

# **ISU Extension and Outreach Wapello County**

## **Personnel Policy and Procedures**

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# **CHAPTER 1: INTRODUCTION, MISSION, AND STRUCTURE**

## **Introduction**

In an effort to reflect pride and maintenance of a high standard of professionalism in our work place, both supervisors and employees need a common policy guide. A clear and shared understanding of work expectations and standards fosters a positive and productive work environment and a stronger culture of compliance and cooperation. These policies and procedures are not intended to be, and are not, a contract. They may be modified, suspended, or terminated at any time, at the ISU Extension and Outreach Wapello County Council's (hereafter referred to as "council") sole discretion.

## **Administrative Organization**

The County Agricultural Extension District (council) made up of nine (9) members elected at large from the county governs Iowa State University (ISU) Extension and Outreach in Wapello County. The council assumes responsibility for planning and carrying out of the extension programs in the county, including the establishment of a budget, levying a tax, authorizing payment of expenses, and employing the ISU Extension and Outreach Wapello County staff.

## **Authorization of Operation**

Federally, the cooperative extension service was first established by an Act of Congress dated May 8, 1914, known as the Smith-Lever Act. Iowa Code Chapter 176A, as amended, titled County Agriculture Extension Law, outlines the legal structure for the extension service operating under the Smith-Lever Act across Iowa.

## **About Iowa State University Extension and Outreach**

ISU Extension and Outreach carries Iowa State's land-grant mission throughout the state -- everywhere for all Iowans. We serve as a 99-county campus, connecting the needs of Iowans with Iowa State University research and resources. ISU Outreach provides education and partnerships designed to solve today's problems and prepare for the future.

## **Staffing**

The council maintains staffing to carry out the ISU Extension and Outreach program within the county.

ISU Extension and Outreach and the council have entered into a Memorandum of Understanding (MOU) to more clearly define their partnership. This partnership exists for the purpose of supporting the land-grant mission of ISU and for providing education beyond the campus borders by establishing and supporting locally determined educational programs. This partnership also exists to comply with and further the policy goals established in the County Agricultural Extension Law, as set forth in the Iowa Code Chapter 176A, as amended.

## **CHAPTER 2: EMPLOYMENT ADMINISTRATION**

### **Equal Employment Opportunity**

The council supports federal and state laws prohibiting discrimination and harassment. All qualified job applicants and employees will receive consideration for employment and employment opportunities without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability, or protected veteran status. Job applicants and employees will not be discriminated against.

The state and federal laws prohibiting discrimination and harassment apply to all aspects of recruitment, testing, selection, assignment, training, promotion, reassignment, discipline, discharge, evaluation, compensation, and all other terms and conditions of employment.

Employees who wish to file a complaint alleging discrimination and harassment should follow the steps outlined below in Chapter 12 – Discrimination and Harassment Policy.

### **Council Responsibility Regarding Employment**

The council shall maintain a staffing pattern that meets the program and support needs of the citizens of the county.

All positions housed within the ISU Extension and Outreach Wapello County office will have a written job description that outlines the responsibilities, essential functions, required skills, qualifications, and name of the supervisor. An Offer for Employment shall be on file for each employee.

### **Continuity of Policies – Right to Change or Discontinue**

To preserve the ability to meet our organization's needs under changing conditions, the council may modify, augment, delete, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time without notice.

Such changes shall be effective immediately unless otherwise stated and staff will then be notified.

### **Definitions and Appointments of Employees**

**Regular Full-Time Employee:** An employee who continuously works the established forty (40) (or hours approved by the council for full time employment) hour workweek.

**Regular Part Time Employee:** An employee who continuously works less than forty (40) hours (or hours approved by the council) per week.

**Temporary Employee:** An employee who works either full time or part time for a predetermined, limited period of employment. For example, employees hired to assist with office or program support on a temporary basis.

## **Multi-County Employee**

- In situations in which an employee is hired to perform work for multiple counties, a Memorandum of Agreement (MOA) should outline employee obligations/responsibilities of each county.

## **CHAPTER 3: CONFLICT OF INTEREST**

### **Employment**

No employee of the ISU Extension and Outreach Wapello County Council shall work in the position where he or she is supervised by a person with whom the employee is cohabitating, in a committed relationship with or to whom the employee is related, either by blood or marriage, except as may be approved in writing by a vote of a majority of council members.

Persons with such relationships or who, in the course of employment, develop relationships covered by this policy shall inform the personnel committee of the existence of the relationship if their employment will involve a supervisory relationship between the two employees. The personnel committee will evaluate whether assignments can be reconfigured to avoid the supervisory relationship. If the supervisory relationship cannot be avoided, existing employees shall be given the initial opportunity to decide who will leave the council's employ, if so required following consideration by council, as noted above.

With respect to any council or council committee's decision with respect to an employee with such a relationship to a council member, the related council member shall not be allowed to vote on the decision.

Because of the nature of Extension work adherence to conflict of interest policies is important. ISU Extension and Outreach Wapello County work requires considerable direct public contact, and ISU Extension and Outreach is generally viewed as the primary educational outreach component of the university. Extension educational services are delivered throughout the State of Iowa and beyond. Based on the outreach role and the location of service delivery, it is critical that ISU Extension and Outreach Wapello County employees be particularly sensitive to the potential for real or perceived conflict of interest. Extension employees must be especially careful in their private activities to avoid the perceptions that:

- 1) They are asking for or receiving private payment for services that are normally a part of their position responsibilities;
- 2) Any services that they provide privately are affiliated with or endorsed by extension; and/or
- 3) They are advertising or promoting their private services while performing their extension roles.

Activities that give the perceptions above could be considered a misuse of their positions and/or a violation of state code. ISU Extension and Outreach Wapello County employees representing the cooperative extension system have additional responsibilities to safeguard against real or perceived conflict of interest in accordance with the Smith-Lever Act and USDA federal policies.

Council members cannot hold office and be employed by the Extension District for which they have been elected. If a council member wishes to apply for a position they must first resign as a council member to be considered as an applicant.

## **Staff as Volunteers**

ISU Extension and Outreach Wapello County employees may not volunteer to perform services for ISU Extension and Outreach Wapello County that are identical or similar to their duties as an employee. It is the responsibility of the employee to notify ISU Extension and Outreach Wapello County Personnel Committee if an employee wishes to volunteer in other capacities within Extension and Outreach. Prior approval from the personnel committee is required before an employee is allowed to volunteer in any capacity with in Extension and Outreach.

## **CHAPTER 4: HIRING AND TRANSFER PROCEDURES**

The council shall work to maintain an uninterrupted flow of services for program delivery and support.

New positions are created and authorized for hire by the council upon recommendation from the council personnel committee or designee.

Guidelines to ensure compliance with the Discrimination and Harassment Policy and non-discrimination laws are followed in all aspects of recruiting, hiring and training of employees. An Offer of Employment will be signed by the employee and the council chair and placed in employee's personnel file.

### **Vacancy**

Unless the council has determined there is to be a freeze on hiring, once a vacancy has been identified, the council designee and/or personnel committee under direction of the council will determine if the vacant position will be refilled. If the position is to be refilled the following set of procedures will act as a guideline. The council reserves the right to forego some or all of the following procedures if the council, in its sole discretion, believes it is appropriate to do so under the circumstances so long as the Council ensures that its process for filling the job vacancy complies with its Equal Employment Opportunity responsibilities.

These procedures are:

#### **Job Announcements**

- The vacant position will be reevaluated before announcing the position vacancy and the council will determine if current employees can request to transfer to the position.
- An open job announcement may be sent via e-mail to all employees after a position becomes open. Employees wanting to transfer to the position must notify the council, or designee, by the end of business 5 days after the message is sent.
- A job announcement will be posted to the public with Iowa Workforce Development and on the county extension website for a minimum of seven (7) calendar days.

#### **Transfers**

- Employees wishing to transfer will submit their request in writing. This will include an updated application and/or resume and a letter of interest.
- An employee requesting to transfer positions must meet all job requirements and qualifications identified in the job announcement.
- The employee may also be required to take and satisfactorily complete any job-related skill tests required for the position.

#### **New Applicants**

- All applicants must complete and submit a signed, standardized application. A resume or curriculum vitae may be submitted in addition to the application, if desired. Applicants must give permission for any required background checks prior to initiation of the test.

- Job-related testing may be administered to determine if the applicant has the required job skills for the position.
- The council, or its designee, will determine the timeline and events for screening and interviewing candidates and making a hiring recommendation.

### **Background Checks**

Under the MOU, background checks will be required for all new county hires. An online employee screening will be completed by a designated company for all county staff, every three (3) years. More information about the required background checks can be found at [www.iaextensioncouncils.org/background-screening](http://www.iaextensioncouncils.org/background-screening).

A criminal conviction is not an automatic bar to employment. The employee will be given an opportunity to provide any information that might be helpful to the council in evaluating the criminal history. The council personnel committee and/or designee will consider available information concerning the circumstances, time, severity, frequency, and nature of a conviction, as well as its relation to the position in question as well as the candidate's actions and activities since the crime, including rehabilitation or restitution, work history, truthfulness and completeness of the candidate's disclosure of convictions, and any other relevant information.

### **Required Paperwork**

All required paperwork for any employee will be completed and filed the first day of employment. This paperwork includes: the signed letter of intent, state and federal tax forms, I-9, IPERS, and direct deposit forms. Timely completion of all forms is a condition of hire.

## **CHAPTER 5: PERFORMANCE APPRAISALS**

All employees will receive a written performance appraisal at least annually. This appraisal shall consist of a self-appraisal and an appraisal completed by the employee's immediate (direct) supervisor.

Performance appraisals will be performed as follows:

- **Newly hired full time and part time employees** will participate in a performance appraisal at, or around, 90 days of employment. And one again at 180 days of employment.
- **Regular full time and part time employees** will, thereafter, receive an annual performance appraisal.
- **Exception:** Performance appraisals may be performed out of regular periodic cycles as often as warranted by a particular job situation and/or the employee's performance.

In addition, an employee may request a performance conference with his or her supervisor at any time to discuss current performance issues, concerns, or request current feedback on performance.

Performance appraisals and any related documents will be placed in the employees permanent personnel file.

### **Performance Appraisal Environment**

The council, personnel committee, or designee is responsible for establishing an appropriate performance appraisal environment by:

- Obtaining performance rankings from appropriate employees and supervisors.
- Encouraging two-way communication between the supervisor and employee.
- Conducting the performance appraisal in a professional and confidential manner, taking steps to minimize work flow and scheduling interruptions.
- Verifying that the employee is familiar with his or her job duties, previous goals, and the appraisal criteria or factors. Make necessary adjustments to duties and responsibilities.
- Establishing mutually beneficial goals for coming year.
- Encouraging all employees to submit comments about the performance appraisal or process. Such comments should be reviewed by supervisor and filed with the annual appraisal in the employee's personnel file.
- Giving the employee a signed copy of the performance appraisal and placing an original in their personnel file.
- Explaining the process for improving unsatisfactory performance and, if appropriate, provide a Personal Improvement Plan requiring improved performance over 60-calendar days or more.

### **Pay Increases**

Any change in the compensation for a position or an employee will be prepared and recommended by the personnel committee to the finance committee after the annual performance reviews are completed in the fall/winter and before each June council meeting. The Council may change compensation based on performance and/or a significant change of job duties. All pay increases must be approved by the council.

Typically, any change in compensation occurs on the first pay period of the new fiscal year, but the council may decide to make changes any time on a case-by-case basis.

Pay increases are not guaranteed and always depend on the financial condition of the ISU Extension and Outreach Wapello County budget.

## **CHAPTER 6: DISCIPLINARY PROCEDURES**

Employment in Iowa is “at-will,” meaning that an employer may terminate an employee’s employment for any lawful reason and an employee may leave a job at any time.

When employment expectations are not met, the following actions may be taken by the Council, personnel committee, or the employee’s supervisor. Consistent with the at-will status, the council reserves the right to discharge an employee at any time for any lawful reason. The council is not required to follow each of the steps outlined below. Rather, the council may choose the appropriate disciplinary steps up to, and including termination, depending on the nature, frequency, and/or severity of the problem being addressed.

The following performance and behavioral issues may give rise to corrective counseling, performance improvement efforts, or other disciplinary action up to and including termination of employment. This list is merely illustrative and is not intended to be exhaustive.

- excessive tardiness
- excessive absenteeism
- unsatisfactory job performance
- defacing council property
- interfering with another employee’s job performance
- failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods
- performing unauthorized personal work on council time
- unauthorized use of council telephone or equipment for personal business
- failure to follow instructions and insubordination
- fighting on council premises
- repeated occurrences of performance or behavioral issues
- any act which might endanger the safety or lives of others
- leaving council premises, for reasons other than lunch, during work hours without the permission of the supervisor
- The use of any weapon to intimidate or harm another individual or used to destroy council property
- stealing, destroying, abusing, or damaging council property, tools, or equipment, or the property of another employee or visitor
- disclosing confidential information to unauthorized persons
- disregarding council policies or procedures
- falsifying any council or ISU Extension and Outreach records
- failing to report to work without excuse or approval of supervisor
- reporting to work under the influence of controlled substances
- discrimination and/or harassment of other employees, volunteers, or community members

If disciplinary procedures are needed, the council, and/or its designee, will select the course of action best suited to the circumstances. The council reserves the right to skip any step of the process based on the circumstances, including but not limited to the severity and/or pervasiveness of the infraction/behavior. Termination of the employee may occur at any time. Disciplinary actions must be documented by the supervisor/personnel committee and a copy placed in the employee's personnel file and a copy provided to the employee. Documentation for disciplinary actions will be kept in the permanent personnel file.

The options are as follows:

### **Verbal warning**

- The severity or pervasiveness of the problem, the employee's previous performance appraisals, and all the circumstances surrounding the particular situation are considered in determining the need for verbal warning.
- Pertinent job requirements are reviewed with the employee to ensure his or her understanding of the problem(s).
- The employee is told about the seriousness of the performance or misconduct issues, and that a written warning, suspension, or possible termination could result if the problem(s) is not resolved.
- Documentation of the verbal warning becomes part of the employee's personnel file.

### **Written warning**

- If the unacceptable performance or behavior continues, the next step may be a written warning.
- Certain circumstances, including, but not limited to, violation of known policy, procedures, or safety requirements, may justify a written warning without first using verbal warning.
- The written warning defines the problem and how it can be corrected. The seriousness of the problem is emphasized, and the written warning shall indicate that suspension or termination or both may result if improvement is not observed.
- A written warning becomes part of the employee's personnel file.

### **Suspension**

- A one, two or three day suspension without pay may be justified under some circumstances Note: Some infractions (i.e. theft, acts of violence) may result in immediate suspension.
- The suspension will last until the council meets to review the disciplinary action and determine if the situation warrants disciplinary action (i.e., written warning, suspension, or termination).

### **Administrative Leave**

- An administrative leave with pay may be justified when circumstances require an investigation of a serious incident in which the employee was allegedly involved or a complaint regarding the employee. The administrative leave will last until the council meets to review the information gathered and determine if the situation warrants disciplinary action and/ or termination.

## **Involuntary Termination**

Involuntary termination may occur in cases that have not been or cannot be resolved by corrective action or where, in the council's discretion, is warranted by the circumstances. (Refer to Chapter 7 – Separation from Employment)

## **Appeal Procedures**

Regular full or part time employees have the right to appeal any written reprimand, suspension, or dismissal to the council within seven (7) calendar days after receiving notice of such action.

If an employee wishes to file an appeal regarding an employment action, the appeal must be in writing and submitted within a seven (7) calendar day period following the delivery of the employment action. The council designee will place the appeal on the agenda of the next regularly scheduled council meeting. The council makes the final decision to uphold, amend, or rescind the employment action.

## **CHAPTER 7: SEPARATION FROM EMPLOYMENT**

Separation from employment may be voluntary or involuntary. The council reserves the right to accept the notice as stated by the employee or accept the resignation immediately. Pursuant to Iowa Code § 22.7(11)(a)(5), if an employee is discharged or demoted as a result of a disciplinary action, or the employee resigns in lieu of termination as a result of a disciplinary action, the change in the employee's employment status and the documented reasons and rationale for their discharge, demotion, or resignation may become a public record

### **Types of Separation**

**Resignation** (Voluntary termination of the employment relationship by the employee)

An employee who wants to terminate employment shall give a written notice directly to the council, or designee, preferably prior to discussing the resignation with any other staff or volunteer. An employee who wants to terminate employment is expected to give as much notice as possible; a minimum of two (2) weeks' notice is necessary for the employee to resign in good standing.

The council reserves the right to accept the notice as stated by the employee or accept the resignation immediately.

Accrued, unused, vacation will be paid on the next regular payday following the employee's effective resignation date.

**Dismissal** (Involuntary termination of the employment relationship)

The council can dismiss an employee for any lawful reason, including but not limited to not meeting performance expectations and/or misconduct. (See Disciplinary Procedures) Involuntary terminations shall be entered in the employee's personnel file. The employee may be provided with a notice for the termination and be asked to sign the notice. Accrued vacation will be paid on the next regular payday. Wage continuance or severance pay, if any, is determined by the council.

**Layoff**

If the council decides a reduction in force is necessary or if one or more positions are eliminated, employees are identified for layoff after evaluating the council's work requirements and performance reviews, abilities, experience, and skills, potential for reassignment within the organization, and length of service and any other relevant factors.

The council, or designee, will personally notify employees of a layoff. After explaining the layoff procedure, the employee is given a letter describing the conditions of the layoff. Council reserves the right to determine the notice and/or severance pay, if any, to be provided to the employee. All accrued, unused vacation will be paid to the employee at the next regular pay period.

### **Termination Processing Procedures**

The council, or designee, will direct the termination procedure. On the final day of employment, the employee must return to his/her immediate supervisor any and all council, county, or ISU

Extension and Outreach property in their possession, including keys, credit cards, phones/electronic/computer devices, etc. The employee's supervisor will issue a receipt for all returned items. Any personal items will be picked up at an agreed time with supervisor within 7 days of termination. After those 7 days, items that have not been removed by former employee will become property of the Wapello County Agricultural Extension District. The supervisor may conduct an exit interview with employees who are voluntarily separating from their position.

### **Last Paycheck**

The employee's final paycheck shall include all earned pay and any expenses due the employee, including vacation pay, but excluding sick pay. The final paycheck will be issued on the next regular payday.

### **Open Records Law Requirements**

While an employee's personnel records are generally confidential, Iowa Code Chapter 22 (Open Records) includes certain exceptions to the confidentiality of employees' personnel records. Should the employee resign in lieu of termination, be discharged, or be demoted as the result of a disciplinary action, the fact of the resignation, discharge, or demotion and the documented reasons for it will be a public record, subject to production in response to an open records request. You will be notified, prior to the council taking the disciplinary action, that the related information from your personnel file may become a public record.

## **CHAPTER 8: EMPLOYEE BENEFITS**

The council shall provide all benefits to employees that are required by law and/or determined by council action.

### **Workers Compensation**

The law requires all employees to be covered under the State of Iowa Worker's Compensation Laws for job related injuries.

Workers compensation coverage for county extension employees is provided by a commercial insurance policy through LMC Insurance. If the employee is injured at work, the employee should contact their supervisor, who will fill out a First Report of Injury Form (FROI), available at website:

[www.extension.iastate.edu/hr/workers-compensation-first-report-injury-form-and-instructions-county-paid-employees](http://www.extension.iastate.edu/hr/workers-compensation-first-report-injury-form-and-instructions-county-paid-employees)

**Online:** [www.accidentfund.com/first-report-of-injury](http://www.accidentfund.com/first-report-of-injury)

**E-mail:** [ClaimsExpress@accidentfund.com](mailto:ClaimsExpress@accidentfund.com)

**Fax:** 866.814.5595

**Telephone:** 866.206.5851

### **Group Insurance if provided- Health, Dental, Life, Disability, etc.**

The following insurance is provided to Full time employees: Group health and dental coverage is available for full time employees through Wapello County. Wapello County Extension Service will provide permanent full time employees single coverage insurance through the Wapello County Auditor's Office.

### **Retirement**

County extension employees are eligible to participate in the Iowa Public Employees Retirement System (IPERS). The council will contribute to IPERS as required by law, for those meeting participation requirements.

Employees may request early retirement as provided by the State of Iowa. The council will make the decision as to whether or not to grant the early retirement.

### **IPERS Coverage for Seasonal Workers**

Council treats seasonal workers as temporary employees who become IPERS-covered after earning \$1,000 in two consecutive calendar quarters, or when employed for 1,040 hours or more in a calendar year. IPERS coverage begins in the quarter after the ongoing relationship is established. Once established, coverage also includes quarters in which the temporary employee makes less than \$1,000. IPERS coverage for a temporary employee ceases when the employee performs no services for an employer during four consecutive calendar quarters or there is a formal termination agreement. Under these circumstances, if the employee returns to temporary employment, he or she then needs to reestablish an ongoing relationship before again becoming eligible for IPERS coverage. For more information please visit [www.ipers.org](http://www.ipers.org).

## CHAPTER 9: TIME AWAY FROM WORK

Employees will be paid for earned time away from work, (vacation, sick) as outlined in this policy.

### Notice of Absence:

Employees must notify the council/the council's designee/their supervisor of any planned or unplanned absences. Employees must notify the Regional Director, Time Clock Plus Approvers, and the Office Assistant/Bookkeeper of any planned or unplanned absences.

The employee's Regional Director must give prior approval for any vacation time. The employee should provide the Regional Director, Time Clock Plus Approvers, and the bookkeeper/Office Assistant 3 weeks notice of the employee's planned vacation dates so that schedules can be coordinated to cover the employee's responsibilities. Requests made with insufficient prior notice may be denied if appropriate coverage is not available.

Unused accrued vacation will be paid to the employee upon leaving employment with the council. (See Separation from Employment)

In the event of sickness or any other unplanned absence, Employees must contact their Regional Director at least one-half (1/2) hour prior to their regular start time, or as soon as possible if advance notice is impossible under the circumstances.

### Vacation:

Regular full-time council employees earn vacation/PTO according to the following

Years Employed	Computer at the Rate (per hours worked)	Days Accrued
0-4	.0385	10 working days
5-11	.0577	15 working days
12-19	.0769	20 working days
20-24	.0846	22 working days
25+	.0961	25 working days

A maximum of 80 accumulated hours of vacation may be carried over into a subsequent fiscal years with approval of council, this has to be approved at a council meeting. Anything above 80 hours will be lost and not paid out. This would be from fiscal year to fiscal year.

### Sick Leave:

All employees earn sick leave according to the following:

Employees earn sick leave according to the following rate. # of hours worked multiplied by .1154. This is calculated in Time Clock Plus. Sick days can be used as soon as they are earned. However, there is no increase in sick time earned for additional years of service.

Sick and vacation leave must be built into your hours allowed. The hours allowed are defined in the employee's letter of intent. You cannot exceed those hours.

## **Sick Leave Use:**

- **Illness.** Employees may use accrued sick leave for personal illness, illness in the immediate family (those living in the same household), bodily injuries, and other medically-related disabilities including pregnancy.
- **Medically-related appointments.** Sick leave used for scheduled medical and dental appointments is deducted per actual time used with a 1-hour minimum.
  - The council, or designee, may also request a physician's verification for any sick leave used/requested for three or more consecutive workdays or in the case of excessive sick leave use. Following a sick leave of three (3) or more days, the council, or designee, will request from the employee a physician's release to return to work.
  - Employees may accumulate up to 240 hours of unused sick leave.
  - Employees are permitted to use available vacation leave in lieu of sick leave when they so request. When a holiday occurs during an employee's paid sick leave, the employee's sick leave account shall not be charged for the holiday.
  - Separation from employment with the council will cancel all accumulated sick leave.
  - Leave may not exceed five (5) days per calendar year for the care of and necessary attention to ill or injured members of the employee's immediate family.

## **Bereavement Leave**

- All approved bereavement leave will be charged to the employee's accrued sick leave.
- Employees are permitted to use available and/or vacation leave in lieu of sick leave when they so request bereavement leave.
- Council employees are allowed to use accrued sick for up to three (3) days upon a death in the immediate family. "Immediate" is defined as and limited to employee's spouse, children (foster, step, grand), parents, (foster, step, grand), brothers/sisters (foster, step), aunts, uncles, nieces, nephews, and corresponding relatives of the employee's spouse.
- One day may be taken for deaths beyond the immediate family as defined above.

## **Holidays**

The council follows the holidays observed by Iowa State University. The following are paid holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday (2019)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Two days for Christmas

When a holiday falls on a Saturday, the Friday preceding will be declared the holiday. When a holiday falls on a Sunday, the Monday following the calendar holiday will be declared the work

holiday. Employee must be in paid status the day before and after a holiday to receive holiday pay.

Employees working less than full time will receive holiday pay according to their percentage of full-time employment.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Wapello County Extension will provide Family and Medical Leave to eligible employees. The purpose of this policy is to provide employees with a general description of their FMLA rights. Questions regarding FMLA leave should be directed to your supervisor or the counsel designee.

### **FMLA Leave Eligibility**

An *eligible employee* under the FMLA is an employee who has been employed by the Council for at least 12 months and has worked at least 1,250 hours in the immediately preceding 12 months.

### **Reasons for FMLA Leave**

An eligible employee may take FMLA leave of up to 12 weeks per *leave year*, for any of the following reasons:

- For the birth of and/or to care for a newborn child, or a child to be placed in the employee's custody through adoption or foster care;
- To care for the employee's spouse, child, or parent (not in-law) who has a serious health condition;
- Because of the employee's own serious health condition if that condition renders the employee unable to perform his or her job functions.
- For a qualifying exigency related to the fact that the employee has a spouse, child, or parent who serves in the reserve components of the armed forces and is on active duty or is called to active duty in support of a contingency operation. (Contact your supervisor or the council's designee military service exigency leave.)
- To care for a parent, spouse, child, or relative to whom the employee is next-of-kin when the family member is being treated for, or is recuperating from, a serious injury or illness incurred in the course of active duty in the military. (Note: Leave of up to 26 weeks in a single 12-month period is allowed for care under this provision. Contact your supervisor or the council's designee military service exigency leave.)

Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's available annual FMLA leave entitlement.

### **Serious Health Condition**

For the purpose of determining whether an eligible employee or his/her spouse, child, or parent has a *serious health condition* that qualifies for leave, such a condition includes any injury, illness, impairment, or physical or mental condition that requires:

- a. Inpatient care in a medical facility (for example, overnight hospitalization), or
- b. A serious health-related absence of more than three consecutive calendar days, along with two treatments by a healthcare provider within 30 days of the first day of incapacity;  
or

- c. Three consecutive calendar days of a serious health-related absence and at least one treatment by a healthcare provider resulting in a continuing regimen of treatment, with the first treatment occurring within the first seven days of the condition; or
- d. A chronic serious health condition resulting in at least two visits to a healthcare provider per year; or
- e. Any period of incapacity due to pregnancy or for prenatal care; or
- f. Care for a permanent or long-term serious health condition or for multiple restorative treatments as defined by federal law.

## **Leave Year**

For the purpose of this policy, the *leave year* within which an eligible employee may take his or her 12 weeks of FMLA-protected leave means the 12-month period beginning on the date the employee first takes leave for any qualifying reason.

## **Compensation for FMLA Leave**

FMLA leave is unpaid leave, however, employees with available paid leave will be required to use all available paid leave time before any unpaid time will be granted. All intermittent FMLA time will be recorded as paid leave, if available. Only earned paid leave is required to be used. Once an employee's available paid leave is exhausted, FMLA time will be unpaid. All paid and unpaid FMLA leave time will be counted toward the employee's available annual FMLA leave allotment.

## **Intermittent or Reduced-Hours Leave**

When leave is taken to care for a seriously ill spouse, child, or parent, is due to the employee's own serious health condition, or is for a qualifying FMLA military-related leave, an employee may take leave intermittently (i.e., periodically as needed) or on a reduced-hours schedule (i.e., reduced number of working hours per day or per week) if leave is medically necessary, as certified by the employee's or the family member's healthcare provider. Otherwise, such leave is not permitted unless approved by the Council. All eligible FMLA time taken — whether consecutive, intermittent or on a reduced-hours schedule — must be reported to your supervisor or council designee as such.

## **Job and Benefits Security**

An eligible employee who takes leave under the FMLA and who returns to work by the time his or her annual FMLA entitlement has expired will be restored to the position he or she held when the leave commenced, or to an otherwise equivalent position (with respect to pay, benefits, and other terms and conditions of employment), unless the employee is designated as a key employee or the employee would no longer have been employed even if FMLA leave had not been taken. Additionally, any employment benefits accrued but unused prior to the commencement of leave will be available to the employee upon return from qualifying FMLA leave.

## **Continuation of Group Health Plan Coverage (if provided by the County)**

Group health plan coverage will be maintained by the county during an eligible employee's period of FMLA leave, to the extent and under the same circumstances as would ordinarily be furnished to that employee. Monthly insurance premium co-pay payments will be deducted from the employee's regular paycheck, if the employee is receiving paid compensation. Otherwise, the employee will be required to make premium payments to the council on the 15<sup>th</sup> and 30<sup>th</sup> of each month. The council or its designee will notify eligible employees concerning the amount of each premium payment due. Failure to pay such premiums during leave may result in the loss of health coverage. An eligible employee who fails to return to work after the expiration of available FMLA leave may be asked to reimburse the council for any healthcare premiums paid by the council during the leave period, except for qualifying reasons.

## **Employee Notice Requirements**

An eligible employee must give the employee's supervisor or the council's designee at least 30 days' notice of his or her intent to take leave under the FMLA. If the employee is unable to give such notice because the need for leave is not foreseeable, then the employee must give notice consistent with council's absence policies, absent unusual circumstances. The council may delay or deny authorization for leave to any employee who fails to give the requisite notice.

## **Healthcare Provider Certification**

When leave is taken to care for a family member with a serious health condition or due to the employee's own serious health condition, an eligible employee may be asked to provide the employee's supervisor or a council designee with a completed and signed healthcare provider certification form indicating that the employee needs FMLA leave. This certification must be returned to the council within 15 days after the employee gives notice of his or her intent to take FMLA leave.

Failure to provide medical certification in a timely manner may result in delays in securing authorization for leave. Failure to return the certification will preclude the employee from taking leave.

An eligible employee may also be asked to furnish his or her supervisor or a council designee with subsequent healthcare provider recertifications on a reasonable basis during the employee's leave period. An eligible employee's failure to furnish subsequent certifications may result in termination of the employee's right to leave.

An eligible employee returning from FMLA leave must submit to the council a medical fitness-for-duty certification indicating that the employee is able to return to work. Failure to submit such a release or key employee status may preclude the employee from being restored to his or her employment with Wapello County Extension.

## **Additional FMLA Information**

If you have any questions concerning FMLA leave, you should contact your supervisor or the council designee.

## **Extension of Leave**

The council, or designee, must be notified immediately if any authorized leave must be extended because of a valid emergency. Non-emergency extension must be submitted in writing prior to the expiration of any approved leave. Valid reasons for the extension must be contained in the written request. Extended leave is not a guarantee and must be approved by the council or designee.

## **Military Duty**

The council will conform to the terms and conditions of the Uniform Services Employment and Reemployment Act of 1994. The service member is asked to provide a copy of the orders stating the requirement to duty, and dates, with as much notice as possible. Service members should contact Veterans Affairs office with any questions regarding their military service obligations and their employment.

## **Jury and Witness Duty**

When an employee is required to report for jury duty or as a witness in court in connection with the employee's officially assigned duties on a regularly scheduled work day, he/she is excused with pay when the request for leave is accompanied with a copy of the jury order. The employee must assign to the council any fees paid to the employee in connection with jury service, excluding mileage and meals.

## **Absence Without Pre-Approved Leave**

When an employee is absent without informing the council personnel committee, or designee, he/she is subject to loss of pay if accrued leave is not available. Absences without pre-approval can lead to reprimand, suspension, and/or dismissal. The final decision for dismissal rests with the council.

## **Leave Without Pay**

Leave of absence without pay may be granted to an employee for reasons and periods of time considered proper by the council personnel committee, or designee, and reported to council. Paid leave must be used before unpaid leave will be granted. Leaves of absence without pay must be requested in writing and prior approval is required when the leave is foreseen. In emergency situations, the employee must notify their council personnel committee, or designee, immediately. A written request must be received no later than three (3) business days in emergency situations.

## **Leave for Office Closings**

Employees who are unable to get to work because of road conditions caused by weather may count the absence against their accrued leave hours, but are expected to report to their council personnel committee, or designee.

In the event that the office closes the office for weather or mechanical reasons, the employee's absence will not be charged against accrued leave hours, and employees will earn regular pay. This pay will not be counted towards hours to calculate overtime pay. If an employee had previously been scheduled out of the office, the employee will still be required to use their scheduled accrued leave or leave without pay for the hours that the office was open. If the office

is closed prior to the employee's scheduled start time, the employee will not be charged any accrued leave.

In the event that Indian Hills Community College closes for bad weather. Our office will close. The employee's absence will not be charged against vacation hours, and employees will earn regular pay.

If bad weather occurs on Friday, the Regional Director will make the call on whether to close the office.

Employees working less than full time will receive bad weather pay according to their percentage of full time employment.

## **CHAPTER 10: DAYS/HOURS OF WORK**

A workweek runs from Sunday (12:00 a.m.) through Saturday (11:59 p.m.).

Non-exempt employees must accurately document all hours worked. Employees will use a standard process, provided by the council for documenting time worked.

The council shall develop and maintain a system to communicate work schedules to the appropriate people in the office. The ISU Extension and Outreach Wapello County office will be the official location of work. Some positions require the employee to conduct ISU Extension and Outreach Wapello County business at other locations. Non-exempt employees are not allowed to work from home, or alternate sites, instead of physically traveling to the office, except with prior permission in special circumstances

The council follows the Fair Labor Standards Act in determining if an employee is exempt or non-exempt.

### **Workweek and Workday**

#### **Non-Exempt Employees**

- A normal workday begins promptly at 8:00 AM and ends at 4:30 PM. Each workweek consists of 40 hours and includes all work performed Sunday through Saturday. Hours worked above 40 hours in the workweek will be counted as overtime. See "Overtime" below.
- Some employees may need to report for work at hours other than regular workday hours to accommodate their job responsibilities. The beginning and end of the workday will not necessarily be the same for every employee. Work hours other than regular workday hours must be pre-established by the personnel committee or their designee and documented in the employee personnel file.
- The personnel committee or their designee, will establish the work hours for individual employees. For jobs requiring flexible hours due to the nature of the responsibilities, the personnel committee or its designee will provide such scheduling flexibility as they deem appropriate.
- Time records will be kept for all hourly employees and reviewed and approved per pay period by the council or designee. [NOTE: Payroll documentation must be kept for all employees for three years and payroll tax records, including unemployment records, need to be kept for four years.]

#### **Exempt Employees**

- Exempt employees do not use timecards but are expected to work a normal workday.
- Exempt employees may need to, and are sometimes expected to, work outside of a normal workday to accommodate needs of their customers.

### **Recording Leave Time**

In addition to providing advance notice of taking leave time (see Notice of Absence, Section 9), at the end of each payroll period, all employees should submit a log of any leave time taken

during payroll period and the type of leave (vacation/PTO or sick leave) to the council, its designee, or the employee's supervisor.

## **Meal and Rest Periods**

### **Meal Period**

- The normal workday is eight (8) hours commencing at 8:00 a.m. and ending at 4:30 p.m. with a 30-minute lunch, free of duties, to be taken in staggered shifts to support the office. Lunch periods are unpaid. Employees may not eat at their work stations/desks absent approval of their supervisor and non-exempt employees, if given approval by their supervisor to do so, must report all time worked during the lunch break.

### **Rest Period**

- Employees are permitted two (2) paid 15-minute rest periods per workday. Rest periods are to be scheduled in staggered shifts to support the office

### **Overtime**

- All overtime work must be approved in advance by the employee's Regional Director by sending an email to them and CCing the Time Clock Plus Approvers and the bookkeeper/Office Assistant.
- Hourly employees are paid at the rate of one and one-half times their regular hourly pay for all time worked in excess of 40 hours in any one workweek. Hours worked does not include leave time described in Chapter 9.

## **CHAPTER 11: PAYROLL AND EXPENSE REIMBURSEMENT**

The council shall maintain regular schedules for payroll and expense reimbursements and communicate this information to all employees.

A workweek runs from Sunday (12:00 a.m.) through Saturday (11:59 p.m.). The Wapello County Payroll period is monthly and it runs from Council meeting to midnight the day before next council meeting.

Unless the position is classified as exempt by the council, all hourly employees must accurately document hours worked. All employees must document their use of paid or unpaid leave. All payroll and employee records will be preserved for at least five (5) years following separation from employment.

This council is covered by the Fair Labor Standards Act. All employees will be paid in compliance with the law. Non-exempt employees will be paid or provided compensatory time for all hours worked above 40 hours per week at the rate of time and one-half. All hours worked on any council business are considered in determining if overtime or compensatory time is applicable. Overtime must be approved by the employee's supervisor or council designee prior to the incurring of overtime hours. Failure to obtain pre-approval for hours worked over 40 may result in disciplinary action up to and including termination.

Over time is to be calculated on hours 'worked' over 40 hours/week and does not include vacation, sick leave, holidays, jury duty, or other 'absence' hours paid or unpaid.

### **Pay Advances**

Advances in pay cannot be made to any employee. Personal checks cannot be cashed for employees.

### **Payroll Deductions; Wage Garnishments**

Certain legally required deductions are made from the employee's paycheck including FICA, Medicare, Iowa Public Employment Retirement System (IPERS), federal and state income tax, and court ordered assignments. The council will comply with judicially ordered wage garnishments.

### **Employee Incurred Expenses and Reimbursements**

All work-related expenditures made by the employee require advance approval by the employee's supervisor or a council designee. An itemized receipt must accompany all expenditures. Items purchased or charged by the employee are to be itemized on the county approved form and submitted to the employee's supervisor or council designee who will approve and then sign the expense form. The forms will be submitted to the council for approval. Forms are due to the county bookkeeper within 14 calendar days of the expenditure. Expenses submitted after 14 calendar days may be refused for reimbursement. Reimbursement to the employee will be made at the next regular check-writing period. Additional information and procedures are provided in the council's fiscal policy.

## **Professional Development**

The council supports an employee's desire to continue their education and professional development. To support professional development, the council has budgeted funds for this purpose.

Employees desiring to attend employment seminars/workshops related to their job responsibilities shall submit a request with course information to the employee's supervisor, regional director. The council will consider the request at the next regular meeting. If approved, the council will pay in advance for the seminar/workshop up to the approved amount. The employee is responsible for attending the event and must reimburse the ISU Extension and Outreach Wapello County Council if he/she does not attend or meet the requirements of successful completion of the educational offering.

**Personal** professional development training or courses requested by the employee will be on the employee's personal time or paid time off and will not be considered as a part of the employee's workday, unless negotiated otherwise at the time the professional development opportunity is approved by the council. Travel expenses will not be reimbursed for employee requested personal professional development programs.

The council may require an employee to attend professional development training. The expenses incurred to attend council required trainings will not be deducted from the employee's professional improvement budgeted amount and will be considered a part of the employee's work day for which wages will be paid as well as travel expenses.

## **Travel and Meal Expenses**

Employees will be reimbursed for the operation of their personal vehicle while on council business at the standard IRS mileage reimbursement rates or other rate approved by the council. The employee assumes liability and must have liability insurance for his/her vehicle in work related travel. Travel expenses between the employee's home and assigned work location within the greater distance of the County or the employee's regular commuting distance to the County Extension office, are not reimbursable. A request for reimbursement of anticipated business-related travel must be submitted to the employee's supervisor or council designee for approval on the standard travel form prior to travel incurring. A final travel form must be submitted to the bookkeeper no later than 5 days after the expense has been incurred, or by no later than the end of the fiscal year. An employee's failure to comply with travel and meal reimbursement policies may result in the council's refusal to reimburse the employee for those costs. Staff members should carpool whenever possible.

Meals and lodging expenses, when they are part of a business trip, will be reimbursed conditioned on submittal of proper receipts. Travel that will result in such expenses must have prior authorization by the employee's supervisor or council designee. The council will evaluate and set reimbursement rates. Current rates for meal reimbursement include: \$6.00 breakfast, \$9.00 for lunch, and \$16.00 for dinner.

\*A receipt is required for all parking except short term meters.

### **Travel time, overnight, and on-call status as hours of work:**

- Travel time from the office to another point of work and return to the office will be paid time.
- While on an overnight stay away from home while conducting business, the employee will be paid time for all working time, but not for sleep and free time.
- On-call time will be paid as required by the U.S. Fair Labor Standards Act, depending on the nature of the on-call duty.

#### **Example 1:**

An employee attends a two-day meeting that requires an overnight stay. The time it takes to get to the meeting and the time it takes to get back to the office or home whichever is closer is paid time.

The time the person is in required meetings or activities related to the program is paid time.

The time the person is participating in optional activities, has free time or is sleeping is not paid time.

#### **Example 2:**

An employee takes a group of 4-Hers to camp for a weekend. They leave from the county office at 8:00 a.m. Saturday and return to the office by 5:00 p.m. Sunday. The time it takes to get to the camp and the time it takes to get back to the office is paid time.

If the employee and the youth are alone at the camp, the employee is essentially in paid work status for the entire stay, as the employee is responsible for oversight of the campers at all times. The status of the pay is agreed upon prior to the trip. It is clear that the employee is in paid status to and from and during organized activities day and night. Sleep time may be treated as on-call time, depending on the circumstances.

#### **Example 3:**

The same 4-H camping trip with several counties and staff and volunteers involved: This scenario will provide some free time, sleep time and on-call time, as well as paid time.

In all these examples, the employee will consult with his or her supervisor and or council designee prior to the trip and the supervisor or council designee will present his/her written determination regarding how time will be paid at the next regular meeting for council approval. The approval process must be undertaken with sufficient time prior to the trip to allow for council approval of the recommendation prior to the trip.

**Note:** The paid time requirements for these activities have major implications for overtime pay. Approval for paid overtime and or compensatory time at time and a half must be obtained prior to the trip.



## **CHAPTER 12: DISCRIMINATION & HARASSMENT POLICY**

The council is committed to providing a professional working and learning environment, which shall be fair and responsible. It shall support, nurture, and reward educational and employment growth based on relevant factors of ability and performance. The environment shall be free of discriminatory, inappropriate, disrespectful conduct, and any type of harassment.

The council prohibits discrimination and/or harassment, which can include disparate treatment directed toward an individual or group of employees based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S. Veteran (disabled, Vietnam, or other), or other protected class, that adversely affects their employment. For religion or disability, the law allows employees to request reasonable accommodations to continue their work. Whether or not actions are directed at a specific person, a hostile environment may be created when the conduct based on one of the protected classifications described above is sufficiently severe or pervasive and objectively offensive so as to create an offensive, intimidating or oppressive work environment for the employee.

### **Sexual Harassment**

Sexual harassment will not be condoned in the county office and all allegations of sexual harassment shall be investigated. It is also the council's policy that false accusation of sexual harassment will not be condoned.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment includes, but is not limited to, such actions as unwelcome touching, cornering, sexually oriented comments, and jokes; display of sexual materials; and sexual advances.

### **Complaint Procedure**

If an employee believes he or she has been harassed or discriminated against by a supervisor, co-worker, council member or person conducting business with the county extension office he/she should report the incident immediately to the employee's supervisor or council designee, either verbally or in writing. If the supervisor or council designee is involved in the discrimination or harassment, the employee should make his/her complaint to a member of the personnel committee.

## **Suggested Complaint Procedures Involving Employees**

The charging employee (complainant) may follow the procedures in sequence or proceed directly to a higher step, depending on the seriousness of the situation.

While not required, it is sometimes helpful if the complainant attempts to resolve concerns directly with the alleged harasser/discriminator. If a complainant does not feel comfortable proceeding in this manner or after attempts to resolve issues directly with the alleged harasser/discriminator have failed, the complainant should contact the supervisor, council designee, or a personnel committee representative as soon as possible after the alleged discrimination/harassment occurs.

The supervisor/council designee/personnel committee representative, or an investigator appointed by the Council, should determine the nature of the problem and discuss the allegations with the alleged harasser or discriminator and any witnesses determined to have knowledge regarding the complaint. The discussion should include the nature of the complaint and possible corrective action to remedy the situation. Where possible and based on the nature of the complaint, confidentiality will be maintained. Confidentiality is defined as only discussing the matter with individuals who have a need to know and can help in reaching and implementing a resolution. If the circumstances warrant immediate action, the employee may be placed on leave pending the investigation. Appropriate remedial actions will be taken based on the findings of the investigator.

If the alleged discriminating/harassing behavior continues, or retaliation occurs, the complainant should report this (either verbally or in writing) to the supervisor/council designee/personnel committee representative who was originally notified. The council chair will be notified that an additional complaint has been received and a follow up investigation should be conducted and appropriate action taken.

The complaint will usually be investigated by the supervisor/council designee/personnel committee representative or a committee appointed by the Council. In special circumstances the council chair may recommend an "outside" third party to be used for an investigation. The investigator(s) will report to the Council or personnel committee, outlining the findings of the investigation and recommended steps to take to remedy the situation. The Council or personnel committee may, at its discretion, meet with the alleged harasser/discriminator for his/her response. Modifications to the investigation report and possible consequences may be made if appropriate. The complainant may be informed of action taken against the alleged harasser/discriminator if the information does not violate the alleged harasser/discriminator's confidentiality and privacy.

## **Complaint Procedures Involving a Non-Employee**

If a complaint is received regarding the behavior of a non-employee and the alleged harassment occurred in the context of the Complainant's work for Wapello County Extension, the business, organization, or agency of the alleged offender will be contacted by the supervisor/council designee/personnel committee representative and apprised of the complaint and the circumstances surrounding it. The council representative will request that appropriate investigative action be taken. Follow up will be made to ensure appropriate action is taken. If the follow up reveals appropriate action has not been taken and if circumstances warrant, the council will disassociate its self from the alleged offender and his/her business, organization, or agency.

## **Retaliation**

**Retaliation against an employee for filing a discrimination/harassment complaint, testifying, or assisting in any manner in the investigation or hearing regarding the complaint is strictly forbidden. Any employee of the council who feels he/she has been retaliated against should immediately contact the council designee, a personnel committee member, or supervisor.**

**Employees/clients may file a complaint directly and at any time with:**

Iowa Civil Rights Commission <https://icrc.iowa.gov/file-complaint>

Equal Employment Opportunity Commission [www.eeoc.gov/employees/charge.cfm](http://www.eeoc.gov/employees/charge.cfm)

USDA Director Office of Civil Rights [www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

## **CHAPTER 13: CONDUCT**

The council shall establish standards of employee conduct that ensure a safe, cooperative, and productive work environment for all staff and clients.

### **Violence-Free Workplace**

The unauthorized transportation, possession, use, or storage of any item that could be used as a weapon to harm another individual is prohibited on ISU and Wapello County Extension and Outreach property or at any extension event. These items include, but are not limited to, any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, Taser or stun gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

Exceptions to this policy exist when the firearms or weapons are designed for and are being used for a sporting event (such as the 4-H Shooting Sports Program). Other special circumstances may include when the purpose for the weapon or firearm is teaching of safe and proper techniques in handling firearms. In these special cases, the council may authorize usage of appropriate firearms on extension property or at an extension event with supervision of trained personnel.

### **Drug-Free Workplace**

Iowa State University and the council are committed to providing a drug free workplace. Consistent with this commitment, Iowa State University and the councils will comply with all federal and state laws, regulations, and orders, including the policies of the State Board of Regents, which pertain to providing a drug free workplace.

In keeping with the appropriate laws, regulations, and orders, it is unlawful for employees to manufacture, distribute, dispense, possess, or use illegal drugs in the workplace. Violation of this policy will result in appropriate disciplinary action, up to and including dismissal. In addition, an employee who violates this policy may be required to participate in a drug abuse assistance or rehabilitation program.

It will be the responsibility of each employee to abide by the terms of this policy and notify the university and council chair of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) calendar days after such conviction.

**Alcohol and Alcoholic Beverages:** Alcohol shall not be served or used on council premises or program functions unless the council, or its designee, is consulted with ahead of time and approves. Employees are prohibited from reporting to work or working while under the influence of alcohol.

**Smoking and Chewing Tobacco:** The county extension offices comply with both letter and the spirit of the Iowa Clean Indoor Act of 1987 and the Smoke Free Air Act of 2008. The smoking of tobacco or any device such as e-cigarettes or chewing of a tobacco product is not permitted in any location within the office complex.

The smoking/chewing tobacco policy for county extension offices will follow the university policy of smoke-free public buildings. There should be no smoking anywhere the public can smell or see it. This applies to any meeting rooms and/or office areas to which the public might have access. The staff in the office will and should be considered the same as the client when it comes to a smoking policy.

### **Attendance and Tardiness**

Attendance and punctuality are essential for the office to efficiently and effectively operate. All employees are expected to be punctual and present for work. If, for any reason, a staff member is unable to report to work or is late, he/she should notify the supervisor prior to 7:00 a.m.

### **Dress and Personal Appearance**

Employee dress should be neat in appearance and consistent with a professional atmosphere. Employees should wear articles of clothing that are devoid of advertising except for ISU apparel. Should an employee arrive at work or any work event with clothing that would not be a positive representation of ISU Extension and Outreach, that employee may be sent home to change without pay for the remainder of the shift. This is at the discretion of the council, or designee. If an employee is unsure whether their appearance would be considered neat in appearance and consistent with a professional atmosphere, the employee should ask their supervisor, designee, or personnel committee member beforehand.

Employees should also dress appropriately for any work event they are attending, keeping in mind their safety and the safety of others. For instance, an employee should not be wearing open toed shoes or shoes with straps when working around livestock.

### **Personal use of phones and other electronic devices**

While it is recognized that everyone is required to conduct some personal business during work time, this should be limited and done only during scheduled breaks and over lunch break. Long distance personal calls are not allowed on county extension telephones. To respect office staff and clients, employees should place personal cell phones on silent or vibrate during the workday for emergency incoming calls.

### **Personal Items at Work**

Please make every effort to limit the personal items brought to work. Personal items that are allowed are pictures or small items that can be displayed in your work area. All items displayed must maintain a professional work environment. The risk of loss is on the employee. Please do not bring large item (i.e. furniture) or valuables to work. All items need to be marked. Items other than listed above need to be approved by Supervisor.

### **Professional Courtesy**

Being professional and courteous is essential in all interactions with the public, either personally or by telephone. This is also true of interactions with co-workers. Verbal or physical abuse from any source will not be tolerated on council premises. If a problem arises, contact the supervisor/council designee/personnel committee member for assistance.

## **Confidential Information**

Employees handling confidential information must keep it that way. Such information should not be discussed with others within or outside the extension office. Documents containing confidential information should not be left in an exposed manner. Disclosure of confidential information may be grounds for disciplinary action up to and including termination.

## **Building Security**

A key or passcode is issued to each employee, who is responsible for its safekeeping. Customers needing the front door unlocked for special events are to make arrangements with the office staff. The front door is to be locked when the office staff leaves the building at the end of the workday or upon closing the office unless prior arrangements have been made. All council-employees and non-council employees should treat building security with the highest regard and discretion. Failure to do so may result in disciplinary action, up to and including termination.

Any changes or problems with the building security policy should be directed to the supervisor/council designee/personnel committee chair.

## **Physical Security**

If a physical disturbance occurs within the office, any available employee is to immediately call 911 for help.

## **Office and Storage Space**

All employees and program areas will be assigned an office space by the supervisor/council designee. Office space should be kept neat and the employee should generally keep all materials with which they are working within boundaries of that space. If additional storage or office space is needed, in general, or for a specific project, consult with the supervisor/council designee.

## **Charges to the Office**

Charges should not be made to the office for personal reasons. Any charges to the office made for personal reasons will be reimbursed by the employee and may be followed by disciplinary action up to and including termination. Charges to the office for program-related expenses must be approved by the Council or its designee before being made.

## **Responsibility for Council Property**

All employees based in the county extension office use council-purchased property and supplies to some extent. Employees are accountable for property issued to them or used by them. Any use of property or supplies for personal gain may be grounds for disciplinary actions up to and including termination. All equipment leaving the office must be checked out with the appropriate office staff. If unsure of the appropriate office staff member to approve use of property employees should check with their supervisor/designee. Failure to do so may be grounds for disciplinary action up to and including termination.

## **Computer Use**

Equipment may only be used for work related purposes unless otherwise pre-approved by the supervisor/council designee/personnel committee chair.

## **Email, Internet, and Social Media Use**

Electronic mail and internet access are provided for the purpose of providing service to our customers. Each employee has an assigned email address when they begin employment, with a unique password. Information exchanged on email should be considered public, as all electronic mail is accessed through a server at Iowa State University. Personal use shall be limited as much as is reasonably possible. If abuse becomes a problem, employees may be subject to discipline, up to and including termination, and/or having their email and internet access restricted or revoked.

All employees will follow the ISU Extension and Outreach Social Media policy when posting on behalf of or representing the council on social media. All conduct and performance policies are relevant to conduct and performance on social media. Violation of the ISU Extension and Outreach Social Media Policy may lead to disciplinary action, up to, and including termination. Employees will not share their passwords with anyone. Sharing passwords may cause a significant security risk to the county and Iowa State University systems. If employees are asked for their password, they should report this request to Extension Information Technology immediately.

Viewing or using another person's computer files, programs or data without authorization is unethical behavior and an invasion of that person's privacy. Such behavior, if used for personal gain, is plagiarism. Ethical standards apply even when material appears to be legally unprotected. Improper use of copyrighted material may be illegal and is prohibited.

The following are examples of computer misuse. This is not an exhaustive list:

- Unauthorized access to restricted data bases.
- Intentionally or unintentionally changing another person's password.
- Misuse of computer hardware, accounts and/or user-ids.
- Browsing, accessing, copying or changing private files without authorization, or changing public files without authorization.
- Modifying the computer systems or software in any unauthorized manner.
- The use of invasive software, such as "worms" and "viruses" destructive to computer systems, is unethical and illegal.
- Using copyrighted software not in accordance with its license or purchase agreement. Users do not have the right to receive and/or use unauthorized copies of software or make unauthorized copies of software for themselves or others.
- Computers are a valuable resource for council use and they should be conserved. Users should properly utilize these resources to minimize any unnecessary impact on the work of others; users should avoid game playing.
- Users of any electronic communication facilities, such as electronic mail, networks, bulletin boards and newsgroups, are obligated to comply with the restrictions and acceptable practices established for those specific facilities. Certain types of communications are expressly forbidden. They include the random mailing of messages;

the sending of obscene, harassing, or threatening material; or the use of the facilities for commercial or political purposes.

- Hardware, software, manuals, supplies, etc., must not be removed from county offices sites without proper authorization.
- Abuse or misuse of any computer hardware or software.

Violators may be disciplined, up to and including termination. Additionally, violators may be subject to criminal violations under Federal and/or Iowa law.

## **Bullying**

The purpose of this policy is to communicate to all employees, including supervisors, council designee, and council members, that the council is committed to a respectful and collegial environment free of behavior that could be considered bullying. Employees found in violation of this policy may be disciplined, up to and including termination.

The council defines bullying as repeated inappropriate behavior, either direct or indirect, not related to a protected class, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment that objectively interferes with, or limits, the ability of an individual to work and participate in council activities. All employees must be treated with dignity and respect.

It is the discretion of the council to determine what is considered bullying. The following types of behavior might be considered bullying. This is not intended to be an exhaustive list:

- **Verbal:** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; mean spirited jokes; abusive and offensive remarks.
- **Physical:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property, physical intimidation when speaking to others.
- **Gesture:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Encouraging others to socially or physically exclude or disregard a person in work-related activities

Employees who believe they are the experiencing bullying behavior should immediately report the behavior to their supervisor/council designee/personnel committee chair.

# IOWA STATE UNIVERSITY

## Extension and Outreach

\_\_\_\_\_ **County**

### **Personnel Policy Acknowledgment**

I acknowledge that I have received a copy of the ISU Extension and Outreach \_\_\_\_\_ County Personnel Policies. I acknowledge that the personnel policies are neither a contract of employment nor a legal document. I understand that failure to abide by these policies or other directives of ISU Extension and Outreach \_\_\_\_\_ County may result in the termination of my employment.

I have entered into my employment relationship with ISU Extension and Outreach \_\_\_\_\_ County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either ISU Extension and Outreach \_\_\_\_\_ County or I may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the handbook are subject to change as needed, I acknowledge that revisions to the handbook may occur, except to the employment-at-will policy of ISU Extension and Outreach \_\_\_\_\_ County. I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that only the council or personnel committee has the authority to adopt revisions to the policies in this handbook.

**Nothing in this handbook is intended or interpreted by either ISU Extension and Outreach \_\_\_\_\_ County or the undersigned employee to create a contract of employment, nor does this handbook alter or restrict in any fashion ISU Extension and Outreach \_\_\_\_\_ County's right at any time, for any reason, with or without cause, to terminate or change the terms or conditions of my employment.**

Employee's Name (printed) \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_