

HUMAN RESOURCES DEPARTMENT

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Date: August 29, 2017
To: Mahesh Sharma, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Policy Updates

The proposed updates were reviewed by the Department Heads/Elected Officials and any recommendations were incorporated. Here are the proposed changes to the Administration Policies:

Administrative Policy D “Classification and Compensation” has been updated to add language regarding any outcomes from the desired salary study of positions. Additionally it updates the administrative procedures.

Human Resources Policy M “Paid Leave of Absences” revises bereavement language to address the change in culture of funerals. It does not increase the number of days allotted for bereavement leave, but gives the department head discretion to allow an employee to reserve a day(s) for a memorial service held later.

Human Resources Policy Q “Employee Assistance Program” revises the language to address billing issues with the current provider. Supervisors are required to work through the Human Resources Department when they feel circumstances warrant mandatory attendance.

Human Resources Policy T “Travel Regulations” updates language to address changes in the travel industry and costs. The travel costs in the policy have not been updated in 15 years. We benchmarked other counties, the state and federal government reimbursements and are recommending modest increases.

Human Resources Policy V “Employee Recognition” updates the policy to actual practices as it related to retirement recognition. Human Resources is recommending we eliminate the VISA gift cards due to the activation fees and provide a gift card to a local vendor that will not require an activation fee. This will be cost neutral by putting the cost in the employee’s recognition rather than in fees.

General Policy 16 “Vehicle Purchasing, Maintenance and Repairs” revises an obsolete policy. It was reviewed and developed by the Vehicle Advisory Committee.

General Policy 42 “24 Hour Assignment of County Vehicle” will be deleted as reviewed by the board.

D. CLASSIFICATION AND COMPENSATION

GENERAL POLICY

It is the policy of Scott County to maintain a system for classifying and compensating its employees which is based on the principles of fairness and equity, and allows the County to recruit and retain qualified employees necessary for the fulfillment of its mission.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

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

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

JOB CLASSIFICATION PLAN

The County utilizes the Hay Guide Chart-Profile Method of Job Evaluation for evaluating and classifying positions, based on the position's job description. Under the Hay system, each position is evaluated and assigned a point total based on the "know-how" required for the job, and the degree of "problem solving" and "accountability" present in the job. The resulting Hay point value assigned to the position is the basis for determining an appropriate pay range (see section below entitled "Pay Plan").

The Human Resources Director is responsible for maintaining the job classification plan, including an analysis of the duties and responsibilities assigned to and the qualifications required of each position. Department heads shall cooperate with the Human Resources Department in maintaining an accurate and up-to-date job description for each regular position in the County table of organization.

As may be required in establishing new positions or reclassifying existing positions, the Human Resources Director shall provide recommendations to the County Administrator as to appropriate Hay point values for all regular positions in the County service. All Hay point values (and resulting pay ranges) require approval by the Board of Supervisors upon the recommendation of the County Administrator.

ADJUSTMENTS TO A DEPARTMENT'S TABLE OF ORGANIZATION DURING THE BUDGET REVIEW PROCESS

Proposed changes to a department's table of organization, including the addition or elimination of positions as well as the upgrading or downgrading of existing positions, will normally be accomplished during the County's annual budget review process prior to the start of each fiscal year.

Departmental requests for changes to its table of organization shall be included with its annual budget request utilizing the "organizational change request" form provided. Requests must be submitted in accordance with established time frames and should include detailed justification for the proposed changes. The Human Resources Director will study all proposed changes and provide a recommendation to the County Administrator. Changes of this nature require approval by the Board of Supervisors upon the recommendation of the County Administrator.

ADJUSTMENTS TO A DEPARTMENT'S TABLE OF ORGANIZATION OUTSIDE OF THE BUDGET REVIEW PROCESS

Proposed changes to a department's table of organization are normally accomplished during the annual budget review process, exceptions to this rule will generally be limited to one of the following:

1. Situations in which there is an increase in the documented volume of work which could not have been forecast during the most recent budget review process. Requests of this nature should be supported by in-depth documentation of the increased workload, the formula or method used to determine the number of additional staff needed, and an explanation as to why the situation could not have been anticipated during the previous budget cycle.
2. Situations in which the requested change provides greater efficiency of operation and results in a net reduction in the number of FTE's in the department and/or a reduction in overall salary/benefit expenditures. Requests of this nature should include a specific description of the increased efficiency and how it will be accomplished.

3. Situations in which there is a change in key personnel and a reorganization of the function is desired. Requests of this nature should include a detailed rationale as to the benefits of reorganization.
4. Situations resulting from a change in external funding. Requests of this nature should identify the reason(s) for the change in funding and should set forth staffing alternatives to deal with such change.
5. Situations in which there has been a significant and unanticipated increase in the duties and responsibilities assigned to a given position, as verified by a job audit conducted by the Human Resources Department. Requests of this nature should include specific justification for the necessity of increasing the duties and responsibilities of the position rather than assignment to a higher level position and should address why such changes were not anticipated during the previous budget cycle.

The Human Resources Director will study all proposed changes under this section and provide a recommendation to the County Administrator. Changes of this nature require approval by the Board of Supervisors upon the recommendation of the County Administrator.

PAY PLAN

As noted earlier in this policy, Scott County utilizes the Hay system for evaluating and classifying positions, the Hay point value assigned to a position determines the midpoint of the pay range for that position. In addition, as may be necessary to recruit and retain qualified staff in a given occupational area, the County also may take into consideration the market value of a job in the relevant labor market are in establishing an appropriate pay range.

Once the midpoint in the pay range has been established, the minimum in the pay range is calculated at 85% of midpoint. For non-union employees the maximum in the pay range is calculated at 115% of midpoint.

The Human Resources Director is responsible for maintaining the County pay plan and administering the pay practices and procedures established in this policy. This shall include advising departments on pay administration matters and conducting periodic salary surveys of comparable positions in other organizations. The County pay plan will be updated annually and included in the official budget plan document.

Hourly pay rates for temporary, part-time and/or seasonal staff shall be established on an as-needed basis. The Human Resources Director shall

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recommend appropriate pay rates for such positions in consultation with the hiring department. Final approval shall be by the Board of Supervisors.

ENTRY-LEVEL PAY RATES

The entry-level pay rate for a new employee shall normally be the minimum in the pay range established for the position being filled.

A department head, subject to a recommendation by the County Administrator and approval by the Board of Supervisors, may make an appointment above the entry-level pay rate. Appointments above the entry-level pay rate will be considered when there are special labor market considerations or in recognition of a candidate's exceptional qualifications.

Conversely, a department head may make an appointment below the minimum in the established pay range, subject to a recommendation by the County Administrator and approval by the Board of Supervisors. Appointments below the entry-level pay rate will be considered when none of the applicants possess the minimum qualifications established for the position, or for the purpose of developing a current regular employee who does not possess the minimum qualifications but who has demonstrated an aptitude and ability to successfully perform the work.

TRANSFERS

When an employee is transferred from one class to another within a Hay point pay range within ten points, he/she shall continue to receive the same pay rate. If the transfer is to a position with a Hay point differential of more than ten points the employee's pay rate shall be modified as a "promotion" or "demotion". The employee's anniversary date in the position will not change.

Inter-departmental transfers require a minimum of two (2) week notice prior to the official transfer of an employee. However this time frame may be shortened or extended based on the staffing needs of the affected departments, after consultation with the Human Resources Director. .

PROMOTIONS

When a fully-qualified employee is promoted from one class to another having a higher pay range, the incumbent's salary rate will be set at the minimum of the new pay range, or at a rate of five (5) percent above the incumbent's current rate,

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whichever is greater providing it does not exceed the maximum in the new pay range. The employee will be given a new position anniversary date.

Inter-departmental promotions will require a minimum of two (2) week notice prior to transfer of an employee. However this time frame may be shortened or extended based on the staffing needs of the affected departments, after consultation with the Human Resources Director.

DEMOTIONS

When an employee is demoted for reasons other than cause to an existing job classification with a lower Hay point value their salary rate shall be established at the same percentage of midpoint in the new pay range or the equivalent of the years of service. The employee's anniversary date in the position may or may not change depending on the circumstances involved.

JOB RECLASSIFICATIONS

In the event of an upgrade resulting in an increase in Hay point value, the incumbent's pay rate will be set at the minimum of the new pay range, or at a rate of five (5) percent above the incumbent's current rate, whichever is greater providing it does not exceed the maximum in the new pay range. The incumbent's anniversary date in the position will not change.

In the event of a downgrade resulting in a decrease in Hay point value, the incumbent's pay rate will be reduced to the same percentage of midpoint in the new pay range as the employee occupied in the old pay range prior to the downgrade. The incumbent's anniversary date in the position will not change. If the employee's position receives lower Hay points or pay range as part of a salary or market study, the individual's salary shall be "red circled" and not eligible for merit or COLA adjustments until the individual's salary is within the new pay range.

In the event a position is officially removed from a certified bargaining unit, the incumbent's pay rate will not change, but will establish their percentage of midpoint in the new range. If the incumbent's pay rate is below the minimum pay rate in the new range, the incumbent's pay shall be set at the minimum.

TEMPORARY ASSIGNMENTS

Department heads may assign employees from one job to another for the following reasons:

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1. To temporarily fill a vacancy or replace an employee who is absent due to illness, training or leave of absence.
2. To observe the performance of an individual for the purpose of determining employee potential and ability to assume the duties and responsibilities of a vacant position on a full-time basis.
3. To complete short-term assignments such as special projects, or to assist in relieving a back-log of work over a short period of time.

In the event an employee is temporarily assigned to a position with a higher pay range for more than ten working days, and the employee is fully performing the duties of such position, the employee shall be paid at the same rate of pay, starting with the eleventh working day, that he/she would have been paid if promoted to that position.

Upon conclusion of the temporary assignment, if the employee is returned to his/her previous position, the employee will receive his/her former rate of pay plus any earned increments that might have accrued.

Employees temporarily assigned to a position of the same or lower Hay points than their present position will maintain their current salary.

ADMINISTRATIVE PROCEDURES

1. Processing bargaining unit step increases. The Human Resources Department shall notify County departments one (1) month in advance of an employee's anniversary date via the performance appraisal system. ~~those employees scheduled to receive a pay step increase pursuant to relevant pay schedules in collective bargaining agreements between the County and its certified bargaining units.~~ Advancement to the succeeding pay step will be processed on schedule by the Human Resources Department unless the appropriate department head advises otherwise.
2. Processing performance-based pay adjustments. The Human Resources Department shall notify County departments one (1) month in advance of those employees scheduled for a performance evaluation pursuant to the County's performance appraisal policy. The department also will be furnished with the appropriate appraisal forms. Departments are responsible for returning the completed appraisal forms and ~~recommended~~ salary adjustment shall be processed by the Human Resources Department pursuant to policy by the date indicated on the forms. ~~All recommendations for performance-based pay adjustments must be adequately documented prior to being processed by the Human~~

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Resources Department. Merit increases shall be processed from the anniversary date, but not considered due until the performance appraisal is submitted.

3. Processing upgrades at the beginning of the fiscal year. The Human Resources Department shall notify County departments in advance of upgrades, including those implemented at the beginning of the County's fiscal year. For salary administration purposes, it is important to note that the County's July 1, Cost of Living Allowance must be applied prior to the calculation of the position upgrade. The upgrade shall then be calculated as addressed in the previous Job Reclassifications section.

M. PAID LEAVES OF ABSENCE

GENERAL POLICY

It is the policy of Scott County to grant its employee paid leaves of absence in accordance with the specific and limited provisions of this policy. Included under this policy are bereavement leave, military leave, jury duty, and investigative leave.

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 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.

BEREAVEMENT LEAVE

Regular County employees are eligible for a paid leave of absence of up to three days for a death in the immediate family for purposes of attending the funeral or attending to funeral related matters in the same week. An employee with permission of the department head may delay all or a portion of the bereavement leave until the actual memorial service. Payment will be made on the basis of the employee's straight time hourly rate of pay in effect at the time the leave is taken. Only days absent which would have been compensable work days will be paid, and no payment will be made while an employee is on leave of absence without pay.

For the purpose of determining eligibility for bereavement leave, immediate family shall be defined as including spouse, child, step-child, parent, step-parent, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, step-brother, step-sister, grandparent, spouse's grandparent, grandchild, step-grandchild, legal ward, or other resident in the employee's

household.

Extensions of the three day bereavement period may be granted by the department head due to the close nature of the family relationship (e.g. spouse, parent, or child) or in the event long distance travel is involved. However, in no event shall bereavement leave exceed five working days. The department head retains the discretion to grant additional leave charged to the employee's paid leave bank depending on the circumstances.

In the event of the death of a Scott County Employee, the Elected Official / Department Head shall have the discretion to grant bereavement leave to their departmental employees to attend funeral and visitation services. Every attempt shall be made to ensure the daily activities of the department are not reduced and that the service to the public is maintained.

MILITARY LEAVE

Military leave shall be granted in compliance with state and federal law. Employees, other than employees employed temporarily for six months or less, ordered by proper authority to active state or federal service, or to fulfill annual military training obligations, shall be entitled to a leave of absence for the duration of said military assignment and in addition, the first thirty calendar days of such leave shall be with full pay and benefits for those days that the employee would normally perform services. The remainder of such leave shall be without pay or benefit accrual. If the workday for an employee encompasses more than one calendar day, the employee shall only be required to take a leave of absence for one day for that workday.

Employees returning to work from military leave of 1-30 calendar days must report back to work on the first regularly scheduled work day following completion of service, after allowance for safe travel and an 8 hour rest period. Employees returning from military service of less than 30 days shall be returned to the position held prior to the military leave of absence, or to a similar position, provided that such person is still qualified to perform the duties of such position. Employees returning to work from absences greater than 30 days shall comply with federal law.

Employees seeking a military leave of absence shall provide as much advance notice as known of his/her official military orders to the appropriate Department Head/Elected Official. Requests for thirty calendar days or less may be approved by the Department Head/Elected Official. The Department Head/Elected Official should report requests of more than thirty calendar days in any one calendar year to the Human Resources Director. Any potential abuses of military leave should be reported to the Human Resources Director.

JURY DUTY

Regular County employees are eligible for a paid leave of absence while serving on jury duty or testifying in court as the result of a subpoena. Employees shall be paid their straight time hourly rate for all regularly-scheduled work time lost up to eight hours per day/forty hours per week.

In order for an employee to receive payment for jury duty, she/he must submit certification of service. The employee shall receive the difference between any compensation received for jury duty and her/his straight time hourly rate of pay for all work hours lost as a result of such jury duty. An employee may, as an alternative to the above, assign to the County that remuneration which is duplicate compensation, in which case no adjustments will be made to the employee's regular hourly rate, less mileage reimbursement.

In order for an employee to receive payment for work time lost as the result of being subpoenaed to testify in a state or federal court proceeding, she/he must provide evidence of the subpoena. The employee shall receive the difference between any compensation received for testifying and her/his straight time hourly rate of pay for all work hours lost as a result of the subpoena requirement. This provision shall not apply to court matters in which the employee is personally involved (e.g., as plaintiff, defendant, expert witness, etc.), nor shall it apply to situations in which the employee is testifying in her/his capacity as a County employee.

All requests for a leave of absence due to being called for jury duty or being subpoenaed to testify in court should be submitted to the appropriate department head as far in advance as possible.

Upon completion of jury duty or testimony by subpoena, the employee shall report to work within one hour, except where less than one hour remains in the employee's regular working day. Employees scheduled to work outside of normal court hours shall not be required to report to work if they are schedule to report to jury duty the following day, allowing for an 8 hour rest period.

INVESTIGATIVE LEAVE

Investigative leave is defined as a leave with pay that is imposed on an employee during the period that the employee's conduct is under examination. ▯

The department head or elected official may place an employee on investigative leave for up to three days. If the department head or elected official wishes to place an individual on investigative leave for more than three days, he/she must receive the concurrence of the County Administrator, the Human Resources

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Director, and the County Attorney. In no event shall an employee be placed on investigative leave for more than ten working days.

At the conclusion of the investigative leave the department head or elected official shall have the following options with regard to the employee being investigated:

1. Allow the leave to expire and return the employee to normal duties.
2. Instigate the normal disciplinary process for that employee (up to and including termination).
3. Allow the leave to expire and return the employee to work at reassigned duties during the duration of an investigation at the same rate of pay.

Q. EMPLOYEE ASSISTANCE PROGRAM

GENERAL POLICY

It is the policy of Scott County to offer an Employee Assistance Program (EAP) to its employees and their families to provide confidential assistance to them before their problems have a negative impact on work performance, family relationships and their general well-being.

SCOPE

This policy is applicable to:

All employees responsible to the Scott County Board of Supervisors;

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

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

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

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

DEFINITION OF THE EMPLOYEE ASSISTANCE PROGRAM

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

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

OBJECTIVES OF EAP

The primary objectives of the Employee Assistance Program are:

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

CONFIDENTIALITY

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

The EAP provider is responsible for the collection and confidential storage of all information related to EAP activity at Scott County. This information shall be kept in secure files and shall be accessible only to EAP provider staff who deals directly with that client.

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

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

TRAINING

In the interest of effective implementation of the Employee Assistance Program on an ongoing basis, periodic training will be provided to supervisory staff on how to identify and handle performance problems that may be corrected through an employee's

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participation in EAP. Training will be offered by the provider and coordinated with the Human Resources Department.

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

ADMINISTRATIVE PROCEDURES

1. Procedure for Self Referral.

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

2. Procedure for Supervisory Referral.

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

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

3. Limited Access to EAP. Employees enrolled in the health insurance may contact the EAP provider directly. The first three visits are covered by the county's insurance provider at no cost. Any additional visits are subject to the insurance benefit co-pays. Employee not enrolled in the health insurance desiring to access EAP should contact Human Resources for billing instructions. The County reserves the right to limit an individual's access to the Employee Assistance Program in those cases where previous referral(s) have produced no tangible or positive results.

T. TRAVEL REGULATIONS

GENERAL POLICY

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

SCOPE

This policy is applicable to the following:

All members of the Scott County Board of Supervisors;

All employees responsible to the Board of Supervisors;

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

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

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

AUTHORITY TO TRAVEL

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

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

EMPLOYEE RESPONSIBILITY

County employees are expected to exercise the same care in incurring expenses that they would if traveling on personal business. Travel expenses that will be reimbursed are confined to those necessary for the approved travel. County employees shall complete the appropriate travel forms referenced in this policy in a timely matter.

IRS REGULATIONS - TAXABLE MEALS AND MILEAGE REIMBURSEMENTS

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

Meal allowances for all County employees while traveling (both within the Quad Cities or outside of the area) on County business are also taxable, according to IRS regulations, if the trip does not require overnight lodging. The aforementioned mileage and meal allowances reimbursement requests shall be submitted directly to the Auditor's office payroll division for processing. These reimbursements will be included on the employee's payroll warrant or payroll direct deposit as taxable income. Meal receipts may be required in accordance with the section of this policy entitled "Local Meeting Expenses".

INELIGIBLE EXPENSES

Travel-related expenses that are not eligible for reimbursement include, but are not limited to travel insurance, advanced boarding on airlines or preregistering for seat preferences, alcoholic beverages, valet, bell hop, laundry services and entertainment.

MODE OF TRAVEL

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

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

the cost of the air fare.

REQUEST FOR TRAVEL APPROVAL

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

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

REQUEST FOR TRAVEL ADVANCE

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

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

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

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

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

DOCUMENTATION OF EXPENSES

Upon return from travel, the employee must complete the Scott County Travel Approval Form within five (5) working days and submit it, with receipts, to his/her department head. The department head determines whether monies are due to the County or due to the employee. If the travel required overnight lodging then a Scott County Overnight Travel Expense Summary Report should be completed by the employee and signed by both the employee and the Department Head and filed with the County Auditor's office within ten (10) working days from return of travel.

Travel expenses should be itemized on the form as follows:

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

A. Air Travel. Air travel will be reimbursed at ~~the "Coach" or "economy" level~~ rates, excluding rates commonly known as "first class". The County will reimburse for one piece of checked luggage only (excluding any charges for overweight luggage). Receipts are required.

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

C. Car Rental. Car rental expenses may be eligible for reimbursement provided they are reasonable and economical. All expense receipts and a copy of the rental agreement are required. When using a rental car, the employee will be required to purchase the rental agreement in the name of SCOTT COUNTY IOWA and designate the authorized driver. The rental agreement will include purchasing additional insurance as provided by the rental car company which must include a loss damage waiver (collision) and supplemental liability insurance. When using a rental car, the employee will be reimbursed for actual expenses related to vehicle rental costs, insurance, fuel, parking and tolls. Car rental expense is entered in the "Miscellaneous" column. Additionally employees are encouraged to request a rental car if it can be demonstrated that the entire costs are less than reimbursement of mileage. Scott County will only cover car rental agreements for Employees operating rental vehicles during the course and scope of their employment. Employees must comply with County Policy 27 Fleet Safety Operation.

The employee will be responsible for any driving infractions, fines and any deductible / damage that must be paid resulting from any accidents / incidents that occur during non-business usage or are in direct conflict with any existing County policy. Any incident out of the ordinary during the rental agreement must be immediately reported to your supervisor and Risk Management.

D. Use of County Vehicle. A County vehicle (if available)

should be used when traveling on County business, especially for day trips. When using a County vehicle, the employee will be reimbursed for actual expenses related to fuel, oil, necessary repairs, parking and tolls. Receipts are required, and these expenses are entered in the "Miscellaneous" column.

E. Use of Personal Vehicle. The use of an employee's personal vehicle for County travel should only occur when a County vehicle is not available. When using his/her personal vehicle, the employee will be reimbursed for mileage, parking and tolls. The mileage allowance for use of a personal vehicle shall be at ~~the average of the rate allowed for such purposes by the U.S. Internal Revenue Service rate and State of Iowa. The Auditor will calculate the approved rate on January 1 and July 1 each year.~~ Mileage expenses will not be reimbursed if the employee was traveling on a day trip and a County vehicle was available or to same meeting location as members of the same department and the employee did not carpool.

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

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

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

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

Breakfast: \$~~108~~.00 (employee leaves home before 6 a.m. or stays overnight);

Lunch: \$~~152~~.00 (out of county and away from work place between 11 a.m. and 2 p.m.);

Dinner: \$~~3025~~.00 (employee arrives home after 7 p.m.).

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

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

5. Miscellaneous Expenses. Amounts to be entered in the "Miscellaneous" column discussed under number 1 above include taxi and car rental expenses, parking and tolls, etc. An "I-pass" may be checked out for travel in the Chicago area. Other allowable miscellaneous expenses include conference registration costs, telephone, and postage expenses. These expenses are eligible for reimbursement if related to County business. In addition, a personal, safe-arrival call is allowed upon reaching one's destination. On extended trips of three days or more, additional personal telephone calls are allowed if kept to a reasonable minimum. All calls should be categorized in the "Miscellaneous" columns as either personal or business. Work related calls or safe arrival calls made on personal cellular devices are eligible for reimbursement if they go over the individual's monthly minute allowance. Any other allowable travel expense for which reimbursement is requested must be identified in the "Miscellaneous" column with receipts attached.
6. Total Expenses. The provided travel forms should be completed in full and balanced to reflect the total expenses related to the travel. If expenses exceed the amount of any travel advance, the balance should be noted on the form. If the total expense is less than the travel advance, the amount due the County should be noted on the form.

Should a required receipt be lost or not obtained by the employee, a signed statement explaining the circumstances and documenting the expense should be completed by the employee

for the Auditor's review. If the expense is deemed reasonable by the Auditor's office it shall be reimbursed to the requesting employee.

COMBINING PERSONAL AND WORK TRAVEL

If an employee is combining work related travel with personal travel the County will not reimburse for any expenses beyond the date the employee could have reasonably returned. Any car rental expenses should be prorated so the County is not reimbursing the employee for personal usage for the vehicle. If the employee is combining work and personal travel and air travel is used, the employee must provide proof to the department head *prior* to travel that the air fare is not increased by the extension of personal days. If the employee could obtain a cheaper air fare the County will only reimburse the lower cost. The travel approval form should note the difference of costs along with the supporting documentation.

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

TRAVEL REWARDS

In the event the employee is the member of a rewards program for hotel, air fare or car rental companies, the employee's travel choices should not be determined by these reward programs. If the employee travels more than 3 times a year for work, these reward points should be credited to a County account and used to reduce future travel expenses.

LOCAL MEETING EXPENSES

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

Basic, non-alcoholic beverages and refreshments may be provided at regular meetings of the Board of Supervisors, including Committee of the Whole meetings, work sessions, etc. In the event the Board invites a guest to meet on a matter pertaining to County business, ordinary out-of-pocket

expenses such as travel, lodging and meals may be reimbursed in amounts deemed appropriate by the Board.

Basic, non-alcoholic beverages and refreshments also may be provided at County-sponsored meetings when three or more outside, invited guests are in attendance. The purpose of the meeting, number of participants and expenses should be documented on the claim form submitted to the Auditor's office for processing.

If authorized by the appropriate department head, employees may be reimbursed for reasonable meal costs related to local meetings with outside groups or other County employees which involve County business or concerns. The purpose of the meeting, number of participants and expenses should be documented on the claim form. (See section entitled "IRS Regulations - Taxable Meals and Mileage Reimbursements" of this policy for further information.)

ADMINISTRATIVE PROCEDURES

1. An employee may be reimbursed for other travel expenses related to County business, but not referenced in this policy, upon approval by the Board of Supervisors. In no case will an employee be reimbursed for more than his/her actual out-of-pocket expenses.
2. Failure to submit an expense claim form within the required time can result in a forfeiture of claim for reimbursement, an assignment or deduction from wages for funds due Scott County related to a travel advance, and/or disciplinary action which may include the loss of travel advance privileges.

V. EMPLOYEE RECOGNITION

GENERAL POLICY

It is the policy of Scott County to recognize employees for faithful years of service to the organization, for outstanding service to the County, and upon their retirement from County employment. Also to recognize those groups of Scott County employees involved in improving the community as well as improving the delivery of service to the citizens.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

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

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

RECOGNITION FOR YEARS OF SERVICE

In appreciation for their long-standing contribution to the County service, regular full-time and regular part-time employees shall receive a recognition award beginning at five years of continuous service at the regularly scheduled Committee of the Whole meeting. The schedule of awards will be as follows:

<u>Years of Continuous Service</u>	<u>Recognition Award</u>
5	five-year pin and pad folio

- 10 ten-year pin and \$2~~50~~ ~~VISA/American Express~~ gift card
- 15 fifteen-year pin and \$3~~50~~ ~~VISA/American Express~~ gift card
- 20 twenty-year pin and \$4~~50~~ ~~VISA/American Express~~ gift card
- 25 twenty-five-year pin and \$~~35~~ 40 ~~VISA/American Express~~ gift card and a watch which includes the County logo
- 30 thirty-year pin and \$6~~50~~ ~~VISA/American Express~~ gift card
- 35 thirty-five-year pin and \$75 ~~VISA/American Express~~ gift card
- 40 forty-year pin and \$100 ~~VISA/American Express~~ gift card

RECOGNITION FOR OUTSTANDING SERVICE

In the interest of recognizing outstanding service by County employees on a quarterly and annual basis, the following recognition program is established.

1. Quarterly Recognition Award. Any regular, full-time, or part-time employee may be nominated by any County employee for quarterly recognition of outstanding service to the County. Nominees should exemplify Scott County's PRIDE philosophy by their activities and contributions to the organization. Nominations will be considered quarterly and must be submitted by 4:30 p.m. on the established deadline date. Nominations received after these dates will be considered the following quarter. Nominations may be considered up to one year from the date of the nomination.

Nominations submitted must be in writing. Nomination forms are available on the Intranet. Nominations must be complete, legible

and limited to no more than 500 words.

A selection committee (see #2 below) will review all nominations and select the employee who best exemplifies the County's PRIDE philosophy as Outstanding Employee of the Quarter. The employee will be presented with a plaque of appreciation and a \$100 ~~VISA/American Express~~ gift card to be presented by the Board of Supervisors at the Board's Committee of the Whole meeting. In addition, a plaque bearing the recipient's name, department and photograph will be displayed for ~~a—the next quarter one-year period~~ in an area designated by the Board.

2. Selection Committee. The selection of outstanding employees will be made by a 10-member selection committee. To ensure that a good cross section of employees is represented on the selection committee, appointments will be made in the following manner:

- Departments with 10 or more employees will submit the names of two employees, one management and one non-management employee, for possible appointment to the selection committee. Departments with less than 10 employees will submit the name of only one employee.
- From those names submitted by departments, a ten member selection committee will be appointed (one management and one non-management) from each of the following departmental groups:

Group 1

Information Technology
Office of the Administrator
Human Resources
County Attorney

Group 2

Conservation
Facility & Support Services
-Secondary Roads

Group 3

Recorder
Treasurer
Auditor

Group 4

Jail
Juvenile Detention
Community Services

Group 5

Sheriff
Health
Planning & Development

- No more than one employee from the same department may serve on the selection committee at any one time.
- Committee members are limited to one term of two years. Appointments will be for two-year staggered terms.
- Anyone serving on the selection committee will be ineligible for the Employee of the Quarter ~~or Year~~ awards.

A quorum of the selection committee will consist of five members; however, a representative of each departmental group must be in attendance to make a selection.

The selection committee will vote annually to elect a chairperson from its membership. In addition other duties as determined by the committee, the chairperson will vote to break a tie in the selection process.

RECOGNITION AT RETIREMENT

In the interest of recognizing an employee's accomplishments at the conclusion of his/her work life, regular full-time and regular part-time employees who retire from the County with ten or more years of continuous service shall be formally recognized as indicated below. These awards will be presented by the Board of Supervisors, at a regular Board meeting, ~~with the assistance of the relevant department head~~. The schedule of awards shall be as follows:

1. An employee who retires with at least ten (10) years of continuous service, but less than twenty (20) years, shall receive an engraved, ~~5X7~~ 4X6 plaque.
2. An employee who retires with at least twenty (20) years of continuous service, but less than thirty (30) years, shall receive an engraved, ~~brass-plated~~ 6X8 plaque.
3. An employee who retires with thirty (30) or more years of continuous service shall receive a time piece with an affixed engraved, ~~brass-plated~~ plaque ~~with an affixed time piece~~.

ADMINISTRATIVE PROCEDURES

1. The Human Resources Department is responsible for administering the provisions of this policy to ensure the timely presentation of recognition awards. The Human Resources Department shall report the employee name and amount of gift card to the Payroll Division of the Auditor's Office for taxable purposes.
2. Department heads are expected to cooperate in the effective implementation of this policy by verifying lengths of service as may be needed, and by notifying the Human Resources department as far in advance as possible of impending retirements.

16. VEHICLE PURCHASING, MAINTENANCE AND REPAIRS POLICY

GENERAL POLICY

It is the policy of Scott County to provide vehicles to various county departments to allow employees to effectively perform their duties on behalf of the County.

SCOPE

This policy is applicable to all County departments and vehicles, excluding those owned and operated by the Conservation Board.

Vehicle Advisory Committee

A Vehicle Advisory Committee (VAC) shall be established to make recommendations to the Fleet Manager regarding vehicle replacements, change in fleet size, vehicle specifications and any other concerns regarding county vehicles. The Fleet Manager shall serve as chairman of the Vehicle Advisory Committee. The committee shall include the following individuals or designee:

- Fleet Manager
- Facility and Support Services Director
- Sheriff
- Health Department Director
- Planning and Development Director
- Purchasing Specialist
- Community Services Director
- County Engineer
- Budget and Administrative Services Director

Vehicle Specifications

All vehicle specifications changes shall be submitted by the department to the VAC for review. The Fleet Manager is responsible for submitting the specification to the Purchasing Specialist to secure bids.

Vehicle Authorized Listing

The VAC will establish the Vehicle Authorized Listing (VAL) for each department based on input from the department. The purpose for the VAL is to establish the size of the County vehicle fleet. The listing will be by department and class. This will be reviewed on a three

year rotation.

Vehicle Replacement Plan

The Fleet Manager will develop a vehicle replacement plan that will be reviewed by the VAC and submitted to the Board of Supervisors for approval within the budget. The replacement plan will be based upon the age, mileage and the amount of maintenance on the vehicle, and for the department's Vehicles Authorized Listing (VAL).

Obtaining Unscheduled Repair Service for County-Assigned Vehicles

If a County vehicle has a breakdown while operating within the Quad Cities Area (QCA), operators should contact Fleet Services immediately. If a breakdown is reported during regular business hours and not repairable in the field, Fleet Services will arrange for towing services.

If the repair is minor (i.e., windshield wiper blades when it is not raining or light bulbs when it is daylight out) and does not require the vehicle to be removed from service, operators must bring the vehicle out to Fleet Services for repairs. An advance notification will expedite the repairs and lessen the vehicle downtime. Walk-ins will be handled on a case by case basis.

When operating a vehicle outside the QCA, vehicle operators are required to contact immediately the Fleet Manager or Fleet Services Shop Supervisor for emergency repairs.

All receipts, repair tickets, estimates, and other documentation must be retained and submitted to Fleet Services for payment.

Accident Reporting

Operators are responsible to immediately report all vehicle accidents to the local law enforcement, Risk Manager and Fleet Manager. See the accident procedure card in the vehicle's glove compartment. All accident reports shall be forwarded to the Risk Manager and Fleet Manager as soon as they are available.

Vehicle Preventive Maintenance Program

Fleet Services is responsible for managing the Preventative Maintenance Inspection (PMI) Program for the County vehicles. Vehicle maintenance inspections are crucial to vehicle

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safety and performance. The PMI program offers a systematic approach to vehicle inspections with three objectives: to reduce vehicle downtime, to reduce vehicle repair expenses, and to extend vehicle life.

Maintenance Priorities

Maintenance priorities will be established at the Fleet Manager (or designee) discretion. Priorities will be based upon public safety, limited resource vehicles (i.e. a one of a kind vehicle), and general purposes use.

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

September 7, 2017

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 D "Classification and Compensation" updates language regarding any outcomes from the desired salary study of positions. Additionally it updates the administrative procedures.

Section 2. That Human Resources Policy M "Paid Leave of Absences" revises bereavement language to the department head discretion to allow an employee to reserve a day(s) for a memorial service held later.

Section 3. That Human Resources Policy Q "Employee Assistance Program" revises the language to address billing issues with the current provider.

Section 4. That Human Resources Policy T "Travel Regulations" updates language to address changes in the travel industry and increased costs.

Section 5. That Human Resources Policy V "Employee Recognition" updates the policy to eliminate the usage of VISA cards due to activation fees and reflect practices related to retirement recognition.

Section 6. That General Policy 16 "Vehicle Purchasing, Maintenance and Repairs" revises an obsolete policy based on current fleet practices.

Section 7. That General Policy 42 "24 Hour Assignment of County Vehicle" is hereby deleted.

Section 8. This resolution shall take effect immediately.