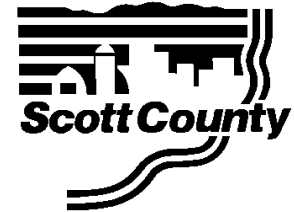


HUMAN RESOURCES DEPARTMENT

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Date: March 22, 2022
To: Mahesh Sharma, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Policy Updates

The proposed update in administrative policies have been distributed to the Department Heads/Elected Officials and is recommended for approval by the Board of Supervisors.

Policy H - Employment Records is being updated to address the transition from paper to electronic personnel files. This is the culmination of a multi-year project to digitize all personnel records and improve access to staff. Future correspondence to staff will provide additional information about access.

Policy I - Hours of Work is modified to increase the incentive pay to Field Training Officers in the jail and creates some internal equity. Additionally it clarifies the need of all staff to certify or affirm their timesheets.

Policy N - Unpaid Leave of Absence is updated to clarify that although occasional unpaid days of work occur that approved unpaid leaves are consecutive in nature. It addresses the occasional extension may be granted as an ADA accommodation. Additionally addresses potential sporadic leaves to serve to attend official meetings when serving as an elected member of the body.

Policy U - Separation of Employment reemphasizes that once notice of separation is given that staff are expected to assist in transition and not utilize leave banks.

Policy 34 - Technology Use addresses recent changes in policy to address evolving security needs such as lengthening passwords to obtain additional security of accounts and needs for occasional multi-factor authentication from personal devices.

H. EMPLOYMENT RECORDS

GENERAL POLICY

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

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

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

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

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

CONFIDENTIALITY OF EMPLOYMENT RECORDS

All employee records maintained in the Human Resources Department shall be considered confidential, subject to the limitations of state law, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question. An employee shall have access to review and copy their personnel file subject to the limitations of state law. ~~Personnel files may not be taken outside of the Human Resources Department and must be viewed in the presence of Human Resources staff, including managers and supervisors. Request to view a personnel file shall be made electronically, and if appropriate per this policy, Human Resource will grant electronic access for 7 days.~~

RECORDS TO BE MAINTAINED

Employment records to be maintained on County employees include in their personnel file include but are not limited to:

- ~~the~~ application ~~or resumematerial~~ submitted by the employee as an applicant for County employment;

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

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

A supervisor may keep records related to an individual employee to track work in progress and performance related information, and typically includes documents of ongoing work such as notes of conversations, assignments, and status reports. Supervisors shall not create or maintain duplicate files of personnel files. Any medical documents delivered to supervisors, such as return to work notes, should be scanned to Human Resources for inclusion in medical file and immediately shred. The supervisor's records shall be delivered to the Human Resources Department upon termination of the employee for proper record retention.

DESTRUCTION OF RECORDS

Employment records of regular County employees shall be kept for ~~three~~ five years following termination of employment and then destroyed. Records may be retained for a longer time

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period, as examples if it is subject to a litigation hold or the employee is rehired in the succeeding five years.

DISPUTING INFORMATION

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

I. HOURS OF WORK

GENERAL POLICY

It is the policy of Scott County to schedule a normal work week for County employees.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder 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 and/or the Code of Iowa will prevail.

NORMAL WORK SCHEDULES

The normal work week for full-time County employees shall be forty (40) hours. Normally, the forty (40) hours will consist of five (5) eight-hour days; however, variations to this schedule may be allowed pursuant to departmental operating needs and in the best interest of an efficient, effective operation. For payroll purposes the date the shift begins is considered the workday.

Full-time office personnel will generally work eight (8) hours per day, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. unless otherwise specified by the department head.

The normal work week for part-time employees shall be established by the appropriate department head pursuant to departmental operating needs and the number of work hours budgeted for such part-time positions.

Variations to "normal" work schedules are encouraged to the extent that they serve departmental operating needs and the best interests of an efficient, effective operation. It shall be at the discretion of the Department Head to implement flexible work schedules, which may include: flextime, compressed work weeks, job sharing, or other alternatives. In no event shall the implementation of a flexible work schedule cause overtime pay or adversely affect the public service hours of the County operations. Department Heads shall discuss options with the Human Resources Department when contemplating the implementation of or a change in flexible work hours.

CONTINUOUS OPERATIONS

Employees engaged in continuous operations are defined as those employees working in an activity for which there is regularly scheduled work seven (7) days per week, twenty-four (24) hours per day. Because of the operating needs of such continuous operations, it is understood that other scheduling arrangements outside of those described in the section immediately above may be necessary. Any such work schedules shall be developed in the best interest of an efficient, effective operation.

All employees engaged in continuous operations (and not covered by a CBA) will be eligible to receive shift differential for all hours worked during the afternoon or evening shifts. However departments engaged in continuous operations where non-represented employees are regularly scheduled to work 12 hour shifts, only the second (a.k.a. evening shift) will be eligible to receive shift differential. The amount of the differential shall be \$0.50 per hour to compensate for the shift work. Supervisors shall receive the same shift differential as the employees they supervise.

An employee serving as a Field Training Officer (FTO) shall receive a pay differential of ~~one-two~~ dollars (\$24.00) an hour for each hour such duties are actually performed. In order to qualify the FTO must have been through a sanctioned training program approved by the department head and HR Director.

12 - HOUR SHIFT ASSIGNMENTS

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue vacation, sick leave, holidays, floating holidays and other paid leaves of absences based on a 2,184 hour per year schedule pursuant to applicable policies. This accrual schedule is intended to reflect the additional straight time hours worked above a normal 2,080 hour per year employee.

MEAL AND BREAK PERIODS

Full-time employees will normally be granted an unpaid meal of up to one half (1/2) hour in duration each work day. Normally, the meal period will be scheduled near the middle of the work day. In the event an employee would be expected to have meals frequently interrupted for duty purposes, the meal period may be considered a part of the employee's paid regular shift.

To the extent possible, and in consideration of departmental staffing needs, employees may be granted two (2) fifteen (15) minute paid break periods during each eight-hour work day as scheduled and approved by the department head. Break periods are normally scheduled near the middle of each half shift and are intended as a relief from the work routine. As such, they may not be saved or combined to extend the meal period or shorten the work day.

ADMINISTRATIVE PROCEDURES

1. ——— 1. — Employees are required to certify or affirm the accuracy of their timesheets through the timekeeping system (i.e. via Novatime submission/time off requests, time clock submission or combination). The timesheet reflects actual

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hours worked whether regular, overtime, compensatory time, or approved leave time submitted through Novatime requests, in order to for the Auditor's Office to produce an accurate pay advice less customary payroll deductions. Employees absent from work at the conclusion of a pay period are encouraged to submit the timesheet prior to leave or certify upon return. The Auditor's Office will coordinate any specific departmental procedures in Novatime or time clocks with Departments to obtain employee electronic certification or affirmation. All County department Heads/Elected Officials or their designee are responsible for signing off electronically on departmental employee certified payroll documentation to the Auditor's office bi-weekly in order for the Auditor's office to produce accurate pay advices compliant with the Fair Labor Standards.

- 1.2. In consideration of an employee's off-duty interests and obligations, departments are encouraged to give advance notice of at least one (1) calendar week prior to changing an employee's regular work schedule. This provision does not apply to emergency situations requiring a temporary change in work schedules.
2. Employees are encouraged to complete their duties within their regularly scheduled work period. Employees eligible for overtime compensation must receive approval from their supervisor prior to working overtime hours.

N. UNPAID LEAVE OF ABSENCE

GENERAL POLICY

It is the policy of Scott County to grant unpaid leaves of absence to its employees when the requests are compatible with a department's operational needs and scheduling requirements. Non-probationary employees may request an unpaid leave of absence for public service leave and for extenuating medical circumstances. Probationary employees may request an unpaid leave of absence for previously scheduled commitments and extenuating medical circumstances.

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 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.

ADMINISTRATIVE PROCEDURES

1. An employee desiring an unpaid leave of absence shall make a written request to his/her department head, setting forth the reason(s) for the request and the duration of the requested leave.

A request for an unpaid leave of thirty consecutive calendar days or less will be approved or disapproved promptly by the department head.

A request for an unpaid leave of more than thirty consecutive calendar days will be forwarded with recommendation-any comments by the department head to the Human Resources Department. The Human Resources Director will transmit any request not required by state or federal law with recommendations to the Board of Supervisors for a final decision. Generally ~~In no event shall~~ unpaid leave, under the provision of this policy, will not be

approved for more than six months by the Board of Supervisors. The Human Resources Director may recommend an extension in cases of a reasonable accommodation pursuant to the ADA.

2. Upon return from an unpaid leave of absence, Scott County will attempt to place the employee in his/her former position at the salary and step occupied at the time such leave began; provided however, that the employee is able to perform the essential functions of his/her position. In the event the former position is not available or the employee is not able to perform the essential functions of his/her position, Scott County will attempt to place the employee in another position consistent with qualifications, ability, and staffing requirements. At no time will employees utilizing this policy be guaranteed a position upon return from an unpaid leave of absence.
3. When an employee fails to return to work from an unpaid leave of absence on the date specified in the request, the County shall regard this as the employee's resignation, unless a written request for extension has been submitted by the employee, recommended by the department head, and approved by the Board of Supervisors prior to the expiration.
4. While on an unpaid leave of absence, an employee shall not be eligible for fringe benefits, including holiday pay, sick leave credits, vacation leave credits or the recognition of seniority during the period of such leave, unless required by law. Employees must pay the COBRA group health and life insurance premium rates once the unpaid leave of absence exceeds thirty (30) calendar days unless the employee is on approved FMLA leave or requests that the coverage be discontinued. The Human Resources Department will notify the employee of their COBRA rights.
5. In considering an employee's request for an unpaid leave of absence, the department head shall require the employee to use available paid leave vacation, floating holiday and/or compensatory time accruals prior to being placed on leave without pay.
6. Public Service Leave. Any request for a leave of absence related to a political candidacy or public service shall comply with state law. Once sworn into office an employee may request an unpaid leave of absence to attend official meetings of the elected body. An employee seeking elected public office is prohibited from campaigning in any manner during work hours. Failure to observe this condition may result in disciplinary action, up to and including dismissal.

U. SEPARATION OF EMPLOYMENT

GENERAL POLICY

This policy is intended to cover Scott County's procedures related to termination of employment due to retirement, resignation or layoff.

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.

RETIREMENT

There is no mandatory retirement age for employees in the County service except for employees who serve in the capacity of a sworn peace officer. In accordance with Chapter 97B of the Code of Iowa, employees who serve in the capacity of a sworn peace officer shall be retired prior to reaching the age of sixty-six (66). A regular employee who intends to retire his/her employment with the County pursuant to Policy P is encourage to provide the department head with as much advance written notice as possible in order to assist in an orderly transition of duties and staff.

RESIGNATION

A regular employee who voluntarily terminates his/her employment with the County is required to provide the department head with advance written notice of at least two (2) calendar weeks to ensure an orderly transition of staff.

Upon tendering their resignation or retirement notice, the employee shall remain in active employment without access to unused leave accruals. Exceptions to this rule may be

approved by the department head depending on the nature of the request and the operational needs of the department. Employees shall not be permitted to use paid leave to extend employment for the sole purpose of extending benefits. Unless on extended medical leave, eEmployees ~~must are expected to~~ physically be at the worksite ~~on during~~ their final two weeks day of employment to assist in transition of work assignments.

The County has the option of shortening the time period of a resignation/retirement notice if adequate staffing needs can be achieved or individual attempts to extend leave merely for purpose of extending benefits.

LAYOFF

The Board of Supervisors reserves the discretion to determine the necessity for and implementation of a layoff in the County workforce due to lack of funds or abolishment of the service or job function.

All temporary, seasonal and/or probationary employees working in the classification designated for layoff shall be laid off prior to the layoff of regular, non-probationary employees. Consideration will then be given to seniority and job qualifications. In addition to seniority, the criteria for retaining employment during a staff reduction will be as follows:

- 1) The job itself is necessary for conducting business in an efficient manner.
- 2) The employee possesses the skills needed to perform the required job function.
- 3) The employee has appropriate seniority available.

All employees affected by a layoff shall be given written notice with as much advance notice as possible, but not less than 30 days prior to the effective date of removal. An employee subject to a layoff notice will be afforded reasonable time off work to seek employment elsewhere. Less than 30 days of notice may be provided in case of a catastrophic event or natural disaster that results in the need to shut down operations or layoff staff.

Employees subject to layoff may be recalled into the former position within one year of the effective date of the layoff notice. The order of recall shall be based on the employee's years of service in the recalled position. Employees shall be given a reasonable time to return to work. If an employee was laid off from a full-time position and is recalled to a part-time position, the person can accept or decline the position and remain on recall for a full-time position. After recall the employee will be paid at the same rate of pay before the layoff including other pay adjustments for which the employee would have been eligible while on layoff.

Employees subject to a layoff are encourage to seek other County wide employment when available and managers are encouraged to give due consideration to their applications subject to qualifications.

ADMINISTRATIVE PROCEDURES

1. The department head or designee shall be responsible for entering a Personnel Action upon notice of termination in order to notify appropriate departments of the need to deactivate access to any computers, technology or buildings.

2. The Human Resources Department are available to assist an employee upon notice of retirement, resignation, layoff or dismissal in order to provide the employee with information regarding termination of benefits and to discuss related employment concerns.

2.3.

~~3.~~ The department head or designee is responsible for retrieving all County property from the separating employee before the end of the final day of work. The department head or designee should review a departmental list of assigned equipment, keys and uniforms to assure proper return of property. Property specifically assigned and receipt acknowledged by the employee may be deducted from the final paycheck if not returned. If this is the case, the department head or designee should consult with Human Resources who will advise Payroll on any proper withholdings.

34. TECHNOLOGY USE POLICY

POLICY

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

SCOPE

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

ADMINISTRATIVE PROCEDURES

1. Access Request: A user and the user's department head (or designee) must complete and sign a Technology Services Use Request shown as Attachment A and return it to the Information Technology Department (IT) in order for a username to be assigned and to ensure access to the Internet or technology is allowed with a County owned account. The employee email name will follow their social security card format of firstname.lastname, unless there is a compelling reason otherwise. Any modifications should be requested by the Department Head or Elected Official and approved by IT and HR Directors.
2. Password/Pass Phrase: Employees are responsible for the selection and security of account password(s). Passwords will be at least ~~twelve~~eight (128) characters in length and should consist of a combination of upper and lower case letters, numbers or ~~symbol~~special characters. Employees may not reuse passwords and should ~~not~~avoid using variations of the user login or the same password as other accounts, especially personal accounts. Employees will be required to change the login password every 120 days. Employees will be unable to repeat the previous three passwords. Passwords shall not be shared with others or left in plain sight.

3. Remote Access: An employee that is classified as exempt pursuant to the Fair Labor Standards Act may access a County account from a remote location other than the site designated for that account (e.g., teleworking or checking e-mail while away from the office on business) only with approval of the employee's department head and only for County business. Non-exempt employees are prohibited from forwarding their County account to a personal account monitoring emails outside of approved work hours.
4. Signature Line: The employee signature line at the bottom of every e-mail message shall include the user's name, title, department and telephone number. The signature line may include the County webpage or, employee departmental fax number. Any other tags must be approved in advance by the Department Head or Elected Official, or one of the tags attached hereto as Attachment B. The signature line is to remain professional and not include superfluous items. An employee may include a professional photo of them in their email that has been approved in advance by the Department Head or Elected Official. The photo shall be of themselves, not a candid shot or selfie and have a professional tone.
5. Security Scans: The Information Technology Department shall purchase security hardware/software or contract for such services to minimize the potential of malicious files reaching the County network and to reduce the number of spam e-mails. USB Flash drive usage is prohibited unless specifically authorized by your department head.
6. Compliance Review: Violations of the Technology Use Policy will be evaluated on a case-by-case basis by the department head, IT Director and Human Resources Director. Violations may result in disciplinary action, and may include referral of a case to the appropriate authorities for civil or criminal prosecution.
7. Random Audits: The Information Technology Department may make random internal audits of technology use.
8. Web Page: Development of a website or home page for department purposes must be made through the Information Technology Department and the County Webmaster to ensure a uniform County web presentation.

I. GENERAL POLICIES

A. Permitted Use

The County expects employee use of County technology for business purposes. The County recognizes, however, that employees may, from time to time, use County technology, including the internet and e-mail, for personal use during working hours. Such personal use is permitted provided (1) it does not interfere with the performance of the

employee's job duties and obligations; and (2) it does not violate this policy or any other County policy; and (3) it does not interfere with the operation of County technology; and (4) it does not incur additional expense for the County. Non-exempt employees are prohibited from accessing County accounts including Outlook outside of their authorized working hours. Additionally the County anticipates some incidental use of personal technology for business purposes. On occasion an employee may be required to verify their identity by receiving a text message, phone call or code generated from a County recommended application. The County does not expect this incidental use to incur any additional expenses for the employee.

B. Right and Ability to Monitor

All technology, including the e-mail system, are the property of the County. All electronic data and information, including electronic messages, on or within County technology are the property of the County. All messages sent through electronic means are public records unless otherwise provided by the Iowa Open Records Act (Chapter 22). The County (or its designated representatives) maintains the right and ability, with or without notice to the employee, to access and review any information contained on County technology, even if protected by private password. Those individuals using County technology have no expectation of privacy in connection with the use of such technology or transmission, receipt, or storage of information through the use of such technology. The County specifically reserves the right to monitor all internet usage, cellular device usage and e-mail either composed or received in the e-mail system. It is possible that e-mail sent from the County can be intercepted; therefore the user should not expect any degree of privacy regarding e-mail messages of any type, including e-mail messages sent or received through a County e-mail account or through a private web-based e-mail account accessed using County technology. Email requiring privacy for any reason including regulatory compliance should be sent/received using end to end encryption as provide by Information Technology.

C. Record Retention

The IT Department will maintain a copy of all emails sent or received for a period of five (5) years from the date in which they are sent or received, Records may be retained for a longer time period if it is subject to a litigation hold.

II. PROHIBITED USES

The following uses are strictly prohibited:

- Excessive personal use of County technology.
- Using technology to engage in any conduct that violates any federal, state or local law, or any of the County policy, including but not limited to, using County technology to engage in any form of accessing or transmitting through County technology materials viewed as harassing, offensive, obscene or pornographic.
- Engaging in any political activities.

- Revealing your account password(s) to others or allowing use of your account(s) by others, including co-workers or. ~~This includes~~ family and other household members when work is being done at home.
- Any commercial use or any use for personal gain.
- Obtaining and/or using another user's passwords.
- Attempting to gain access to files and resources to which you have not been granted permission.
- Making copies of another user's files without their knowledge and consent.
- Stealing, vandalizing or obstructing the use of computing equipment, facilities, or documentation.
- Installing non-work related software on your County computer without the express consent of the Information Technology Department.
- Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Posting, uploading, or downloading of inappropriate messages, photos, images, symbols, sound files, text files, video files, newsletters, or related materials.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the County. In order to protect the County from copyright infringement penalties, only software purchased by the County shall be operated on County owned computer hardware.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the County or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Introducing malicious programs into the network (e.g., viruses, worms, Trojan horses, malware, spyware, etc.).
- Utilization of technology outside of authorized work hours for non-exempt employees.

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

III. TELEWORK PROCEDURES

It is important for county staff to perform work at the established worksite in order to serve the public and fellow staff members. Most County positions do not lend themselves to

telework arrangements and require a physical presence at the worksite. The ability to telework is at the discretion of the Department Head/Elected Official and based on ability to perform the majority of duties remotely. Telework does not modify the job duties listed in the employee's job description or their pay rate, but may result in supplemental duties of an equal or lower pay rate. Telework may be offered on a temporary or intermittent basis, and may be discontinued at any time at the discretion of the Department Head/Elected Official.

Teleworking allows an employee to work from home or in an approved satellite location for all or part of the employee's regular work week. Employees and the Department Head/Elected Official must sign the County's telework agreement attached hereto. Any violations of the parameters set forth in the telework agreement are subject to disciplinary action up to and including termination.

Telework may be an option discussed as a reasonable accommodation through discussions with Human Resources and the Department Head/Elected Official when there is a disability.

An employee on an approved telework agreement must remain available to come to the County worksite within a departmental established time period, if a business need arises. The employee is still expected to request vacation for time off and report any illness and utilize sick leave if unable to perform duties or attending medical appointments.

The Information Technology Department will work with the department to provide necessary technology to perform work remotely. The Information Technology Department will address requests on a case by case basis and may deny the remote use of some equipment. The telework agreement shall list specific equipment and employee responsibility for said equipment. All equipment used remotely shall be specifically assigned to the employee and if not returned upon request or termination, the replacement value shall be deducted from the employee's paycheck. The County will not pay for any internet access required by an employee to perform work remotely. Employees may not utilize a public WIFI connection that isn't utilizing VPN to access county laptops or computers.

Any employee approved for telework that has access to confidential information or HIPPA protected information shall set forth in the telework agreement what arrangements are taking place at the remote worksite to address protection of said information. Confidential or HIPPA related information shall not be performed on personal electronic equipment or utilizing a public WIFI connection that isn't using a VPN connection.

Non-exempt employees that are permitted to telework should only perform work during authorized work hours. Supervisors are responsible for monitoring telework activities pursuant to FLSA standards, as not to create a compensable work event outside of authorized and pre-approved overtime. Additionally supervisors are responsible for

assuring productivity of the employee, setting expectations and having regular appointments to discuss work related activities.

IV. COUNTY SOCIAL MEDIA USE

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

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

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

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

- Departments shall only utilize County endorsed social media networks for hosting official County social media sites.
- Employees shall not create social media sites without authorization of the appropriate department head or board/commission with departmental oversight and consultation with the County’s Webmaster.
- Departments with social media sites should assign an employee(s) to be responsible for the content and keeping the information relevant, current and compliant with the comments policy. The County’s PIO and Webmaster should be added as administrators on any social media site in order to be able to address immediate concerns.
- Whenever possible social media sites should link back to the County’s website.
- Employees responsible for social media sites should respect the County’s “collective voice” by remaining professional in tone, complying with this and other county policies and exercise good taste.
- IT shall provide appropriate security access to social media networks to individuals performing official County business within the scope of this policy.

- Employees participating in social media sites shall limit the amount of time spent attending to department's social media presence to what is needed to post content, evaluate traffic data, review related sites and monitor comments.
- Any articles or documents posted are subject to Iowa Public Records laws. Users shall be notified that public disclosure requests must be directed to the relevant department.

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

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

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

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

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

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

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

•Scott County respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees utilizing LinkedIn identifying their County employment are required to reflect appropriate demeanor for a County employee. Employees that maintain a professional blog, contribute to another’s professional blogs, or make comments on blogs or other social media sites must maintain a professional tone and are prohibited from:

- Disclosing County confidential or sensitive information or making any statements that violate County policies.
- Drafting, creating or accessing any non-professional blog using County technology.
- Representing that you are speaking or acting on behalf of the County, or that you are representing or presenting the view of the County unless specifically authorized by the County.

• Employees are expected to follow the guidelines set forth in this policy and the best practices guidelines to provide a clear line between you as the individual and you as the employee. If you publish content to any website outside of the County and it has something to do with work you do or subjects associated with Scott County, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent my employer's positions or opinions."

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

Also be aware that:

- Your activities may attract media interest in you as an individual, so proceed with care whether you are participating in an official or a personal capacity. If you have any doubts, seek advice from your supervisor or manager.
- State law does not give you unlimited “free speech”; your comments could lead to legal action or discipline depending on the context. When you choose to go public with your opinions you are legally responsible for your commentary. Individuals can be held personally liable for any commentary deemed to be defamatory, obscene (not swear words, but rather the legal

definition of “obscene”), proprietary, or libelous (whether pertaining to County staff or individuals). For these reasons, you should exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.

Attachment A

TECHNOLOGY SERVICES USE REQUEST

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

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

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

___ Smart phone (exempt employee) ___ Smart Phone (non-exempt employee)

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

SIGNATURE:_____

NAME:_____

POSITION:_____

DEPARTMENT:_____

PHONE:_____

DATE:_____

SUPERVISOR APPROVAL AND ACKNOWLEDGEMENT IF ISSUING SMART PHONE TO NON-EXEMPT EMPLOYEES:_____

DATE:_____

DEPARTMENT HEAD APPROVAL: _____

DATE:_____

INFORMATION TECHNOLOGY ASSIGNED USERNAME(S):

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

Attachment B

~~|| Please consider the environment before printing this e-mail.~~



Save a tree.

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



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



~~Please consider the environment before printing this e-mail.~~



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



TEMPORARY TELEWORK AGREEMENT

This Agreement is effective between _____ (hereinafter “the employee”) and _____ Department/Office (hereinafter “the department”). The parties agree as follows:

Scope and Duration of Agreement

1. This Agreement shall become effective as of _____ and shall remain in full force and effect until _____, unless modified or rescinded by the department.
2. The term “office workplace” is the official work site of the department, which is the usual and customary location of the department’s offices or an alternate location as set forth in the terms and conditions of this agreement.
3. The employee agrees to perform his/her assigned duties for the department as a “teleworker.” The employee agrees that teleworking is for a temporary period and may be terminated at any time at the discretion of the department.
4. Other than those duties and obligations expressly imposed on the employee under this Agreement, the duties, obligations, responsibilities and conditions of the employee’s employment with the department remain unchanged as a result of entering into this Agreement. The employee’s salary and participation in employee pension, benefits, and County-sponsored insurance plans shall remain unchanged so long as the hours worked remain unchanged.

Termination of Agreement

5. The employee’s participation as a teleworker is available only to employees deemed eligible at the department’s discretion and approved and/or provided resources through the Information Technology Department. There exists no right to telework. The department may terminate the employee’s participation as a teleworker, upon written notice of five (5) working days, unless the department director states in writing that conditions exists requiring less than five (5) days. The department will not be held responsible for costs, damages or losses resulting from terminating this Agreement. This Agreement is not a contract of employment and will not be construed as such.

Compensation

6. The employee agrees that work hours, overtime compensation, and vacation schedules will conform to existing policies and procedures during the term of this Agreement. The employee will be paid in accordance with state law, Scott County policies/rules and applicable collective bargaining agreements. Unless expressly provided for in this Agreement, the employee will not be entitled to any compensation for the use of the employee’s home as an office, employee’s furniture, equipment or supplies used in the employee’s home, transportation for commuting to and from the official work site, picking up or delivering work-related materials, or for any other employment-related activity or duty, or any home costs for utilities incurred in the performance of the employee’s work-related duties.

7. The employee shall not work overtime for which additional compensation might be due without supervisory approval in advance. If the employee works overtime that has been approved in advance, the employee will be compensated in accordance with applicable laws, rules or collective bargaining agreements. By signing this Agreement, the employee agrees that failing to obtain proper approval for overtime work may result in removal from telework or appropriate disciplinary action. The employee must obtain supervisory approval before taking leave, in accordance with established procedures. By signing this Agreement, the employee agrees to follow established procedures for requesting and obtaining approval of leave.
8. Teleworkers must report to their official work site on scheduled telework days if requested by the supervisor or department head/elected office holder. A request by the supervisor or department head/elected office holder or the employee to report to the official work site shall not be construed as a termination of the telework arrangement. The employee's travel to the official work site is considered commute time, not hours of work, unless the employee is called into the official work site unexpectedly during the scheduled hours of a telework day.

Leave

9. Regulations regarding leave remain unchanged under the Telework Program. Leave must be requested and approved in accordance with existing practices, laws, regulations and county and departmental policy.
10. Supervisor or department head/elected office holder must clearly articulate the rules for use of leave and the leave approval process. Telework employees are expected to adhere to the same policies and procedures as non-telework employees.
11. Employees at a telework site who experience an emergency (e.g., power outage) must contact their manager. Employees may be directed to report to the official work site or another approved telework site to complete their workday.

Equipment and Supplies

12. The employee is responsible for the safekeeping of all department equipment and supplies located in the off-site work location.
13. The employee agrees that all equipment, software and supplies provided by the department for use at the telework site are to be used only for department business and may be used only by the employee or other persons authorized by proper management authority.
14. The department, at its sole discretion, may choose to purchase related office supplies for use by the employee while teleworking. This decision shall rest entirely with the department. The decision to discontinue use of such equipment shall rest entirely with the department.
15. In the event of equipment failure or malfunction, the employee agrees to immediately notify the department and cooperate to effect immediate repair or replacement of such equipment. The employee is responsible for returning inoperable equipment to the department for repair. In the event of delay in repair or replacement, or any other circumstance under which it would be impossible for the employee to telework, the employee understands that the employee may be assigned other work, or this Agreement may be temporarily suspended at the department's discretion.
16. All equipment supplied by the department will be inventoried and accounted for to the department by an inventory list signed by the employee.

17. The employee will not modify or alter any equipment nor relocate it without prior approval by the department. The employee will ensure that all County owned equipment is used only by department-authorized personnel to conduct department work.
18. The employee agrees that all County owned data, software, equipment, and supplies must be properly protected and secured. Department-owned data, software, equipment and supplies must not be copied in violation of law or the department's (or Scott County's) licensing agreements with its vendors. The employee will comply with all applicable policies and instructions regarding conflicts of interest and confidentiality. The employee agrees that, on termination of employment, this agreement or at the direction of the department, the employee will return all property belonging to the department in the employee's possession or control of the department to the office work site.
19. Furniture, lighting, electrical and telephone services and household safety equipment incidental to the use of the County owned equipment, software and supplies shall be appropriate for their intended use and shall be used and maintained in a safe condition, free from defects and hazards.

Workspace and Inspections

20. The employee agrees to designate a workspace within the employee's telework site and maintain this workspace in a safe condition, free from hazards and other dangers to the employee and County equipment. The telework site must be free from distractions and disturbances from children, pets, family members and others during work hours. The telework site is subject to inspection and approval by the department.
21. Unless otherwise agreed, a minimum of twenty-four (24) hours advance notice must be given before management may inspect the employee's telework site to ensure that Information systems and sensitive information protection measures are in place at the telework site. Such inspections shall be conducted during the employee's normal working hours. If the employee refuses a telework site inspection, the manager may immediately terminate the employee's telework agreement and the employee must surrender all County-owned equipment and supplies and return to the official work site.
22. As equipment is specifically assigned to the employee, if it is not returned upon request or termination the replacement value shall be deducted from the employee's paycheck.
23. The department shall set forth phone communication needs and expectations with the employee.
24. The employee agrees that the department will not be responsible for moving the employee's personal furniture or household belongings, nor for making any improvements or modifications to the employee's home in order to create the telework site. The department will install, if necessary and agreed to, work-related equipment at the department expense upon the employee's first entry in the Telework Program. If the employee changes from one telework site to another, the cost of terminating service at the former location and establishing service at the new location will be the responsibility of the employee, unless the department determines that it would be in the department's best interest to pay such costs.

Work Performance

25. The employee is responsible for maintaining and communicating availability (presence), appropriate levels of production, and quality of work while teleworking. Inadequate availability, work production and/or work quality may be cause for modification or termination of the employee's participation in teleworking. In such instance, the employee may, without right of appeal, be required to return to work at the official worksite.

Liabilities

26. The employee's and the department's liability and respective obligations shall be governed by Iowa law.

Responsibilities of Teleworkers

27. Inform management when unable to perform work due to illness or personal situations for which paid leave is authorized, or in extenuating circumstances, when leave without pay may be appropriate.

28. Accurately report time and attendance. The employees must submit their time and attendance in accordance with existing policy making certain to appropriately code their hours of telework.

29. Contact the official work site to retrieve messages and to request from management approval of a change in telework site.

30. Meet organizational requirements regarding communication and availability (presence).

31. Protect all county equipment by securing unattended laptops or other equipment whether it is in the office, home or while on travel.

32. Protect and store confidential physical and electronic information in a manner to maintain confidentiality and immediately report information system security incidents.

33. Report any work-related accidents.

Amendments

34. This Agreement may be modified, amended or terminated at any time by written notification from the department to the employee, as necessary, to ensure that the operating needs of the department are met.

Disclaimer

35. Nothing contained in this Agreement conveys nor is it intended to convey upon the employee a contract of employment.

Terms and Conditions of Telework Agreement

Name of Employee:

Name of Department:

Statement as to the benefit to the County as a result of the telework arrangement: Employee teleworking arrangement is in accordance with the Novel Coronavirus (COVID-19) Temporary Employment Policy.

Duties to be performed by Employee: Employee's duties shall be consistent with those required at the worksite, with any modification to those duties as separately communicated by management to the employee.

Telework site:

Draft for discussion purposes only

Address

City, State, Zip

Business Phone

Work days and duty hours at the telework site:

Telework conditions specific to this agreement:

Equipment provided to support telework:

I affirm by my signature below that I have read this entire Agreement and that I understand and agree to its entire content. I also affirm that I have been made aware of the following: the responsibilities for documenting time, attendance, approval of leave requests and provisions governing the approval of overtime and compensatory time; performance requirements and measurement; proper use and safeguard of government property; maintenance of records; and standards of conduct.

Employee's Signature Employee's Printed Name Date

Supervisor's Signature Supervisor's Printed Name Date

Department Head/Designee
Signature Dept. Head/Designee's Printed Name Date

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

March 31, 2022

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 H "Employment Records" is updated to address the transition from paper to electronic records.

Section 2. Human Resources Policy I "Hours of Work" increases the Field Training Officer incentive pay in the Jail and requires certification of timesheets.

Section 3. Human Resources Policy N "Unpaid Leave of Absence" updates the policy to comply with federal and state law.

Section 4. Human Resources Policy U "Separation of Employment" requires once separation notice is given to assist in transition of work.

Section 5. General Policy 34 "Technology Use" expands procedures to address evolving security needs.

Section 6. This resolution shall take effect immediately.