT RECORDS

All employee records maintained in the Human Resources Department shall be considered confidential, subject to the limitations of state law, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question. only open to review by the relevant department head, the County Administrator and the staff of the Human Resources Department. In addition, a An employee shall have access to may review and copy their personnel file subject to the limitations of state law.the contents of his/her own employee file. Personnel files may not be taken outside of the Human Resources Department and must be viewed in the presence of Human Resources staff, including managers and supervisors.

RECORDS TO BE MAINTAINED

Employment records to be maintained on County employees include:

- all application material submitted by the employee as an applicant for County employment;
- offer of employment correspondence;

- records of policy information given to employee;
- employment tests, ~~reference checks, information relevant to a background investigation, documentation of a physical or psychological exam if required, and other information relevant to the selection of the employee~~Additional information such as reference checks, information relevant to a background investigation and other information relevant to the selection of the employee shall be maintained in the recruitment records for two years after the selection date;
- all Human Resource transactions pertaining to the employee such as hiring and termination papers, change in job classification, change in salary, request for leave of absence, or any other records related to compensation of the employee etc.
- performance evaluations;
- commendations, and awards~~and letters of appreciation;~~
- disciplinary actions;
- certificates indicating completion of special training;
- current address, phone number and person to contact in case of an emergency;
- other pertinent employee data as appropriate.

Other employment records are kept in separate files, such as records relating to EEO records, medical conditions (including documentation of a physical or psychological exam if required as part of the hiring process), drug testing records, leave requests, records relating to investigations, payroll records and records relating to I-9 requirements. These records may be subject to different record retention schedules pursuant to federal law.

A supervisor may keep records related to an individual employee to track work in progress and performance related information, and typically includes documents of ongoing work such as notes of conversations, assignments, and status reports. The supervisor's records shall be delivered to the Human Resources Department upon termination of the employee for proper record retention.

DESTRUCTION OF RECORDS

Employment records of regular County employees shall be kept for ~~a minimum of~~ three years following termination of employment and then destroyed. Records may be retained for a longer time period if it is subject to a litigation hold.

DISPUTING INFORMATION

Employees who question the accuracy or completeness of information in their files should discuss their concerns with the Human Resources Director. The Human Resources Director will consider the objections and remove erroneous information. Should the disputed information be retained in the file, the employee may submit a brief written statement identifying the alleged errors or inaccuracies. The statement will remain in the file as long as the disputed information is retained.

Y. FAMILY MEDICAL LEAVE

GENERAL POLICY

It is the policy of Scott County to provide unpaid Family Medical Leave in accordance with the Family Medical Leave Act (FMLA) of 1993.

SCOPE

This policy 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 office holder and Deputies;

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

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

PROVISIONS

In accordance with the Family Medical Leave Act (FMLA), Scott County will grant up to 12 workweeks of unpaid leave annually, based on the previous rolling 12 month period. To be eligible for this leave, an employee must have worked for Scott County for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

Family Medical Leave will be granted for any one or more of the following reasons:

1. Employee's own serious health condition;
2. Birth, adoption or placement of a child;
3. Caring for a spouse, child (if over the age of 18 the employee must be actually providing care for the child, not providing

- day care for grandchildren) or parent, with a serious health condition;
4. Qualifying exigencies arising out of the fact that the employee's spouse, child or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

ADMINISTRATIVE PROCEDURES

1. The employee must provide at least 30 days advance notice of a need to take FML leave when it is foreseeable. In the case of a birth, when the due date becomes known, the need is thereby foreseeable and notice should be provided. Elective surgeries are foreseeable and should be scheduled so as to provide 30 days notice, unless waived by the employer. When unforeseen events occur that require FML leave, employees must give notice as soon as practicable, usually within one or two business days of when the need for leave becomes known.
2. Employees will be required to provide sufficient medical certification to the Human Resources Department within 15 calendar days from the date of their absence. Scott County reserves the right to request re-certification at the County's discretion in accordance with federal law.
3. An employee may take leave intermittently or on a reduced leave schedule when medically necessary. When taking leave intermittently, the employee must attempt to schedule leave so as not to disrupt department operations. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave. An employee may take leave intermittently for birth or placement for adoption or foster care of a child only with the department's consent.
4. Employees will be required to use all sources of paid leave concurrently with Family Medical Leave. Employees utilizing continuous Family Medical Leave may make a written request to the Human Resources Director for the ability to reserve up to 40 hours of vacation time and go into an unpaid status for the final week of leave. The annual FMLA allowance will run concurrently with any Workers' Compensation leave.
5. An employee's insurance benefits will be maintained for up to 12 weeks during the approved leave under the same conditions as if the employee continued to work. The employee must continue to pay the employee portion of the insurance premiums in a timely manner. If the leave

extends for more than 12 weeks, the employee will become responsible for payment of the entire health insurance premium to maintain coverage.

6. Employees will be required to present a certificate from the attending physician releasing the employee to full duty before returning to work. Reasonable accommodation will be made to adapt the job to any permanent restrictions pursuant to the Americans with Disabilities Act.
7. After a return from FMLA leave the employee will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee does not return to work following FMLA leave the employee will be required to reimburse the County for health insurance premiums paid on the employee's behalf.
8. If the employee is in a non-pay status at any time during FML, the employee shall not accrue vacation, sick, or holiday leave for that period of time in which they received no pay.
 - Officially designated County holidays falling within the period of an employee's approved FML will be charged against the employee's FML entitlement.
 - If a holiday occurs during FML and the employee is in an active pay status the employee will receive holiday pay for that day.
9. If an employee fails to return to work after the employee's approved FML request has expired, the County shall regard this as the employee's resignation, unless the employee is also considered disabled under applicable law.
10. When both spouses are employed by Scott County, their combined leave allowance for birth or adoption of a child, or to care for the same parent, will be twelve weeks.
11. If the employee is utilizing FML for a child over the age of 18 the child must meet the following requirements; have a disability as defined by the ADA, is incapable of self care due to the disability, has a serious health condition and is in need of care due to the serious health condition. The onset of disability may have occurred at any age.

SERVICE MEMBER FAMILY AND MEDICAL LEAVE

The federal Family and Medical Leave Act (FMLA) entitles eligible employees

to take leave for a covered member's service in the Armed Forces ("Service member FMLA"). Except as mentioned below, an employee's rights and obligation to Service member FML leave are governed by the FMLA policy stated above.

A. Employee Entitlement to Service Member FML

Service member FML provides eligible employees unpaid leave for any one, or for a combination of the following reasons:

1. A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces of the United States in support of contingency plan; and/or
2. To care for a covered family member or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces of the United States provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

B. Duration of Service Member FML

1. When leave is due to a "Qualifying Exigency": An eligible employee may take up to 12 workweeks of unpaid leave annually, based on the previous rolling 12 month period.
2. When leave is due to Care for an Injured or Ill Service Member: An eligible employee may take up to 26 workweeks of unpaid leave annually, based on the previous rolling 12 month period to care for the Service Member. Leave to care for an injured or ill Service Member, when combined with other FML qualifying leave may not exceed 26 weeks in a single 12 month period.
3. Service Member FML runs concurrent with other leave entitlements provided under federal, state, and local law.

34. TECHNOLOGY USE POLICY

POLICY

The Scott County Board of Supervisors authorizes the use of computers / Internet / intranet / e-mail / text messages / telephone system / voice mail / fax transmittals (collectively “technology”) for the support of all County tasks. It is expected that individuals will use technology to improve their job knowledge, access business related information and communicate with peers in other governmental agencies and the private sector. Employees should not use technology inconsistent with the mission of Scott County. Every employee has a responsibility to maintain and enhance the public image of the County, and to use technology in a productive manner. The purpose of this policy is to outline accessibility and usage of technology. Guidelines are provided for in this policy to ensure that all employees are responsible, productive technology users and are protecting the public image of the County.

SCOPE

This policy is applicable to all employees, offices, and departments within Scott County Government.

ADMINISTRATIVE PROCEDURES

1. Access Request: A user and the user's department head must complete and sign a Technology Services Use Request shown as Attachment A and return it to the Information Technology Department before a username is assigned and access to the Internet is allowed with a County owned account.
2. Password/Pass Phrase: Employees are responsible for the selection and security of account password(s). Passwords will be at least eight (8) characters in length and should consist of a combination of upper and lower case letters, and numbers. Employees should avoid using variations of the user login or the same password as other accounts. Employees will be required to change the login password every 120 days. Employees will be unable to repeat the previous three passwords.
3. Remote Access: An employee that is classified as exempt pursuant to the Fair Labor Standards Act may access a County account from a remote location other than the site designated for that account (e.g., telecommuting or checking e-mail while away from the office on business) only with approval of the employee's supervisor and only for County business. Non-exempt

employees are prohibited from forwarding e-mails from the County account to a personal account.

4. **Signature Line:** The employee signature line at the bottom of every e-mail message shall include the user's name, title, department and telephone number. The signature line may include the County webpage, employee fax number, or one of the environmental tags attached hereto as Attachment B.
5. **Anti-Virus Scans:** The Information Technology Department shall purchase anti-virus software or contract for such services to minimize the potential of infected files reaching the county and to reduce the number of spam e-mails. USB Flash drive usage is prohibited unless specifically authorized by your department head.
6. **Compliance Review:** Violations of the Technology Use Policy will be evaluated on a case-by-case basis by the department head. Violations may result in disciplinary action, and may include referral of a case to the appropriate authorities for civil or criminal prosecution.
7. **Random Audits:** The Information Technology Department may make random internal audits of technology use.
8. **Web Page:** Development of a website or home page for department purposes must be made through the Information Technology Department and the County Webmaster to ensure a uniform County web presentation.

I. GENERAL POLICIES

A. Permitted Use

The County expects employee use of County technology for business purposes. The County recognizes, however, that employees may, from time to time, use County technology, including the internet and e-mail, for personal use during working hours. Such personal use is permitted provided (1) it does not interfere with the performance of the employee's job duties and obligations; and (2) it does not violate this policy or any other County policy; and (3) it does not interfere with the operation of County technology. Non-exempt employees are prohibited from accessing County accounts including Outlook outside of their normal working hours.

B. Right and Ability to Monitor

All technology, including the e-mail system, are the property of the County. All electronic data and information, including electronic messages, on or within County technology are the property of the County. All messages sent through electronic means are public records unless otherwise provided by the Iowa Open Records Act (Chapter 22). The County (or its designated representatives) maintains the right and ability, with or without notice to the employee, to access and review any information contained on County

technology, even if protected by private password. Those individuals using County technology have no expectation of privacy in connection with the use of such technology or transmission, receipt, or storage of information through the use of such technology. The County specifically reserves the right to monitor all internet usage, and e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from the County can be intercepted on the local system and on the Internet; therefore the user should not expect any degree of privacy regarding e-mail messages of any type, including e-mail messages sent or received through a County e-mail account or through a private web-based e-mail account accessed using County technology.

C. Record Retention

The IT Department will maintain a copy of all emails sent or received for a period of three (3) years from the date in which they are sent or received, Records may be retained for a longer time period if it is subject to a litigation hold.

II. PROHIBITED USES

The following uses are strictly prohibited.

- Excessive personal use of County technology.
- Using technology to engage in any conduct that violates any federal, state or local law, or any of the County policy, including but not limited to, using County technology to engage in any form of harassment, or accessing or transmitting any obscene or pornographic material through County technology.
- Engaging in any political activities.
- Revealing your account password(s) to others or allowing use of your account(s) by others. This includes family and other household members when work is being done at home.
- Any commercial use or any use for personal gain.
- Obtaining and/or using another user's passwords.
- Attempting to gain access to files and resources to which you have not been granted permission.
- Making copies of another user's files without their knowledge and consent.
- Stealing, vandalizing or obstructing the use of computing equipment, facilities, or documentation.
- Installing non-work related software on your computer without the express consent of the Information Technology Department.
- Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Posting, uploading, or downloading of pornographic or vulgar messages, photos, images, sound files, text files, video files, newsletters, or related materials.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are

not appropriately licensed for use by the County. In order to protect the County from copyright infringement penalties, only software purchased by the County shall be operated on County owned computer hardware.

- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the County or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Introducing malicious programs into the network (e.g., viruses, worms, Trojan horses, malware, spyware, etc.).

This list is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use of County technology. Any employee who uses County technology in an inappropriate manner will be subject to discipline, up to and including discharge. Further, any employee aware of any activity or activity by another employee that violates this policy is required to notify their department head and the Information Technology Department immediately. If you are unsure as to an item's appropriateness, consult the Information Technology Department or Human Resources Department.

III. COUNTY SOCIAL MEDIA USE

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. The "social" in social media comes in as these individuals find others with similar interests and interact with them through online communities. Social media allows for the easy sharing and re-purposing of existing content, expanding the reach of your work and enabling others to share it with their friends and networks. Examples of social media services include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr.

The County recognizes that social media use is an important tool to communicate with citizens and hear directly from them. These "conversations" are what makes social media so different from traditional forms of communication. As such many County departments and programs utilize official social media presences, similarly branded to communicate that the information they are communicating is official and reliable. Scott County seeks a unified approach to utilization of social media sites by its departments and elected officials. Social media sites should be reflective of the County's website and other marketing tools.

Access to social media networks from within the County's IT infrastructure is limited to individuals performing official County business and to agencies or departments with sufficient information and technology security controls.

Employees who post on behalf of a County department must adhere to the following policies:

- Departments shall only utilize County endorsed social media networks for hosting official County social media sites.
- Employees shall not create social media sites without authorization of the appropriate department head or board/commission with departmental oversight and consultation with the County's Webmaster.
- Departments with social media sites should assign an employee(s) to be responsible for the content and keeping the information relevant, current and compliant with the comments policy. The County's PIO and Webmaster should be added as administrators on any social media site in order to be able to address immediate concerns.
- Whenever possible social media sites should link back to the County's website.
- Employees responsible for social media sites should respect the County's "collective voice" by remaining professional in tone and in good taste.
- IT shall provide appropriate security access to social media networks to individuals performing official County business within the scope of this policy.
- Employees authorized to participate in social media by the County shall be provided copies of best practices established by the Social Media Team (which includes representatives from HR, IT, Health, Conservation, FSS, SECC and Auditor's office) and adhere to those practices. It is recommended that authorized County social media users complete social media training provided for by Human Resources and Information Technology.
- Employees participating in social media sites shall limit the amount of time spent attending to department's social media presence to what is needed to post content, evaluate traffic data, review related sites and monitor comments.
- Any articles or documents posted are subject to Iowa Public Records laws. Users shall be notified that public disclosure requests must be directed to the relevant department.
- Scott County respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees that maintain a professional blog, contribute to another's professional blogs, or make comments on blogs or other social media sites must maintain a professional tone and are prohibited from:
 - Disclosing County confidential information or making any statements that violate County policies.
 - Drafting, creating or accessing any non-professional blog using County technology.
 - Representing that you are speaking or acting on behalf of the County, or that you are representing or presenting the view of the County unless specifically authorized by the County.
- Employees are expected to follow the guidelines set forth in this policy and the best practices guidelines to provide a clear line between you as the individual and you as the employee. If you publish content to any website outside of the County and it has something to do with work you do or subjects associated with Scott County, use a

disclaimer such as this: "The postings on this site are my own and don't necessarily represent Scott County's positions or opinions."

Employees should keep in mind that they are subject to legal action for posting material on a personal blog or social network page that is defamatory to persons; and for posting private information about a coworker's medical or financial affairs. Additionally, the County requires that employees make clear that any views and positions described on a personal blogs or social network page are their own and not those of the County.

Any County social media site in which the department permits public comments should contain the following language: "Use of this site is subject to the County's Social Media policy and its user guidelines."

The following language governs all public comments on social media sites. It will be posted on the County's website and social media site:

"The purpose of this site is to present matters of public interest in Scott County to its many residents, businesses and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a **moderated online discussion site and not a public forum.**

Once posted, Scott County **reserves the right to delete submissions** that contain:

- a) profanity and vulgar or abusive language;
- b) personal attacks or threats of any kind;
- c) offensive comments that target or disparage any ethnic, racial, or religious group.
- d) sexual content or links to sexual content
- e) sensitive information (for example, information that could compromise public safety or ongoing investigations)
- f) spam or include links to other sites;
- g) comments not topically related to the particular social medium article being commented upon clearly off topic;
- h) advocate illegal activity;
- i) promote particular services, products, or political organizations/candidates;
- j) infringe on copyrights or trademarks;
- k) use personally identifiable medical information.

Please note that the comments expressed on this site do not reflect the opinions and position of the Scott County government or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact <insert dept>@scottcountyiowa.com.”

Employees postings on personal social media outside of their professional duties must adhere to the following policies:

Scott County respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees that maintain a personal social media site or make comments on blogs or other social media sites must maintain a professional tone and are prohibited from:

- Disclosing County confidential information or making any statements that violate County policies.

- Representing that you are speaking or acting on behalf of the County, or that you are representing or presenting the view of the County unless specifically authorized by the County. If you publish content to any website or social media site outside of your professional duties and it has something to do with work you do or subjects associated with Scott County, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent Scott County's positions or opinions."

- Posting on a County social media site without disclosing your employment status. Whether you are at home or in the office, working for Scott County is a material fact that may influence content and that community members have a right to know about. If the nature of your comment is confidential, or recommends an action which could adversely affect our citizens or your co-workers, the County reserves the right to delete your comment.

- Also be aware that:

- Your activities may attract media interest in you as an individual, so proceed with care whether you are participating in an official or a personal capacity. If you have any doubts, seek advice from your supervisor or manager.
- State law does not give you unlimited “free speech”; your comments could lead to legal action or discipline depending on the context. When you choose to go public with your opinions you are legally responsible for your commentary. Individuals can be held personally liable for any commentary deemed to be defamatory, obscene (not swear words, but rather the legal definition of “obscene”), proprietary, or libelous (whether pertaining to County staff or individuals). For these reasons, you should exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.

Attachment A

TECHNOLOGY SERVICES USE REQUEST

I hereby request access to Technology Services via a Scott County account.

I am specifically requesting access to the following types of technology services (initial by specific requests):

___ Outlook ___ Internet ___ Social Media sites (list: _____)

My signature below certifies that I have read the Technology Use Policy, and that I understand, accept, and will abide by the provisions stated therein. I am also aware that from time to time this policy will be updated and I am expected to be familiar and abide by those updates.

SIGNATURE: _____

NAME: _____

POSITION: _____

DEPARTMENT: _____

PHONE: _____

DATE: _____

DEPARTMENT HEAD APPROVAL: _____

DATE: _____

INFORMATION TECHNOLOGY ASSIGNED USERNAME(S):

**Return this form to the Information Technology Department,
Attention: Network System Administrators**

Attachment B

Please consider the environment before printing this e-mail.



Save a tree.

Please don't print this e-mail unless it's necessary.



Join Scott County in being "Green"; don't print this e-mail unless it's necessary.



Please consider the environment before printing this e-mail.



If you must print this e-mail; be sure to recycle the paper.

38. PRIVACY NOTICE POLICY

POLICY

This policy describes how medical information about you may be used and disclosed and how you can get access to this information.

SCOPE

Uses and Disclosures of Health Information

With your consent, we may use health information about you for treatment (such as sending your medical record information to a specialist physician as part of a referral), to obtain payment for treatment (such as sending billing information to a health insurance plan), for administrative purposes, and to evaluate the quality of care that you receive (such as comparing patient data to improve treatment methods).

ADMINISTRATIVE PROCEDURES

We may use or disclose identifiable health information about you without your authorization for several other reasons. Subject to certain requirements, we may give out health information without your authorization for public health purposes, abuse or neglect reporting, auditing purposes, research studies, funeral arrangements and organ donation, workers' compensation purposes, and emergencies. We provide information when otherwise required by law, such as for law enforcement in specific circumstances. In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

We may change our policies at any time. Before we make a significant change in our policies, we will change our notice and post the new notice in the waiting area, in each examination room, and on our web site. You can also request a copy of our notice at any time. For more information about our privacy practices, contact the person listed below.

Individual Rights

In most cases, you have the right to look at or get a copy of health information about you that we use to make decisions about you. Copies of health information records will be provided in the format as requested by

you if the records are "readily reproducible" in that format. If you You can request either electronic or paper request copies, we will charge you according to County Policy. for each page. You also have the right to receive a list of instances where we have disclosed health information about you for reasons other than treatment, payment, or related administrative purposes. If you believe that information in your record is incorrect or if important information is missing, you have the right to request that we correct the existing information or add the missing information.

You have the right to request that your health information be communicated to you in a confidential manner such as sending mail to an address other than your home. If this notice was sent to you electronically, you may obtain a paper copy of the notice.

You may request in writing that we do not use or disclose your information for treatment, payment, or administrative purposes or to persons involved in your care except when specifically authorized by you, when required by law, or in emergency circumstances. We will consider your request but are not legally required to accept it.

Breach Notification

In the event of unauthorized access, use and/or disclosure of your protected health information breach notification will be carried out in compliance with all federal or state notification laws. Upon determination that breach notification is required, the notice shall be made without unreasonable delay and in no case later than 60 calendar days after the discovery of the breach.

Complaints

If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed below. You may also send a written complaint to the Scott County Board of Supervisors. The person listed below can provide you with the appropriate address upon request. Under no circumstance will you be retaliated against for filing a complaint.

Our Legal Duty

We are required by law to protect the privacy of your information, provide this notice about our information practices, and follow the information practices that are described in this notice.

If you have any questions or complaints, please contact:

Privacy Compliance Officer: Risk Manager
Address: 600 West 4th Street, Davenport, Iowa 52801
Phone: (563) 326 - 8293

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 19, 2013

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 H "Personnel Records" updates the policy by adding language to reflect the current practices, permit electronic storage and clarifies record retention.

Section 2. That Human Resources Policy Y "Family Medical Leave" updates the policy by adding language to comply with the EEOC policy requirements as it related to individuals with disabilities.

Section 3. That General Policy 34 "Technology Use" updates the policy to address email retention. It sets a record retention period of 3 years for the retention of email records.

Section 4. That General Policy 38 "Privacy Notice" updates the policy to permit electronic delivery of records if requested and address the requirement to provide notice if there was a breach of the records.

Section 5. This resolution shall take January 2, 2014.