

HUMAN RESOURCES DEPARTMENT

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Date: February 17, 2014
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Human Resources Policy Updates

Here are the proposed changes to the Administration Policies:

Human Resource **Policy E “Employee Development and Training”** updates the policy by excluding Elected Officials and Deputies from the tuition reimbursement program. In reviewing comparable counties none provide tuition reimbursement to elected officials, due to the nature of their positions.

Human Resource **Policy K “Holidays”** updates the policy by deleting the reference that supervisors will assign floating holidays and permitting employees to utilize floating holidays in during probationary period if authorized by the department head.

Human Resource **Policy O “Short Term Disability”** updates the policy by adjusting wellness days eligibility to include usage of FML as permitted by federal law and clarify that earned wellness days are equal to an employee’s regular work day.

Human Resource **Policy P “Insurance and Deferred Compensation”** modifies the language to allow for the County’s match to be made earlier and thus programmed into the new payroll system. It also modifies the flex savings plan to comply with an amendment to our plan.

General **Policy 1 “Board of Supervisor’ Appointments”** updates the policy to encourage the review of appointments with long tenure. One of the Board’s goals and objectives is to “Replenish Boards and Commissions with expertise that will guarantee seamless succession of members”. Staff appointments are not affected.

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 work 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; however elected office holders and their deputies are excluded from the tuition reimbursement program due to the nature of their positions;

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 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 fiscal year (based on class end date), 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. 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 fiscal 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.

9. An employee wishing to participate in the program must complete a request form (available on the 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.

10. 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.

K. HOLIDAYS

GENERAL POLICY

It is the policy of Scott County to grant its employees certain holidays off from work with pay as specified herein.

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.

HOLIDAYS

Non- represented employees are granted the following holidays: Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve Day; Christmas Day; New Year's Day; Martin Luther King Jr. Day; Memorial Day; and Two (2) Floating Holidays.

HOLIDAY PAY PROCEDURE

The holidays listed in this policy conform to a Monday through Friday work schedule whereby those holidays falling on Saturday or Sunday are observed on Friday or Monday. However, for those employees involved in continuous operations as defined in Policy I, the traditional day of observance will be used for paying premium holiday pay. If an employee considered exempt pursuant to the FLSA is required to work on a holiday, they are not eligible for premium holiday pay but the department director may

permit them to take off a different day in the same pay cycle.

Except as limited by the scheduling requirements of continuous County operations, employees are granted those holidays listed in this policy with pay at their straight time hourly rate for the number of hours which they would normally work, up to a maximum of eight (8) hours pay per holiday.

In those cases where an employee is required to work on a holiday, that employee shall receive one and one-half (1-1/2) times his/her straight time hourly rate of pay for all consecutive hours worked if the shift began on the holiday, and this shall be in addition to any holiday pay the employee would otherwise receive. Part-time non-benefit eligible (not seasonal) employees will be paid premium holiday pay only for actual hours worked on the holiday. Part-time Correctional Health Nurses commonly referred to as “contract” or “on-call” receive a \$5.00 an hour premium for actual hours worked on the holiday, however if they do not qualify for the “contract pay rate” they shall receive premium holiday pay for actual hours worked on the holiday. The employee may elect to take up to twelve (12) hours of such holiday pay as compensatory time off; however, an employee shall not accrue more than sixty (60) hours of unused holiday/compensatory time.

Regular, part-time employees are eligible to receive holiday benefits on the condition that such part-time employees are scheduled to work one thousand forty (1,040) hours or more annually. Such employees will receive holiday pay on a pro-rated basis, according to their assigned salary percentage. For example, an employee rated at fifty percent (.50 FTE) would receive four (4) hours of holiday pay. Coop students, temporary and/or seasonal employees are not eligible for holiday benefits.

If a holiday occurs during a paid leave of absence, the employee will receive holiday pay for that day and the holiday will not be counted as part of the leave of absence.

12 - HOUR SHIFT ASSIGNMENTS

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue holidays and floating holidays based on a 2,184 hour per year schedule. Eligible employees will earn 8.4 hours for each holiday and floating holiday, they may supplement hours to reach 12 hours with floating holiday, compensatory time, vacation or “approved without pay”.

FLOATING HOLIDAYS

Floating holidays will be scheduled by mutual agreement between the employee and the department head. ~~If agreement cannot be reached by February 1st of each fiscal year, the department head may unilaterally schedule these holidays.~~ Floating holiday leave will be charged in actual hours used with a minimum charge of fifteen minutes. Floating holidays shall not be carried from one fiscal year to another fiscal year, nor shall they be

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granted, if unused, to any employee upon retirement, termination or discharge. No employee will be permitted to work on his/her floating holidays. An employee will not be ~~granted~~ permitted to use a floating holiday during his/her probationary period without permission of the Department Head or Elected Official.

Regular, part-time employees who are scheduled to work 1,040 hours or more annually, are eligible to accrue floating holiday hours according to their percentage of full-time employment. Floating holidays for regular, part-time employees shall be used according to the number of hours which the individual would normally work.

O. SHORT TERM DISABILITY a.k.a. SICK LEAVE

GENERAL POLICY

It is the policy of Scott County to provide short term disability leave, commonly known as sick leave benefits, for regular employees who are unable to work due to illness or injury, subject to the limitations specified in this policy. The sick leave program is designed to provide employees with two benefits: (i) available paid leave for a reasonable amount of short-term disability or illnesses, and (ii) provide a savings bank of time to ensure available paid leave before reaching the qualifications for long-term disability or illnesses.

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

Regular full-time employees and regular part-time employees who are scheduled to work 1,040 hours or more annually, are eligible to accrue 4 hours a pay period (13 days per year) of sick leave credits on a pro-rated basis according to their percentage of full-time employment.

Temporary and seasonal employees and cooperative students are not eligible to accrue sick leave benefits.

Regular employees who are in non-pay status for more than one-half their scheduled hours in an accrual period will not accrue sick leave for that period.

Sick leave will accrue without limitation. Officially designated County holidays falling within the period of an employee's approved sick leave will not be charged against the employee's sick 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 sick leave based on a 2,184 hour per year schedule. Eligible employees will accrue 109.2 hours of sick leave per year. (13 days x 8.4 hours)

WELLNESS DAY

Regular full-time employees who are in active pay status for thirteen consecutive pay periods, and who achieve a record of zero sick or sick/FML leave usage during this period, will be entitled to a one day vacation or Wellness Day. The use of up to six hours of sick or sick/FML leave during such a thirteen consecutive pay period will not disqualify an employee from receiving a Wellness Day. The Wellness Day, equal to the regularly scheduled work hours for their position, will be credited to the eligible employee's vacation leave account at the end of the thirteen consecutive pay periods.

USAGE

Sick leave shall accrue from the date of appointment to a benefit-eligible position. Use of sick leave shall be extended by the County for proper cause and concern for the employee's future welfare. It is not an inherent right of the employee to use accrued sick leave. As such, identifiable misuse of sick leave shall be just cause for not extending this benefit, and abuse shall be just cause for disciplinary action, up to and including dismissal.

Sick Leave Abuse means misrepresentation of the actual reasons for charging an absence to sick leave, and may include chronic, persistent, or patterned use of sick leave. Indications of sick leave abuse may include but are not limited to the following:

1. Repeated use of sick days the day before, or the day after, regularly scheduled days off.
2. Repeated use of sick leave the day before, or the day after, a Holiday.
3. Repeated calloffs for illness on Holidays for which the employee is scheduled to work.
4. Repeated use of sick leave on the same day of the week, or month.
5. Patterned use of sick leave on, or the day after, payday.
6. An employee's use of most or all of his/her earned sick leave, unless obvious mitigating circumstances are present.
7. Visual observation of an employee's activities while on sick leave which indicates that he/she is not using sick leave properly; such as recreating or attending

social functions.

Sick leave may be used only with the permission of the employee's duly authorized supervisor. The employer may determine that requested sick leave is chargeable to Family Medical Leave entitlement. Employees shall notify their supervisor that they will be unable to work before their regular work day begins, pursuant to specific departmental rules concerning deadlines for such notification. Failure to provide adequate notification will be considered grounds for denial of sick leave benefits.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position;
2. Serious illness of a member of the employee's immediate family, necessitating the employee to be in attendance or whose contagious disease would cause the employee's presence at work to jeopardize fellow employees. (Immediate family shall be defined as including spouse, child, parent, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild or legal ward);
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

Sick leave will not be granted in the event of absence resulting from illness or injury brought about by the performance of duties on behalf of an employer other than Scott County.

Employees cannot access sick leave hours not yet accrued, accrued hours are those that were listed on the employee's preceding payroll check.

PAYOUT OF SICK LEAVE ACCRUAL ON TERMINATION OF EMPLOYMENT

Upon retirement in accordance with the provisions of the Iowa Public Employees Retirement System (IPERS), or upon the death of an employee, the employee or his/her next of kin shall receive payment as follows:

For those employees hired **prior to July 1, 2000** the employee may choose between option A or B below.

Option A - fifty percent of the employee's accumulated sick leave hours in excess of seven hundred and twenty hours and up to a maximum of one thousand six hundred and eighty hours. In no event shall payment exceed 480 hours (1680-720=960; 50% of 960=480).

Option B - twenty five percent of the employee's accumulated sick leave hours up to a maximum of one thousand six hundred and eighty hours. In

no event shall payment exceed 420 hours. (25% of 1,680=420).

For those employees hired **after July 1, 2000**:

Twenty five percent of the employee's accumulated sick leave hours up to a maximum of one thousand six hundred and eighty hours. In no event shall payment exceed 420 hours. (25% of 1,680=420).

In the event an employee had worked in a part-time position, during County employment, the 720 and 1,680 hours addressed above shall be pro-rated to reflect the FTE level. An example is found below:

<u>Full-Time</u>	<u>Part-Time (.50 FTE)</u>
1,680 - 720 = 960	840 - 360 = 480
50% of 960 - 480 hrs	50% of 480 - 240 hrs

Any payment of unused sick leave hours shall be calculated on the basis of any employee's actual regular earnings (excluding overtime pay) in effect at the time of the payout.

The above payout provision shall not apply to any sick leave hours accrued by an employee while serving as a Deputy to an elected office holder. If an employee is promoted or transferred into a Deputy position, his/her sick leave accruals shall be frozen on the effective date of such promotion or transfer for the purpose of calculating a future payout of sick leave accruals. A Deputy may accrue and use sick leave benefits while in a Deputy capacity, however, additional accruals earned while working in a Deputy capacity shall not be included in the calculation of a sick leave payout upon retirement or death of the employee.

Elected office holders are not eligible to accrue sick leave under this policy, and would therefore not be eligible for a payout of unused accruals, except for those accruals earned as a County employee prior to being elected.

Except as provided in this section, an employee shall not otherwise be entitled to a payout of unused sick leave accruals upon termination of employment.

ADMINISTRATIVE PROCEDURES

1. Prior to approving sick leave benefits, the department head may require an employee to furnish a doctor's statement, and/or other relevant information certifying the necessity of absence.
2. Department heads are responsible for insuring that all sick leave hours as reflected by payroll records are accurate.

P. INSURANCE AND DEFERRED COMPENSATION

GENERAL POLICY

It is the policy of Scott County to offer medical, prescription drug, dental, vision, life insurance coverage and deferred compensation options to its benefit-eligible employees.

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 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.

HEALTH BENEFIT ELIGIBILITY

To be eligible for group health and/or life insurance benefits, an employee must occupy a regular full-time position or a regular part-time position scheduled to work at least one thousand, five hundred and sixty (1,560) hours per year. Non-represented regular part-time employees hired before July 1, 2010 and scheduled to work at least one thousand and forty (1,040) hours per year continue to be eligible for coverage. Coverage for employees expected to work full-time is normally effective the first day of the month following appointment to a benefit-eligible position.

The County will use the safe harbor measurements permitted under the Affordable Care Act for variable hour part-time (not anticipated to work thirty (30) or more hours a week) and seasonal employees to determine employee eligibility for group health coverage. The standard measuring period and stability periods are established at twelve (12) months. The County will review at the conclusion of the initial measuring period if the employee worked one thousand, five hundred and sixty (1,560) hour or more to

determine eligibility, and if so consider the employee full-time and eligible for group health coverage through the stability period (regardless of hours worked). The administrative period for enrollment following the initial measuring period is thirty (30) days. If the employee worked less than one thousand, five hundred and sixty (1,560) hours during the initial measuring period then the employee will not be treated as eligible for group health benefits during the stability period. When calculating hours for non-exempt employees under FLSA, the County will include hours worked plus hours where payment was made for vacation/PTO, holiday, sick/medical leave, jury duty, military leave or other paid leave of absence.

GROUP HEALTH BENEFITS

Coverage available under the County's group health plan include: hospital and medical benefits; prescription drug benefits. Additionally the County provides group coverage for dental benefits and vision benefits. A detailed description of benefits, including deductible, premiums and coinsurance requirements, is available through the Human Resources Department.

The County will pay the monthly single premiums for benefits included under the group health, dental and vision plan, and will pay a portion of the dependent premiums for those employees electing dependent coverage. The specific amount to be contributed by the County for dependent coverage will be established each year by the Board of Supervisors and become effective January 1st.

GROUP LIFE BENEFITS

Benefit-eligible employees in positions classified under 350 Hay points are eligible to receive term life and AD & D insurance coverage equal to \$20,000. Benefit-eligible employees in positions classified at 350 Hay points or above are eligible to receive term life and AD & D insurance coverage equal to one hundred percent of their annual salary as of July 1st of each year. Department Heads, Elected Officials, and Deputy Office Holders are eligible to receive term life and AD & D insurance coverage equal to two hundred percent of their annual salary as of July 1st of each year.

The County will pay the monthly premium for the term life and AD & D coverage described above.

TERMINATION OF GROUP COVERAGE

Life insurance coverage under the County's group plan will end on the employee's date of employment termination.

Health, dental and vision coverage under the County's group plan will normally terminate at the end of the month in which the employee terminates employment with

the County. However, an employee may be eligible to extend coverage under the group plan as required by state or federal law. An employee shall be considered a retiree for purposes of continued insurance coverage until age 65 if one of the following occurs: 1) the employee qualifies for full retirement benefits through IPERS with service from the County, another employer, or purchased service quarters; 2) the employee is age 55 or more and has at least 20 years of service with the County; or 3) the employee is a Sheriff's deputy, is age 50 or more and has 22 or more years of service. Premiums for extended coverage after employment shall be paid by the employee at 102% of the actual cost. Information on the extension of group coverage and/or conversion to an individual medical insurance policy is available through the Human Resources Department

LONG TERM DISABILITY

Benefit eligible employees (excluding deputy sheriff, sergeant, lieutenants, captain, major and sheriff) are provided with a long term disability insurance policy with the premium paid entirely by the County. The amount of coverage is sixty-six and two thirds percent (66 2/3%) of the employee's annual salary, following a determination of eligibility and a 90 day waiting period. Specific details are found in the insurance plan document.

DEFERRED COMPENSATION PLAN

Employees shall have the option of deferring a portion of their compensation for the purpose of building retirement security in a tax-sheltered investment plan in accordance with state and federal law. Payroll deductions can only be made for Deferred Compensation Plan Providers who have completed Deferred Compensation Plan Administrator Agreement and have a minimum of 10 employees requesting enrollment in the plan. All Deferred Compensation Plan Providers must satisfy the requirements of Section 457 of the Internal Revenue Code and the Administrator Agreement to maintain eligibility as a provider.

For non-represented employees the County will match their contribution at \$.50 for each dollar the employee contributes during that calendar year, up to a maximum of \$500.00. The matching contribution will be paid ~~in~~ no later than the second paycheck in January of the following calendar year or upon termination of employment, whichever occurs first. The employee is responsible for monitoring and not exceeding the maximum allowable annual contribution in accordance with Section 457 of the Internal Revenue Code.

Information regarding payroll deduction for deferred compensation and selection of Providers, distribution, change or designation of beneficiaries is available through the Human Resources Department. The County does not solicit, nor endorse any Deferred Compensation Plan Provider.

FLEXIBLE BENEFITS PLAN (SECTION 125)

Pursuant to Section 125 of the Internal Revenue Code, the County offers employees the option of using a portion of their before tax compensation for one or more of the following flexible benefit plans:

1. Premium Only Plan - Provides for the reduction of compensation by the employee contribution for health and life insurance premiums before taxes.
2. Dependent Care Reimbursement Account - Employees fund the flexible spending account by regular payroll deductions prior to tax pursuant to federal law. Dependent care expenses are then reimbursed up to the amount of the annual election.

Unused annual elected amounts are forfeited.

3. Health Care Reimbursement Account - Employees determine an annual election amount permitted by federal law, to be put into a flexible spending account for non-covered health-related expenses. The elected amount is deducted from compensation prior to tax and expenses are then reimbursed up to the amount of the employee's annual election.

Unused annual elected amounts are forfeited. An employee may roll over up to \$500.00 into the next calendar year pursuant to the IRS regulations and plan design.

Employees electing to participate in one or more of the plans may have expenses for group health premiums, dependent care, or out-of-pocket health care costs deducted from compensation prior to taxes. Detailed information and enrollment forms regarding these flexible benefit plans are available through the Human Resources Department.

HEALTH INSURANCE BILL AUDIT PROGRAM

A participant can receive cash payments by auditing his/her own hospital, medical and/or dental bills. The participant should check each bill for unrecognizable charges such as laboratory tests and procedures that were not received or therapy charges that do not reflect the treatment received. Scott County will share the savings with the participant. The procedures outlined below should be followed.

Before the participant leaves the hospital, physician's or dentist's office, or upon receipt of the itemized bill, the participant should carefully review the charges, looking for errors such as the following:

- an incorrect number of days was billed for a period of hospital confinement;
- an incorrect number of days in an intensive care unit was billed;
- the participant was billed for tests not performed;

- an incorrect number of hours of physical therapy was billed;
- the participant was inaccurately billed for drugs; and/or
- on the day the participant left the hospital, he/she was charged for take-home drugs that were not received.

If the participant questions any charges and believes they are incorrect, he/she should contact the dentist, physician or hospital's billing office. The participant should ask for an explanation of any charges he/she does not understand.

Hospital, medical and dental bills eligible for this program are those for the employee and his/her covered dependents incurred after January 1, 2011 and covered by the County's Plan. This Plan must pay before coordinating benefits with other group health insurance plans also providing benefits.

As an incentive to carefully review healthcare bills, Scott County will pay the participant 25% of the saving of \$100.00 or more to this Plan for overcharges or for charges he/she has eliminated from any hospital, medical or dental bill for treatment, services or supplies not received to a maximum incentive payment of \$250.00 per confinement, illness or injury.

Obvious errors (e.g., \$1,000 for an office visit) will not be eligible for this program.

It will be the participant's responsibility, within 90 days of discharge or treatment to contact the hospital's or provider's billing department to report the error and obtain a corrected billing and to forward the original and corrected billing with corrected items circled to the Human Resources Department.

Upon review of the corrected billing, Scott County will notify the participant of the amount of payment for which he/she is eligible.

Employees should note that reimbursements of this nature are considered income for tax purposes.

HEALTHY LIFESTYLES PROGRAM

All non-represented employees will be provided the opportunity biennially to submit to a blood test at the Employers cost to determine any risk factors for metabolic syndrome. Employees with 3 or more risk factors will be offered the opportunity to participate in the Healthy Lifestyles Program at no cost to the employee. An employee will be permitted to opt out of the blood test and program, if the employee presents to the Human Resources Director proof from a physician that a blood test has been performed within the preceding 12 months and the physician is consulting with the individual about any risk factors related to metabolic syndrome. Employees will be released with pay to attend classes that occur during working hours. Employees participating in onsite classes are required to complete 8 out of 10 classes in person. Employees with computer access at home may opt to complete all of the classes on-line without additional compensation. All 10 classes must be completed. Those employees with 2 risk factors are encouraged to participate in the Healthy Lifestyles Program, in which the Employer shall pay 25% of the class costs plus blood tests. Other employees may

voluntarily participate in the Healthy Lifestyles classes at their own expense. Genesis Occupational Health will confidentially report to the Human Resources Director those employees eligible to attend at which cost level.

Employees identified by Genesis Occupational Health with 3 or more risk factors that decline to participate in the Healthy Lifestyles program or employees who decline to submit to a blood test shall pay a revised co-payment for any physician medical service as follows:

<u>Current co-pay</u>	<u>Revised co-pay</u>
\$0	\$0
\$20	\$25
\$50	\$55
\$75	\$90
\$100	\$115

Additionally employees will pay \$25 per month for single coverage. If an employee has a family dependent plan their premium will increase \$25 per month. Employees who do not complete the Healthy Lifestyles program attendance guidelines shall begin paying the additional co-pays and premiums the month following the class conclusion and reimburse the county the cost of the program (less blood tests). The Human Resources Director will report any premium changes to Payroll and the effective date.

ADMINISTRATIVE PROCEDURES

1. The Human Resources Department is responsible for administering the County's group health, dental, vision, life, deferred compensation and Section 125 flexible benefit plans.
2. The County retains full authority to change the plan of benefits described in this policy, to self-insure all or any portion of said benefits, and to select the insurance carrier or claims administrator.

1. BOARD OF SUPERVISORS' APPOINTMENTS

POLICY

It is the policy of Scott County to ensure fair and unbiased selection of qualified applicants, along with gender balance, when considering appointments to Boards and/or Commissions. Additionally the County shall when required by law make specific appointments of individuals to positions as public officials.

SCOPE

This policy is applicable to individuals involved in the Boards and/or Commissions appointments process.

ADMINISTRATIVE PROCEDURES

- A. This appointment will be put on the Committee of the Whole agenda for review 3 months prior to the term expiration. This will provide time for interested parties to step forward, review contributions of current appointment and the Board to seek gender balance when appropriate. The Board will review the reappointment of members with long tenure in order to balance the continued expertise on the Board or Commission with a desire to consider the succession of membership. However a staff member may be reappointed regardless of tenure on the committee.
- B. In compliance with state law prior to making an appointment to a Board or Commission the Board of Supervisors shall consider the current gender balance of the Board or Commission. The Board of Supervisors will make a good faith effort of at least three months to appoint a qualified individual of the appropriate gender to fill a vacancy on a Board or Commission. When there are multiple appointing authorities the Board of Supervisors will coordinate with the other appointing authorities to avoid a violation of state law.
- C. The appointment will be formally approved at the formal meeting of the Board.

- D. In recognition of contributions made during years of dedicated service as an appointment to a Scott County Board or Commission, an individual who has served five years or more will receive a resolution approved by the Board of Supervisors upon ending their service as an appointment. This resolution will then be presented to the individual at a Board of Supervisor's meeting when possible. An individual who has served less than five years will receive a letter of appreciation from the Board of Supervisors upon ending service as an appointment to the respective Board or Commission.

- E. The following list is a summary of Boards and Commissions and Public Officials to which the Board of Supervisors appoint members or individuals:

Boards and Commissions Appointments

- Airport Zoning Commission
- Airport Zoning Board of Adjustment
- Benefited Fire District #1 (Princeton)
- Benefited Fire District #2 (McCausland)
- Benefited Fire District #3 (Eldridge)
- Benefited Fire District #4 (Long Grove)
- Benefited Fire District #5 (Donahue)
- Benefited Fire District #6 (Walcott)
- Building Board of Appeals
- Board of Health
- Civil Service Commission (2 out of 3 members)
- Compensation Board (2 out of 7 members)
- Condemnation Jury
- Conservation Board
- Judicial Magistrate Appointment Commission
- Library Board
- Mental Health/~~Disability Services~~ /~~Mental Retardation~~
- ~~Advisory Board~~ Advisory Committee
- Planning and Zoning Commission
- Public Safety Authority
- Veterans Affairs Commission
- Zoning Board of Adjustment

Individual Appointments to a Board or Commission

- Bi-State Revolving Loan
- ~~Citizen's Advisory Board of the Mental Health Institute~~

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Community Action of Eastern Iowa
County Assessor Examining Board
Eastern Iowa Mental Health – Disability Services Region
DHAC (Medic) Board
~~Generations Area Agency~~
Medical Examiner
~~Mississippi Valley Welcome Center~~
Quad City Convention and Visitors Bureau
Quad City Riverfront Council
Vera French Mental Health Center
Weed Commissioner

Chair Appointments to a Board or Commission

Bi-State Regional Commission
~~City County School~~Intergovernmental Committee
Emergency Management Agency
Quad City First
River Bend Transit
Rock Island Arsenal Development Group
Scott County REAP
Scott County Watershed
Seventh Judicial District Court Services Board
Region 9 Transportation
Urban Transportation
Urban County Coalition
Waste Commission of Scott County
Workforce Development Region ~~9 Chief Elected Officials~~

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BOARDS & COMMISSION PERSONAL DATA FORM

Name: _____ Desired Board: _____

Address: _____

City: _____, IA Zip _____

Preferred Form of Contact:

Phone(s): _____ E-mail: _____

Geographic Location of Residence: City Rural/County

Gender: Female Male

Employer: _____

Address: _____

City: _____, State: _____ Zip _____

In order to assure compliance with Iowa Code §331.342 (Conflict of Interest); please list any businesses you have an ownership interest in that may contract with the County on occasion: _____

Please list any past governmental Boards, Commissions or Task Forces you've served on and the dates of service: _____

Please list any past volunteer experiences: _____

This form assists the Board of Supervisors in ensuring compliance with state law as it relates to gender balance and geographic balance when applicable.

Signature

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

February 27, 2014

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" updates the policy by excluding Elected Officials and Deputies from the tuition reimbursement program.

Section 2. That Human Resources Policy K "Holidays" updates the policy by addressing the scheduling of floating holidays.

Section 3. That Human Resources Policy O "Short Term Disability" updates the policy by adjusting wellness days eligibility to include usage of FML as permitted by federal law and that earned wellness days are equal to an employee's regular work day.

Section 4. That Human Resources Policy P "Insurance and Deferred Compensation" modifies the language to allow for the County's match to be made earlier.

Section 5. That General Policy 1 "Board of Supervisor' Appointments" updates the policy to set term limits on appointments.

Section 6. This resolution shall take effect immediately. However Policy O shall take effect the April 7, 2014 pay cycle.