

HUMAN RESOURCES DEPARTMENT
600 West Fourth Street
Davenport, Iowa 52801-1030

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



Date: September 22, 2020

To: Mahesh Sharma, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Policy Updates

The proposed updates was discussed with the Department Heads/Elected Officials. Here are the proposed changes to the Administration Policies:

Human Resources Policy D “Classification & Compensation” updates the policy to address the movement of a “per needed” (PRN) temporary staff member to a part-time or full-time position and the impact on their anniversary or performance evaluation dates. The policy indicates the date is their promotion to the regular position.

Human Resources Policy W “Emergency Closure of County Buildings” is a new policy drafted in response to the unprecedented event associated with the August derecho, requiring the administration center to be closed for 3 business days. The new policy addresses the established practice as it relates to inclement weather events and the impact of the County’s COOP/COG plan on any future building closures. In the most recent derecho event there was no way to predict the length of the power outage, some events may provide predictability, but managers remain on notice to institute alternate service models. The policy caps the amount of pay related to the unforeseen closure.

General Policy 14 “Use of County Owned Facilities” provides some clarification and removes language that has been moved to the new policy on Key & Access Control.

General Policy 45 “Key and Access Control” is a new policy that has been recommended following the building security audit. The policy addresses the issuance of keys and access cards for county buildings or those of agencies we serve. Additionally it addresses security measures to be taken if keys or access cards are lost or stolen.

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 a classification system developed by Public Sector Personnel Consultants (PSPC) which reviews a position based on the market value of the classification and internal equity within the department and countywide.

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 salary range that should be utilized for the position based on the

Draft for discussion purposes only

market comparables and internal equity, both in the department and countywide. The review should consider any compression factors with the classification attempting to maintain at least two grades between a position and the supervisor or subordinates.

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. Should a department desire to move an individual to a higher classification already in existence it may only be done through the budgetary process by requesting an adjustment to the number of FTEs in each classification.

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 must meet at least one of the following criteria:

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 and cost savings 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.~~

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

The County has adopted a fourteen (14) step wage scale with 2.5% between each step maintaining an approximate 40% overall spread between the top and bottom of the scale. The Human Resources Director shall maintain the scale annually by applying any cost of living adjustment to the scale as approved by the Board of Supervisors through the budget process. The midpoint of the range shall be considered step 7 of the range. Positions are assigned a particular pay range.

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 public and private 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 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 or base 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

Draft for discussion purposes only

approval by the Board of Supervisors, may make an appointment above the entry-level pay rate to midpoint for non-represented positions. 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.

TRANSFERS

When an employee is transferred from one classification to another with the same pay range he/she shall continue to receive the same pay rate. The employee's anniversary date will not change. However an employee classified in a per needed or PRN position will have their anniversary date changed to their hire date as either a part-time or full-time employee eligible for step increases.

If the transfer is to a position with a different pay range, the employee's pay rate shall be modified as a "promotion" or "demotion".

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 placed on a step in the new pay range 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 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 cause to an existing job classification with a lower pay range they shall be placed on a step in the new pay range with a pay rate decrease of at least five (5) percent. The employee will be given a new position anniversary date.

If the employee voluntarily demotes to a job classification they previously held they

Draft for discussion purposes only

shall be placed on a step in the new pay range closest to their current rate of pay, unless the voluntary demotion occurs within 6 months of a promotion in which case they shall return to their previous rate of pay along with any COLAs that may have occurred. The anniversary date shall return to the original anniversary date.

If an employee applies for and obtains a new job classification with a lower pay range, the employee shall be placed on a step in the new pay range with a pay rate decrease of at least five (5) percent so long as the new rate is at midpoint or less. An employee who applies for a new position which results in a voluntary demotion shall not be placed on a step higher than midpoint. Their anniversary date shall not change.

JOB RECLASSIFICATIONS

In the event of an upgrade resulting in a new pay range, 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 the pay range, the incumbent's shall be placed on a step in the new pay range closest to their current pay rate. The incumbent's anniversary date in the position will not change. If the employee's pay range is lowered as part of a salary or market study, the individual's salary shall be "red circled" and not eligible for step or cost of living adjustment (COLA) 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 a step on 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:

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. However if the temporary assignment is that of interim or acting department head due to a termination the individual shall be placed on a step in the new range equivalent to ten (10) percent without exceeding the new range immediately upon the vacancy.

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 pay range than their present position will maintain their current salary.

ADMINISTRATIVE PROCEDURES

1. Processing step increases. The Human Resources Department shall process step increases for employees annually on the employee's position anniversary, not necessarily the hire date. County departments shall notify Human Resources one (1) month in advance of an employee's anniversary date if they anticipate an employee will not score an average of 3.0 "Meets expectations" on the performance evaluation. 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 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.

W. EMERGENCY CLOSURE OF COUNTY BUILDINGS

GENERAL POLICY

It is the policy that county offices and buildings will remain open in all but the extreme catastrophic events, natural disasters or threat to building inhabitants. Unless an emergency closure is announced, all employees are expected to report to work in accordance with their regular work schedule.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

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

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

INCLEMENT WEATHER

During normal business hours all County offices and buildings shall remain open regardless of inclement weather. As many departments of the County function year round regardless of weather and many are essential to relief efforts, those staff members should plan contingencies to report to work regardless of inclement weather. Employees performing other countywide functions are expected to report for work. Those capable of teleworking may at the discretion of the Department Head perform work remotely. In cases of extreme weather and in the employee's judgement, traveling to work would place their personal safety at risk they may utilize vacation/PTO, compensatory time or floating holiday time off with approval of their direct supervisor. Employees may not utilize sick/medical leave for absences related to weather conditions.

EMERGENCY CLOSURE OF BUILDINGS

The County Administrator or designee, after consultation with the Board Chair, may close

DRAFT for discussion purposes only

a county building due to an emergency situation. An emergency situation would generally consist of a catastrophic event, natural disaster or threat to inhabitants of the building.

Departments should maintain a list of essential personnel, back up staff and supporting staff for priority services as part of their COOP/COG plan. The list of services and staff should be utilized in determining staff required to report to work regardless of building closure. The list of essential personnel may vary based on reason for building closure. Departments are responsible for communicating this to staff.

Departments are responsible for implementation of their COOP/COG plan during emergency closure of buildings. It may be appropriate for staff to report to an alternative work location depending on cause for closure and anticipated duration of the closure. COOP/COG plan phases address relocation decision to be made within 12 hours of incident.

Employees may be reassigned during a building closure to other essential functions, priority services or community relief efforts. The employee will be paid at their regular rate of pay unless provisions in Human Resources Policy D are applicable, thus resulting in step up pay.

EMPLOYEE COMPENSATION

Employees who continue to perform work duties during any building closure (at normal work site, alternative work site, via approved telework plan with their department, or alternative duties) shall be compensated at their regular rate of pay. Employees who were not scheduled to work during the time period of the building closure due to vacation/PTO, compensatory time, sick/medical, observed holiday, floating holiday or any other pre-approved leave shall be compensated pursuant to those leave banks. Employees not scheduled to work during the building closure shall not be compensated.

Employees who are able and available to work, but for the building closure, shall be compensated up to 24 hours at their regular rate of pay for any hours that the building was closed while they were scheduled to work. Employees shall not be compensated for any hours beyond their regular work day if no work was performed.

Compensation for employees beyond 3 working days for a building closure will be addressed by the Board of Supervisors on a case by case basis taking into consideration the reason for the closure and/or inability of the department to perform work at an alternative site. Departments may need to review the layoff procedures in Human Resources Policy U depending on the anticipated duration of the building closure or lack of work.

If a building is closed beyond 3 working days, and the Board of Supervisors determines that compensation will be limited to 24 hours, employees may utilize vacation/PTO, compensatory time or floating holiday time off with approval of their direct supervisor. Employees may not utilize sick/medical leave for absences related to emergency closure

DRAFT for discussion purposes only
of a building.

ADMINISTRATIVE PROCEDURES

1. The Department Head or designee shall be responsible for implementation of the department COOP/COG plan in prioritizing work tasks during building closures and providing services to public. Department Heads or designees may consult with the FSS Director and IT Director or their designees regarding alternative work sites in county buildings or elsewhere. The Budget and Administrative Services Director should be consulted if the alternative worksite results in the need to lease space.
2. The Department Head or designee shall consult with the Human Resources Director or designee in determining any temporary work assignments outside of the scope of an employee's normal duties. The Human Resources Department shall be the final authority in determining if temporary work assignments meet the parameters of Human Resource Policy D, thus altering an employee's regular rate of pay.

14. USE OF COUNTY OWNED FACILITY

POLICY

It is the policy of Scott County to provide county facilities to all departments and county organizations for authorized use. It is also the policy of Scott County to coordinate the use of, entry into, and modification of said facilities.

SCOPE

This policy is applicable to all offices, departments and agencies (tenants) within Scott County government or located within County owned facilities. (Conservation is exempted from the coordinated entry and contractor provisions of this policy, except for office space located in campus buildings.)

USE OF FACILITIES

- A. County departments, tenant agencies, authorized agencies, county affiliated organizations (~~Community Jail and Alternatives Advisory Committee~~, Civil Service Commission, Zoning Board of Appeals, County Collective Bargaining Units, etc.), governmental entities and not-for-profit community groups may request to use county facilities if appropriate space is available.
- B. One-time or recurring event use is governed by the procedures outlined herein. Long-term use (45 days or more in duration) shall require a written lease agreement for all entities other than county departments, even if the request is granted at no cost.
- C. Rooms available for use at the downtown County Campus are outlined in the attached Schedule A. Other rooms and spaces may be available at other County facilities. Inquire with the managing department for availability and costs.
- D. The charging policy for the use of county campus facilities is as follows:

• County Departments	no charge
• Tenant agencies (District Court, DHS, etc.)	per lease/code
• Affiliated organizations (CJAAC, Jail working groups, etc.)	no charge
• Authorized agencies	no charge

- Other government & not-for-profit community groups per rate table (see Schedule B)

- E. All requests and scheduling for each facility will be with the department responsible for the appropriate facility. For all campus buildings and the county warehouse that department is Facility and Support Services (FSS). Bookings may be made by calling 563-326-8611 to book spaces and rooms managed by FSS.

For Jail facilities contact the Sheriff's Office- Jail Division at 563-326-8750. For Conservation and park facilities contact the Conservation Board at 563-328-3280.

- F. County Departments, Tenant Agencies and Affiliated organizations may request use of meeting rooms, for either recurring use or single events and meetings. Recurring events may be booked up to one year in advance. All other users are limited to one-time events and meetings. Rooms are available on a first come, first serve basis.
- G. The responsible department may limit the scheduling and use of facilities and rooms to ensure availability for county department or county sanctioned use if room availability becomes an issue.
- H. County facilities can also be used for purposes which are mandated by law.
- I. Candidates announcing for public office may use county facilities during normal working hours for such purposes, and their request shall be granted providing space is available.
- J. Facility & Support Services or the responsible department for said facility(s) reserve the right to cancel or rearrange conference room reservations and will notify the scheduling party as far in advance as practical.

COORDINATED ENTRY REQUIREMENTS

- A. The purpose of the Coordinated Entry Requirements is to provide a means to properly identify campus employees and to differentiate between staff and visitors to county facilities. The method of doing this shall be the current method in place by Facility and Support Services at the time. The underlying purpose of this provision is to enhance security and to better monitor entry into staff areas of County facilities.
- ~~B. All employees of County Departments and Tenant Agencies shall display county approved photo or law enforcement identification while on premises.~~
- ~~C.~~

~~—The approved photo identification method is issued by the Facility and Support Services Department. Cards should not be altered in any way, including but not limited to, covering the logo or approved photo ID picture, punching holes, etc. These cards remain the property of Scott County and should be returned to FSS at such time as the employee is no longer employed by the County or a tenant agency.~~

~~D.~~

~~Individuals issued an access/ID card shall immediately inform the Facility and Support Services Department and their supervisor if the card is not in their possession.~~

~~E.~~

~~Individuals shall not loan their card to another employee or individual to allow them access into restricted areas. An employee shall not allow another employee or individual to access the building on their swipe when the building is not open to the public. Additionally employees should not allow employees into an area during work hours on their swipe unless they know the individual's badge has access to the area~~

~~The building manager (see listing in Contractor Requirements below) may issue visitor passes to individuals with long term or recurring business in the facility.~~

~~F.~~

~~_____The building manager may waive the photo identification requirements where deemed appropriate.~~

COORDINATED CONTRACTOR REQUIREMENTS

A. The purpose of Coordinated Contractor Requirements is:

1. To ensure proper notification prior to any physical alteration to existing County structures, systems, equipment or building services.
2. Centralize coordination of cabling and infrastructure installation and modification to ensure uninterrupted, documented service to all building users.
3. To ensure long term communications systems integration and coordination between tenants' needs and County's future plans.
4. To make clear the concern for communications facilities security within the County buildings.
5. To properly account for and identify contractors working on-site in County facilities.

B. All new requests or changes to existing communications, cabling and utility infrastructure (including building utilities and services) must be requested in writing to the Director of Facility and Support Services.

- C. If the request involves laying/installation of new transmission medium, utility, distribution or infrastructure, a pictorial rendition of the existing and new pathways must also be submitted.
- D. Where appropriate, the Director of Facility and Support Services may, if approved, forward the request on to the Director of Information Technology. If the request is not approved the Director of FSS must return the request to the requestor within four weeks explaining why it wasn't approved.
- E. The Director of Facility and Support Services must verify that the request falls within the long term plans of the County's communications system.
 - a. This may necessitate discussions with the County Sheriff's Department, the Scott Emergency Communications Center, Information Technology Department or other departments or agencies to ensure the reliability and integrity of both the E911 emergency system and the County emergency radio communication system.
 - b. The IT Director shall determine that the requested changes will not impact the various computer networks and phone systems located on the premises.

~~F.~~ All physical communication equipment will be afforded the highest security

~~G.F.~~ _____to ensure continued uninterrupted operation.

~~H.G.~~ Contractors working within any building may be required to provide the necessary information on each worker that will be on site so that Scott County may perform a background check prior to performing work within the facility, This background check will be performed at no cost to the contractor.

~~I.H.~~ All contractors working on-site in county owned buildings are required to register with the building manager (see list below). Said contractor must accurately disclose their company name, the nature of their business/work and the anticipated duration. Other security measures may be required for entry into secure perimeters of the jail and jail annex. The building manager may issue a temporary identification badge that must be displayed at all times while on site. Failure to display proper identification will be cause for the building manager to stop the work (at no cost or liability to Scott County) until proper identification is displayed. Building managers are:

1. Campus Buildings -Facility and Support Services Dept.
2. Sheriff Patrol Headquarters- Facility and Support Services
~~Facility & Support Services Dept~~ Sheriff's Department

Draft for discussion purposes only

2. Juvenile Detention Center - ~~FSS and~~ Facility and Support Services
JDC Departments

3. Parks and Parks Buildings - Conservation Department

4. Jail Facilities - Facility and Support Services and Sheriff's Office,
Jail Division

5. Secondary Roads Buildings - Secondary Roads Dept.

J.I. While on-site, contractors may be required to adhere to tool retention and accountability requirements determined by the location of the work. This provision is especially critical in secure areas of jails and detention centers. Failure to adhere to this provision could result in serious security breaches and could impact the safety and security of those facilities.

K.J. ~~Department Heads within the building management departments listed above may waive the identification provisions of this policy if the circumstances warrant.~~

Use of County Owned Facilities - General Policy 14

Schedule A

Schedule of Available Scott County Campus Meeting Rooms

Large Rooms

Board Room - first floor Administrative Center; Convenient to main entrance, ample free parking; seats 80 theatre style; has mounted LCD projector; can be set-up classroom, table clusters or meeting style; built-in Board table at front; kitchenette at rear. This room is near the front door and can be separated from the rest of the building. After hours events must use this room unless special arrangements are made.

Conference Room 605 A/B Combined - 6th floor of the Administrative Center; ample free parking; seats 50-60 theatre style; has ~~two~~ mounted LCD projectors; room dividable into two small rooms (see below); can be set-up classroom, table clusters or meeting style ~~serving counter in adjacent area for catering, etc.;~~ vending nearby. This room has excellent views of downtown Davenport.

Conference Room 638 - 6th floor of Administrative Center; ample free parking; seats 18 - 20; has mounted LCD projector & TV/VCR; refreshments limited due to table and seating surfaces; vending nearby. This room is a very nice, professional executive style meeting space on an interior space with no windows.

Conference Room 258 - 2nd floor of the Courthouse; ample free parking; seats 25 theatre style; may also be set-up classroom and table clusters. This room is not available for after-hours events.

Courtrooms - several courtrooms in the Courthouse are available for special events only. Requests must be approved in advance by Facility and Support Services and Court Administration.

Small Rooms

Conference room 635- 6th floor of the Administrative Center: ample free parking; seats 6-8. Vending nearby.

Conference Room 636 - 6th floor of the Administrative Center: ample free parking; seats 6-8. Vending nearby.

Conference Room 637 - 6th floor of the Administrative Center; ample free parking; seats 6 - 8 ~~around mobile tables; ; serving counter in adjacent area for catering, etc.;~~ V-vending nearby.

Conference Room 605A or 605B - 6th floor of the Administrative Center; ample free parking; seats 10 - 35 theatre style; has mounted LCD projector; ; can be set-up classroom, table clusters or meeting style; ~~serving counter in adjacent area for catering, etc.;~~ vending nearby.

General Information

All rooms are served by nearby restrooms. Restrooms and meeting spaces are fully accessible. All rooms open during business hours (8-4:30p, M-F, excluding Board approved holidays) subject to availability. After hours events must be scheduled into Board Room unless other security arrangements are made. See Schedule B for reservation costs.

Use of County Owned Facilities - General Policy 14

Schedule B

Schedule of Charges and Booking Procedures Scott County Campus Meeting Rooms

Use Charges

All hourly charges are minimum one hour charge.

Rooms -

Small Meeting Rooms	\$10 first hour \$5 per hour for additional
Large Meeting Rooms	\$20 first hour \$10 per hour for additional
Special Set-up other than standard set-ups	\$50 flat charge

Additional Charges -

Facility Staff (required <u>Required</u> for after-hours bookings)	\$30 per hour
Security Staff (required <u>Required</u> for large events, special needs)	Contract with Sheriff's Office
Clean-up Charge (trash <u>Trash</u> not in cans, carpet stains, etc.)	_____\$40 small room \$75 large room

Booking Procedures

Internal Customers -

Rooms can be reserved via Sixth Floor reception desk (x8611). We encourage the use of standard set-ups only. 24 hour notice required for room set-ups.

External Customers -

Rooms may be reserved by contacting the Facility and Support Services Department at (563)326-8611. ~~Standard room set-up diagrams are available via fax or mail.~~ 24 hour notice required for standard room set-ups; 48 hour notice for non-standard set-up; 72 hour notice for after-hours. Room charges are net 30 days after event date.

45. Key and Access Card Control

POLICY

It is the policy of Scott County to integrate the best practices of safety and security by limiting and tightly controlling the number of keys and access cards issued for Scott County facilities and by issuing keys and access cards in a manner that prevents unauthorized access to Scott County facilities, enhances cost control, integrates personal accountability for keys and access cards, and provides a safe working environment for employees.

SCOPE

This policy is applicable to all offices and departments within Scott County or those offices located in Scott County facilities, including component or authorized agencies which utilize Scott County for their keying and access cards, and all vendors or contractors working for Scott County. It applies to all facilities owned, leased, or otherwise occupied by Scott County.

REQUESTS FOR KEY ISSUANCE

Keys and access cards will be issued to employees of departments or offices located at Scott County facilities. All keys and access cards will be issued by Scott County Facility and Support Services. The recipient will be required to complete the appropriate acknowledgment forms required for key and access card issuance. As a general policy, keys will not be issued to an individual for an area that can be accessed via the card access system. In the event that an employee bypasses the access control card system and utilizes a key at that location, that employee may be subject to disciplinary action.

If there is a need for a contractor or vendor, doing business in a county facility to be issued a key or access card, that request must be approved by the Director of Facility and Support Services or their designee.

Scott County may issue keys or access cards for component or authorized agencies as mutually agreed upon by each party.

- A. KEY REQUESTS** - All requests for keys must be submitted through the work ticketing system. This allows for review of submitted requests, assignment of requests, and documenting on whose authority a key was issued.

- a. Individual or Operational door keys - These keys will typically open only one door. The request must be initiated by an employee's supervisor, Elected Official or Department Head.
- b. Department sub-master keys - These keys will typically open many doors in a department assigned to the same key sequence. The request must be initiated by an employee's Elected Official or Department Head.
- c. Master Key - These keys will typically open all doors within a facility. It is the practice of Scott County to limit the number of master keys that are placed into distribution. A master key request must have a proven business need, will not be issued for convenience purposes, and will require the approval of the Director of Facility and Support Services. Master keys are not to be placed on individual's personal key rings and shall not leave the work place. Master keys need to be accounted for at all due to the increased risk associated with their issuance.
- d. Grand Master - Scott County will not issue grand master keys.

B. ACCESS CARD REQUESTS

- a. County employees or tenants working in county buildings - requests will be entered into the work ticketing system by FSS staff after the photo for the card has been taken. Employees must note on the photo ID sheet which supervisor is requesting the access card be issued.
- b. Component or authorized agencies - may submit requests via the work ticketing system or via email as mutually agreed upon.
- c. Vendors - requests for access cards for vendors must be submitted through the work ticketing system by the requesting department. Requests must demonstrate a business need rather than a convenience request. These requests must contain the following information:
 - 1. Confirmation from the Sheriff's office that the proposed recipient has passed a background check
 - 2. The name of the individual to be issued an access card
 - 3. The company name that the individual works for
 - 4. Building(s) and access levels being requested for the individual

C. ADDITIONAL REQUIREMENTS RELATED TO ACCESS CARDS

- a. The official photograph displayed on an access control card shall be taken or approved by Scott County Facility and Support Services. Facility and Support Services may waive the photo identification requirements where deemed appropriate.
- b. Access cards shall not be altered in any way including changing or covering photos or names displayed on the cards.
- c. Access cards shall be worn and displayed prominently when on site in a County owned, leased or otherwise occupied Scott County Facility.
- d. Access levels are determined by Facility and Support Services in conjunction with the Elected Official or Department head. Change in access requests should be submitted through the work ticketing system, which allows for review of submitted requests, assignment of requests, and documenting on whose authority change in access was made.

At NO time should an access cards be loaned to another individual or used by any person including co-workers, other than to whom the card is assigned. An employee shall not allow another employee or individual to access the building on their swipe when a building is not open to the public. Additionally, employees should not allow access into an area on their swipe unless they know for certain that the individual is still an active employee and that that the individual has badge access into the area in question at the time of entry.

From time to time there may be requests for access that fall outside the groups above, those will be evaluated on a case by case basis by the Facility and Support Services Director.

FEES

A. KEY FEES

If an assigned key(s) is lost or stolen a police report must be filed. A \$25.00 fee will be assessed for each lost key. Prior to a replacement key being cut, the key holder will be required to provide a copy of the police report and the \$25.00 replacement fee. A lost or stolen key not needing to be replaced will still be subject to the \$25.00 lost key fee. Employees should not loan their assigned key to other any other person, including co-workers.

- a. County employees - Keys will be issued without charge to staff members to whom the key(s) is assigned. Keys are issued with the expectation that they are necessary to perform job duties and that the user will return all keys at the completion of their need to possess them.
- b. Tenant, component, or authorized agency employees - initial key cost is billed to the appropriate agency rather than the individual employee.
- c. Contractors - Construction projects or repairs of Scott County facilities which require the issuance of a key to a contractor must be approved by the Director of Facility and Support Services, or their designee. Prior to receiving keys, a release must be signed by the contractor agreeing to deduct the replacement cost from their fee if a key is lost. Keys must be returned to Facility and Support Services Management as soon the work is complete or at the end of the duration of the project with prior approval from the Facility and Support Services Director.
- d. Vendors - Businesses that service equipment in County facilities which likely involves the need for 24/7/365 access to the facility for troubleshooting and equipment repair needs or a vendor that routinely provides services, requiring access to the facility outside of regular business hours may be issued an access card. Requests for the issuance of an access card must be approved by the Director of Facility and Support Services, or their designee.

B. ACCESS CARD FEES

If an access report is lost or stolen, it must be reported to the Facility and Support Services Director immediately.

- a. County Employees - initial access card is issued at no cost to the employee. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.
- b. Tenant, component, or authorized agency employees - initial access card cost is billed to the appropriate agency rather than the individual employee. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.

- c. Contractors - initial access card is issued at no cost to the contractor. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below. General Contractor will assist with collection if necessary and if, necessary, outstanding fees will be deducted from final pay application.
- d. Vendors - initial access card is issued at no cost to the vendor. Subsequent replacements due to cards being lost, stolen, or damaged due to neglect will be assessed to the card holder based on the fee schedule below.

1. Replacement cards 1-3	10.00 each card
2. Replacement cards 4-6	20.00 each card
3. Replacement cards 7 and up	40.00 each card

KEY DUPLICATION

Scott County utilizes a proprietary keying system for individual, operational, sub-master and master keys. Keys are unable to be duplicated except by Facility and Support Services staff. Any attempt to duplicate a key without the appropriate authorization will result in disciplinary action up to and including termination.

LOST, STOLEN OR DAMAGED KEYS OR ACCESS CARDS

A. KEYS

Because of the security issues caused by lost or stolen keys, and the associated costs of rekeying a specific area or building having the potential to exceed \$100,000.00, lost or stolen keys require a police report and should also be reported to the Director of Facility and Support Services immediately. A copy of the police report and replacement key fee will be required prior to the issuance of a replacement key.

B. ACCESS CARDS

Lost or stolen access cards create a security risk as well. Lost or stolen access cards must be reported to an employee's supervisor and the Director of Facility and Support Services immediately.

C. BROKEN OR DAMAGED KEYS OR ACCESS CONTROL CARDS

If a broken or damaged key or access card is being replaced, all pieces of the key or access card must be turned in prior to a replacement being issued. There is no charge for a replacement when this procedure is followed.

LOCK REPLACEMENT

Certain lost or stolen keys may necessitate the change of all cores in an area or an entire building. This will be evaluated on a case by case basis. Evaluation includes but is not limited to the following criteria:

- A. Vulnerability (range of affected area by key loss)
- B. Possibility of loss to highly valued property
- C. Loss of several keys to the same area of a period of time
- D. Area has a high level of security and limited access
- E. Risk of personal injury to an employee

If a key lost by a contractor necessitates lock replacement, the contractor will be subject to an offsetting charge to their fee. This information will be included on the form that the contractor signs when they receive a key.

EMPLOYMENT TRANSFER, RETIREMENT, RESIGNATION OR TERMINATION

All keys issued must be returned to Facility and Support Services Management upon transfer, retirement, resignation or termination of employment. Facilities will check the keys back in and reissue keys to a new employee. Keys shall not be transferred from one employee to another by the department. As keys are property assigned to individual employees, the failure to return a key will be deducted from the employee's final paycheck.

KEY AUDIT

An inventory of keys will be conducted semi-annually by Facility and Support Services on even years. Any discrepancies must be noted and if a key has been lost or stolen a police report must be filed and the lost key fee collected.

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 1, 2020

APPROVING CHANGES TO VARIOUS GENERAL AND HUMAN RESOURCES POLICIES

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

Section 1. Human Resources Policy D "Classification & Compensation" updates the policy to address the anniversary date of a temporary staff member to a part-time or full-time position.

Section 2. Human Resources Policy W "Emergency Closure of County Buildings" is a new policy which addresses the unforeseen closure of countywide buildings.

Section 3. General Policy 14 "Use of County Owned Facilities" provides some clarification and removes language that has been moved to the new policy 45 regarding Key & Access Control.

Section 4. General Policy 45 "Key and Access Control" is a new policy that addresses the issuance and replacement of keys and access cards for county buildings or those of agencies we serve.

Section 5. This resolution shall take effect immediately.