

# **Washington County Extension District**

## **Personnel Policy and Procedures**

**WASHINGTON COUNTY EXTENSION OFFICE  
2223 250<sup>TH</sup> STREET  
WASHINGTON, IOWA 52353**

### ***IOWA STATE UNIVERSITY EXTENSION & OUTREACH***

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**IOWA STATE UNIVERSITY**  
Extension and Outreach  
**Healthy People. Environments. Economies.**

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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 Washington 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 Washington 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 Washington 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 Washington 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 Washington 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 Washington 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 Washington 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 Washington 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 Washington County employees may not volunteer to perform services for ISU Extension and Outreach Washington 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 Washington 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 10 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.
- **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 and/or the finance committee after the annual performance reviews are completed in the spring, 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 Washington County budget. Anyone hired on or after March 1 will not be eligible for a July 1 pay raise

## **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.

### **References Provided to Potential Employers**

Washington County Extension Council and staff in the event of a reference check by a potential employer for a former employee/intern/volunteer of Washington County Extension will verify that the employee did work for Washington County Extension, the length of employment, job title and summary of duties. We will confirm compensation information if the former employee has already divulged their compensation level to the potential employer. Any additional information required of the potential employer will require a signed authorization for the release of information.

## **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 time will be paid on the next regular payday following the employee's effective resignation date. Comp time is not offered nor allowed as a benefit.

**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 time 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 time 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. 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. Comp time is not offered as a benefit.

**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 POLICY**

The Council shall provide all benefits to employees that are required by law and/or determined by Council action. This includes IPERS/FICA. The Council is under no obligation to provide health, dental, life, ADD and/or vision insurance. Employees who are .75 FTE or greater are eligible for health, dental, life, ADD and/or vision insurance if the Council decides to provide such coverage. The Council shall decide the level of financial support to cover such insurance benefits with the employee paying any remaining costs.

### **PROCEDURES**

#### **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

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

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

The Council does not provide group insurance coverage.

## **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**

## **POLICY**

Employees will be paid for earned time away from work, (vacation, sick, etc.) as outlined in the procedures. The employee's supervisor or the council must give prior approval for vacation time. Employees must work at .75 FTE or greater before being eligible to accrue sick leave, vacation, etc. and university paid holidays. Employees less than full time earn the time away from work at a pro-ration equal to their appointment.

**Option 2 but not approved by the Council at this time:** Regular employees who are appointed/scheduled to work at least 1,000 hours per year will be paid for earned time away from work (paid time off (PTO)), as outlined in the procedures. (See Appendix C) The employee's supervisor or the Council must give approval prior to the employee taking PTO.

## **PROCEDURES**

### **Vacation**

Regular full-time Council employees earn vacation according to the following formula or predetermined hours. Employees at .75 FTE or greater but not full time earn a pro-rated vacation time equal to their appointment due to hours compensated. Vacation leave will accrue as of the initial employment date. Vacation leave may be used before the completion of the orientation period and after the first month of employment. If employment is terminated, accrued vacation time will be paid. Temporary employees are not eligible for vacation accrual.

Hourly employees in full-time positions are eligible for vacation with pay, part-time permanent employees at .75 FTE or greater receive a pro-rated vacation leave equal to their appointment.

Annual vacation leave accrues at a rate of 14 hours per pay period for full time staff using a base of 40 hours per week. No additional vacation will accrue for overtime or hours worked in excess of 40 hours per week. Use of vacation will be requested and reported through TimeClock PLUS.

Vacation should be taken when earned. No employee may accrue more than 240 hours of annual leave (vacation). Comp is not permitted.

Vacation requests of four (4) working days or more should be made at least one month in advance. Requests of two (2) to three (3) days should be made two weeks in advance. Requests of one (1) day or less should be made one (1) week in advance. All requests are subject to approval of the County Director or immediate supervisor. Shorter notification periods will be considered and subject to approval of the County Director or staff member in charge.

1. Regular part-time employees earn vacation prorated on the percentage of time worked. The base figure is that of the regular full-time employee.

2. Regular part-time employees that work .75 FTE or greater with fluctuating hours shall use hours compensated on which to base their vacation.
3. Council will determine maximum accrual limits for vacation. County Extension Council has determined 240 to be the maximum accrual for vacation.
4. Council employees must submit a written request for vacation to the Council or designee at least two weeks in advance. Approval is subject to the maintenance of adequate office support.
5. The vacation year is determined by the calendar year. All accumulated hours may be carried over to the next year however accrual may never exceed 240 hours (vacation).
6. Unused vacation hours will be paid to the employee upon leaving employment with the Council.

### **Sick Leave**

Sick leave is earned and accrued in exactly the same manner as vacation leave. 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 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.

Sick leave will accrue as of the initial employment date. Sick leave may be used before completion of the probationary period. Sick leave will continue to accrue while on emergency and/or sick leave/vacation.

Use of sick leave shall be extended for proper cause and concern for the employee's future welfare. It is not an inherent right of the employee to use accrued sick leave. As such, identifiable misuse of sick leave shall be just cause for not extending this benefit; an abuse shall be just cause for disciplinary action, up to and including dismissal.

Hourly full time staff accrue sick leave at a rate of 14 hours per pay period. Temporary employees are not eligible to accrue sick leave benefits. Part-time employees at .75 FTE or greater receive a pro-rated accrual of sick leave based on their appointment. Use of sick leave will be reported and requested through TimeClock PLUS.

1. 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 3 or more days, the Council, or designee, may request from the employee a physician's release to return to work.
2. Employees may accumulate up to 720 hours of unused sick leave.
3. 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.

4. Separation from employment with the Council will cancel all accumulated sick leave.
5. Leave may not exceed 5 days per calendar year for the care (emergency leave) of and necessary attention to ill or injured members of the employee's immediate family.
6. Sick Leave – Vacation Conversion. Conversion of sick leave to vacation is not allowed.

### **Bereavement Leave**

1. All approved bereavement leave will be charged to the employee's accrued sick leave which is defined as emergency leave (limit of 5 days per year).
2. Employees are permitted to use available compensatory time, and/or vacation leave in lieu of sick leave when they so request bereavement leave.
3. Council employees are allowed to use accrued sick or vacation leave for up to 5 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.
4. 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 for all employees:

- New Year's Day
- Martin Luther King Day
- 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.

Employees working .75 FTE or greater but less than full time will receive holiday pay according to their percentage of full time employment. University holidays can be accessed at the following ISU website: <http://www.registrar.iastate.edu/calendar/>

### **Family Medical Leave Act (FMLA)**

COUNCIL EMPLOYEES ARE ELIGIBLE FOR FMLA SINCE EXTENSION & OUTREACH IS CLASSIFIED AS GOVERNMENTAL.

The Council will provide Family and Medical Leave to its eligible employees.

The purpose of this policy is to provide employees with a general description of their FMLA rights.

**General Provisions** Under this policy, the Council or designee will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

**Eligibility** To qualify to take family or medical leave under this policy, the employee must meet both of the following conditions:

- 1) The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement stating the Council's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

### **Type of Leave Covered**

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a \*\*spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

If an employee takes paid leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a. short-notice deployment
- b. military events and activities
- c. child care and school activities
- d. financial and legal arrangements
- e. counseling
- f. rest and recuperation
- g. post-deployment activities, and
- h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember.

a) A “son or daughter of a covered servicemember” means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

b) A “parent of a covered servicemember” means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

c) Under the FMLA, a “spouse” means a husband or wife. Workers in legal, same-sex marriages have the same rights as those in opposite-sex marriages to federal job-protected leave under the FMLA to care for a spouse with a serious health condition.

d) The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).

“Covered active duty” means:

(a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

(b) (2) *Covered active duty or call to covered active duty status* in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term “covered servicemember” means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness means:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

(c) Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

**Amount of Leave** An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The Council or designee will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Council or designee will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the Council or designee will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a spouses both work for Washington County Extension and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for Washington County Extension and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

**Employee Status and Benefits During Leave** While an employee is on leave, the Council will continue the employee's health benefits (if applicable) during the leave period at the same level and under the same conditions as if the employee had continued to work.

Under current policy, the employer does not provide a group health policy.

**Employee Status After Leave** An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the Council's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The Council may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

**Use of Paid and Unpaid Leave** An employee who is taking FMLA leave because of the employee's own serious health condition, birth or adoption of a child, or the serious health condition of a family member must use all paid vacation (used once sick leave is exhausted) and/or sick leave (1<sup>st</sup> used) prior to being eligible for unpaid leave. Sick and vacation leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation prior to being eligible for unpaid leave. Vacation leave will run concurrently with FMLA leave.

An employee using FMLA military caregiver leave must also use all paid vacation and/or sick leave (as long as the reason for the absence is covered by the Council's sick leave policy) prior to being eligible for unpaid leave. Vacation and/or sick leave (if applicable) will run concurrently with FMLA leave.

**Intermittent Leave or a Reduced Work Schedule** The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of

12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The Council or designee may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Council or designee and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. The Council shall decide if FMLA for foster care, adoption, or birth shall be intermittent or uninterrupted.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

**Certification for the Employee's Serious Health Condition** The Council or designee will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The Council or designee may directly contact the employee's health care provider for verification or clarification. Before the Council or designee makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Council will obtain the employee's permission for clarification of individually identifiable health information.

The Council or designee has the right to ask for a second opinion if it has reason to doubt the certification. The Council will pay for the employee to get a certification from a second doctor, which the Council or designee will select. The Council or designee may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Council or designee will require the opinion of a third doctor. The Council or designee and the employee will mutually select the third doctor, and the Council will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

**Certification for the Family Member's Serious Health Condition** The Council or designee will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation

for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The Council or designee may directly contact the employee's family member's health care provider for verification or clarification purposes. Before the Council or designee makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Council or designee will obtain the employee's family member's permission for clarification of individually identifiable health information.

The Council or designee has the right to ask for a second opinion if it has reason to doubt the certification. The Council will pay for the employee's family member to get a certification from a second doctor, which the Council or designee will select. The Council or designee may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Council or designee will require the opinion of a third doctor. The Council or designee and the employee will mutually select the third doctor, and the Council will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

**Certification of Qualifying Exigency for Military Family Leave** The Council or designee will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave .

**Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave** The Council or designee will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember .

**Recertification** The Council or designee may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the Council or designee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Council or designee may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The Council or designee may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

**Procedure for Requesting FMLA Leave** All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Personnel Committee or

designee. Within five business days after the employee has provided this notice, the Personnel Committee or designee will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the Personnel Committee or designee with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Council's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

**Designation of FMLA Leave** Within five business days after the employee has submitted the appropriate certification form, the Personnel Committee or designee will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

**Intent to Return to Work From FMLA Leave** On a basis that does not discriminate against employees on FMLA leave, the Council or designee may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **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 therein. 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. You should contact Veterans Affairs office with any questions regarding your military service obligations and your 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 the employee is absent without informing the Council, or designee, he/she is subject to loss of pay if accrued vacation 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, 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 supervisor 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 vacation hours, but are expected to report to their supervisor.

In the event that the office closes the office for weather or mechanical reasons, the employee's absence will not be charged against vacation hours, and employees will earn regular pay. This pay will not be counted towards hours to calculate overtime pay. If an employee is on vacation or sick leave during a period when operations have been officially curtailed due to inclement weather, the employee will not be charged with leave.

## **Running for Elected Office**

In accordance with the provisions of Chapter 55, Code of Iowa, employees may request a leave without pay to run for elective office. The leave may extend from up to thirty days prior to the primary or general election to one day after the election. Although a leave of absence is not mandated when running for elective office, the Code of Iowa also states "An employee who is a candidate for any elective public office shall not campaign while on duty as an employee."

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

## **POLICY**

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

Non-Exempt Employees will use Time Clock Plus for logging time on the job.

The Council shall develop and maintain a system to communicate work schedules to the appropriate people in the office.

## **PROCEDURES**

### **Workweek and Workday**

#### **Council Paid Non-Exempt Employees**

- A normal workday begins promptly at 8:00 a.m. and ends at 4:30 p.m. with 30 minute unpaid lunch break and two (2) paid 15-minute rest periods. Each workweek consists of 40 hours and includes all work performed Sunday through Saturday. Hours worked above 40 hours in the work week will be counted as overtime. See "Overtime" below.

- Some employees may report for work at hours other than regular work day hours to accommodate work schedule and job description. The beginning and end of the work day will not necessarily be the same for every employee. Work hours other than regular work day hours must be pre-established and approved by the Personnel Committee or their designee and documented in the employee personnel file.
- Personnel Committee, or their designee, will establish the work hours for individual employees.
- Extension employees often need to, and are expected to, adjust their work hours to meet the needs of their customers.
- The Universal Timesheet will be kept for all hourly employees and reviewed and approved monthly by the Council, or designee.

#### Council Paid Exempt Employees

- Exempt employees do not use timecards but are expected to work a normal work day.
- Exempt employees may need to, and are expected to, work outside of a normal work day to accommodate needs of their customers.
- Exempt employees will keep a log of hours used for leave taken (i.e. vacation, leave without pay, etc.) and submit to the Council, or designee, at the end of each pay period. This should be submitted even if leave hours are not taken.

### **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. Employees are discouraged from eating at their work stations/desks.

#### Rest Period

- Employees are permitted two (2) paid 15-minute rest periods per work day. 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 supervisor or Council a designee.
- 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 or offered the same in compensatory time. Hours worked does not include leave time described above in Chapter 8.
- Written record of hours worked and vacation/sick time earned will be maintained to insure equity. Compensatory time will not be offered; employees working overtime will receive compensation at the one and half time rate.
- Exempt employees are not eligible for compensatory time.

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

## **POLICY**

The Council shall maintain a regular schedule for payroll and expense reimbursements and communicate this information to all employees.

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

Each Extension Council should choose one of two payroll period options; Washington County Extension has determined a monthly pay period (first day of the month to the last day of the month) A second option not selected at this time is bi-weekly, 26 pay periods per year.

## **PROCEDURES**

Unless the position is classified as exempt by the Extension Council, all hourly employees must complete the Universal Time Sheet. Reports shall be completed on the computer in Excel, printed, and signed by the employee and the signed hard copy given to the employee's supervisor or Council designee for review and processing, for the pay period. In addition to this report, all other payroll or employment records such as time clock cards, contracts, and agreements, and exemption memoranda, will be filed with the employee's time sheet and preserved for at least five (5) years following termination.

This Council is covered by the Fair Labor Standards Act. All hourly employees (non-exempt employees) will be paid in compliance with the law. Non-exempt employees will be compensated for all hours worked above 40 hours per week at the rate of, time and one-half. All hours worked from all sources within the Council are considered in determining if overtime at time and one-half is applicable. Overtime must be approved by the employee's supervisor or Council designee prior to the incurring of overtime hours.

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 holidays are granted to all regular and introductory employees. Employees working less than full time but .75 FTE or greater will receive holiday pay according to their percentage of full time employment. Those employees working less than .75 FTE will not receive holiday pay.

Procedures to calculate employee holiday time: 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.

### **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. A 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/review. Forms are due to the County Bookkeeper within 30 calendar days of the expenditure. Expenses submitted after 30 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 Benefit**

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.

The professional development benefit requested by the employee will require Council approval. Employees are eligible to receive the professional development benefit after completing a minimum of six (6) months employment with the Council, unless approved otherwise.

Employees desiring to attend employment related seminars/workshops shall submit a request with course information to the employee's supervisor or the Council designee. 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 Washington Council if he/she does not attend or meet the requirements of successful completion of the educational offering.

Employees desiring to enroll in courses of study at local educational institutions or through online degree programs and desiring tuition reimbursement should make a written request to their supervisor or the Council designee. The request should include the purpose, relevance to the job, cost, dates, times of classes and the name of the institution to be attended. The employee will also specify the items for which reimbursement is requested: tuition, books, software, and so on.

Tuition reimbursement will be processed on a semester-to-semester basis upon successful completion of the course work and presentation of a transcript or certificate of grades from the

educational institution. Any and all tuition reimbursements MUST be pre-approved before enrolling in course work.

Part-time and temporary employees can submit proposals for professional development benefits to the Council on a case-by-case basis.

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 work day, 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 be covered by the Council.

### **Travel and Meal Expenses**

Employees will be reimbursed for the operation of their personal vehicle while on Council business at the federal IRS mileage reimbursement rates. 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 are not reimbursable. Reimbursement of business-related travel is submitted to the employee's supervisor or Council designee for approval on the standard travel form prior to travel incurring. The final travel form must be submitted to the supervisor no later than 30 days after the expense has been incurred, and at the end of the fiscal year. An employee's failure to comply with travel and meal reimbursement policies may result in the Council's inability to reimburse the employee for those costs. Staff members should carpool whenever possible.

Meals and lodging expenses, when they are part of the business trip, will be reimbursed with proper receipts. Travel which will incur expenses must have prior authorization by the employee's supervisor or Council designee. Council will evaluate and set reimbursement rates. Meals reimbursement while on work time will not exceed the per diem rate set forth by ISU of Breakfast \$6, Lunch \$9, and Dinner \$16, gratuities and alcohol will not be included. Out of State meal reimbursement while on work time are set by the Board of Regents as follows: Breakfast \$8, Lunch \$12 and Dinner \$20, gratuities and alcohol not included. Receipts for all reimbursed expenses must be included with the reimbursement request. Lodging expenses are reimbursed as approved by Regional Extension Education Director or immediate supervisor(s).

\*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 office to another point of work and return to the office will be paid time.
- Overnight stay away from home while conducting business. This paid time excludes sleep, and free time. It includes on duty time.

- On-call time will be paid at an agreed upon rate for an agreed upon length of time each day.

**Example 1:**

An Employee attends a two-day meeting which 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 meetings which are required is paid time.

The time the person is on free time not required during the meeting schedule, or sleeping is not paid time.

**Example 2:**

An employee takes a group of 4-H'ers 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. The status of the pay is agreed upon prior to the trip. It is clear that the employee is in normal status to and from and during organized activities day and night. Sleep time may be treated as on-call time, depending on the circumstances.

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

In all these examples the employee will consult with his or her supervisor and or Council designee prior to the trip and will present their written determination regarding how time will be paid prior to the trip at the next regular meeting for Council approval.

Note: The paid time 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 Washington 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 Washington 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. No employee should text or call while driving when conducting Extension business.

### **Cell Phone Reimbursement**

Councils may develop a policy to reimburse employees for business use of personal cell phones. Note: a flat monthly fee may need to be reported as taxable income whereas reimbursement for actual expenses submitted on a reimbursement form would not be taxable income. No reimbursement is offered at this time.

## **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

### Washington County

#### Personnel Policy Acknowledgment

I acknowledge that I have received a copy of the ISU Extension and Outreach Washington 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 Washington County may result in the termination of my employment.

I have entered into my employment relationship with ISU Extension and Outreach Washington County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either ISU Extension and Outreach Washington 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 Washington 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 Washington 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 Washington 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 \_\_\_\_\_

**APPENDICES**

**Appendix A: Sample Written Warning**

Note: This form is not a required form. Any form can be used as long as the information is included within the form (i.e. a memo form versus this template).

Washington County Extension  
Disciplinary Notice

Date Issued: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Name/Personnel Committee Names:

\_\_\_\_\_

Action Taken:

- Verbal Warning
- Written Warning
- Suspension- Number of days \_\_\_\_\_
- Termination

NOTE: *Per the County Personnel Handbook, the County Extension Council reserves the right to skip any step depending on the nature of the offense.*

Description of performance issue/policy violation (attach additional documentation if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior discussions or warnings on this subject: (verbal, written, dates)

\_\_\_\_\_  
\_\_\_\_\_

Summary of improvement needed/expectations: (Include dates of follow up)

\_\_\_\_\_  
\_\_\_\_\_

This is a formal warning to bring your attention to the severity of this situation. Your performance will continue to be monitored. Failure to correct this behavior and/or further violation of organizational policy may result in more severe disciplinary action being taken, up to and including discharge. By signing below you are acknowledging that you have received a copy of this notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Personnel Committee Designee Signature

\_\_\_\_\_  
Date

Appendix B: **Letter of Intent**

**IOWA STATE UNIVERSITY**  
**University Extension & Outreach**

(Date)

(Name)  
(Address)

Dear (Name):

Congratulations and thank you for accepting the (name of position) position with \_\_\_\_\_ County Extension. This letter lists the general employment conditions for your position. Please sign this letter and return it. A copy is enclosed for your records. The position description for position of the (name of position) is enclosed for your signature plus a copy for your record. This letter is not an employment contract. Your employment with \_\_\_\_\_ County Extension is at will and can be terminated by either you or by \_\_\_\_\_ County Extension at any time and for any lawful reason.

This is a (full/part) time position starting (time and date); (number) hours/week, including (some weekend and evening) responsibilities. Office hours are (time and day of the week).

Supervision is provided by (name of supervisor(s)) and the \_\_\_\_\_ County Extension Council (employer)

The starting wage rate is \$\_\_\_\_\_/hour. You will receive paid holidays as determined by (Iowa State University or \_\_\_\_\_ County Extension Council), vacation and sick leave, health insurance, ADD, life insurance and IPERS.

\_\_\_\_\_ County Extension will pay the employer's portion of FICA & IPERS. State/federal payroll taxes will be withheld per your W-4 qualifications. You have completed the employment packet including state & federal W-4, I-9, EOE statement, IPERS form, employment form with ISUEO, and county guidelines form. Congratulations, we look forward to working with you.

(Name of Supervisor)  
(Title of Supervisor)

I agree to terms of employment as state above:

\_\_\_\_\_  
(Name of Employee)

\_\_\_\_\_  
Date

**Appendix C: Personal/Paid Time-Off (PTO) This appendix is provided for informational purposes only; PTO is not approved in Washington County.**

This procedure supersedes past vacation, sick leave, and floating day policies. The annual and sick leave policies have been combined into this revised policy.

PTO is provided for the purpose of rest, relaxation and a planned interruption from the workplace or to attend to personal affairs, which may include sickness and care of a family member or others. Supervisors and staff have the responsibility to plan schedules that meet operating requirements and time off needs of staff. In order to balance and meet service and staffing requirements, staff members should provide their supervisors as much notice of requested leave time as possible, to allow for coordination of employee leave schedules without interruption of services.

All regular employees who are appointed to work at least 1,000 hours per year are eligible to request the use of accrued PTO upon the completion of the Introductory Probationary Period.

Staff members accrue PTO based on their years of service and the date when they began continuous employment with the Washington County Extension Council. Time served in temporary or occasional positions is not counted in calculating a staff member's PTO accrual rate. In the event that a staff member leaves one of these four Extension Councils, but is rehired within a year, their past years of service will count in the following tenure charts. However, if they are not employed by Extension for over a year break in action, they revert back to the beginning accrual level.

**ACCRUAL OF PAID TIME OFF (PTO)**

All regular full time employees, and regular part-time employees who are scheduled to work 1,000 hours per year, and who have completed the probationary period accrue at the following rate:

<b>Years of Service</b>	<b>Accrual Rate of Hours Paid</b>
Less than 4 years of service	7%
At least 4 years of service	8%
At least 9 years of service	9%
At least 14 years of service	10%
At least 19 years of service	11%

PTO is accrued each pay period and is available for use by the staff member the pay period after accrual.

Years of service are accrued from the staff member's employment date. For determining the years of service for this accrual, the first month of employment, which is often a partial month, will count as a full month of employment

## MAXIMUM BALANCE

Years of Service	Maximum amount of accrual that may be carried at any time.
Less than 4 years of service	144 hours
At least 4 years of service	168 hours
At least 9 years of service	192 hours
At least 14 years of service	216 hours
At least 19 years of service	240 hours

Once this balance is reached, no more PTO may be accrued for that pay period.

Days will not be retroactively accrued and credited to the staff member's PTO balance.

Employees may not go into the negative on PTO balance.

In the case of an extended illness situation, with prior Council approval, a Council employee may donate a portion of their accrued PTO leave balance to a co-worker who is ill and has run out of their own PTO time.

Exempt employees will follow the same PTO policy as non-exempt employees.

PTO will be calculated on hours worked over 40 hours per week at the actual hours worked, and not at 1.5 time.

## PROBATIONARY PERIOD

During the Probationary Period staff members do not accrue PTO. A staff member whose employment is terminated during this period will not receive payment for PTO days. However, upon completion of the Introductory Period, accrued PTO will be credited retroactively to the initial date of employment. Upon completion of the Probationary Period, a staff member may request PTO.

### Part-Time Staff Members

Regular part time staff members scheduled to work more than 1,000 hours per year accrue PTO based on the same percentage as a full time staff member.

### Use of Paid Time Off (PTO)

Staff members and supervisors should plan and schedule each fiscal year to allow the staff member to take PTO. Arrangements for PTO should be requested and approved in advance by a staff member's immediate supervisor. The staff member's immediate supervisor maintains

the discretion to grant PTO without advance notice. In such cases, the supervisor may or may not grant PTO based on the business and operational needs **of the unit**.

### **Payment of Unused Paid Time Off (PTO)**

Upon the voluntary or involuntary termination of employment, all regular staff members who have successfully completed their Introductory Period will be paid for their PTO hours.

### **Appendix D: Dress Code**

In general casual dress is appropriate for most activities at the County Extension Office. There are occasions which will require a more professional dress style but the guidelines below are included to provide guidelines for new employees.

#### **Casual Dress Code Guidelines**

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional, casual appearance at work.

Clothing that reveals areas that could be considered “private” and not normally visible in a professional setting is not appropriate. In a work environment underwear that is visible is not appropriate. Clothing should be pressed and never wrinkled; torn, dirty, or frayed clothing is unacceptable.

#### **Casual Business Attire Recommendations**

In a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names or clothing are generally acceptable.

#### **Chemical Sensitivities/Allergies**

Some employees, customers, or visitors may have allergies to the chemicals used in products such as perfumes, cologne, lotions, and makeup. Employees are asked to wear such products with reasonable restraint. If specific accommodations are appropriate for an individual with severe allergic reactions, some offices may implement bans of such products for the health and safety of the individual with the allergies.

#### **Dress Code for Travel, Client Interaction and Trade Shows**

While the office setting can be casual because customers do not visit often, traveling to see customers, exhibiting at or attending trade shows, and representing the company in the business community, requires different decisions about attire. Business casual dress is the

minimum standard that must be observed when you are representing Extension and Outreach or interacting with customers or potential customers.

Before visiting a customer or potential customer ascertain the accepted dress code and match it in your attire. This is especially important when you are traveling globally representing Extension and Outreach as customs and dress may differ from those observed in the United States.

Additionally, some community events, when you are representing Extension and Outreach, might require formal dress. These might include Chamber of Commerce and other civic or business development meetings, luncheons, and dinners. Take your cue from other employees who have attended and be observant at the event. Certainly, if you are a speaker at a business event, consider wearing formal dress.

Finally, on the occasions when a customer or a business partner does visit the office, the employee groups with whom the visitor is interacting, should adhere to business casual standards.

### **Conclusion:**

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire for work, please ask your supervisor or Extension and Outreach Human Resources.

If clothing fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again and will be sent home. All other policies about personal time use will apply. Disciplinary action will be applied if dress code violations continue.

### Washington County Credit Card Agreement

Washington County Extension Council, in coordination with \_\_\_\_\_(bank)\_\_\_\_\_, will issue a VISA/MasterCard/American Express/(please circle) to \_\_\_\_\_ (County Extension employee). The cardholder (employee) will be required to sign the back of the credit card.

The credit card is to be used only by the named cardholder and is not to be loaned to another employee or other person. The cardholder has full liability for any improper charges that result from allowing others to use the card. Should the cardholder terminate employment with the county, the county has the specific obligation to cancel the employee’s credit card. The cardholder **may not** make personal purchases on the card and then reimburse the county.

The original charge receipts and billing statement shall be given to the Office Administrator within ten (10) days of the statement receipt for approval.

The cardholder, upon receiving the monthly billing statement, will reconcile items to be sure that actual amounts charged for purchases are correct and match the billing statement charges. Discrepancies are the responsibility of the cardholder to resolve.

Should a card be lost or stolen, the cardholder is responsible for notifying the bank and the County Extension Education Director.

**As holder of this credit card, I agree to accept the responsibility for the protection and proper use of this card, as enumerated in this Agreement. I agree the following items shown below will NOT be purchased using this card.**

<b>Equipment</b>	<b>Services</b>	<b>Restricted Items</b>	<b>Personal items &amp; gifts</b>
<ul style="list-style-type: none"> <li>• Items valued over \$2500</li> <li>• Computers</li> <li>• Purchases involving trade of county property</li> </ul>	<ul style="list-style-type: none"> <li>• Construction services</li> <li>• Professional services</li> <li>• Moving services</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Alcoholic beverages</i></li> <li>• <i>Controlled substances</i></li> <li>• <i>Firearms, weapons &amp; ammunition except for program support</i></li> </ul>	<ul style="list-style-type: none"> <li>• Items for personal use</li> <li>• Gifts benefiting an individual employee</li> <li>• Donations</li> </ul>

**I, further understand, that improper or fraudulent use of the credit card may result in disciplinary action up to and including dismissal. I authorize the county to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of improper purchases. If the county initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the county in such proceedings. *NOTE: Non-adherence to any of the procedures enumerated in the Agreement will result in revocation of individual card privileges.***

Cardholder signature \_\_\_\_\_ Date \_\_\_\_\_

REED approval & signature \_\_\_\_\_ Date \_\_\_\_\_



# IOWA STATE UNIVERSITY

## Extension and Outreach

### APPLICATION FOR EMPLOYMENT

#### IOWA STATE UNIVERSITY WASHINGTON EXTENSION AND OUTREACH An Equal Opportunity/Affirmative Action Employer

Iowa State University Washington County Extension and Outreach requests that you complete specific forms accurately, giving as many details as possible of your skills and experience relating to this job application. We gather this information for the purpose of making employment decisions. No persons outside Washington County Extension are routinely provided this information. If you fail to provide the required information, your application may not be considered. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

#### GENERAL INFORMATION

<b>Name (Last)</b>	<b>(First)</b>	<b>(Middle Initial)</b>	<b>Home Telephone</b> ( ) -
<b>ADDRESS (MAILING ADDRESS)</b>	<b>(City)</b>	State	<b>(ZIP)</b> ( ) -
<b>E-Mail Address</b>		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Social Security Number</b>		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Have you ever been employed with ISU Extension Service?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>Position Or Department in prior employment with Extension:</u>	
<b>Are you related to any University employee who is in supervisory position at ISU?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>If yes, please indicate employee's name and department:</u>	
<b>Have you ever been convicted of a misdemeanor or felony?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>*If yes, for what, where, and when</u>	
*A criminal conviction is not an absolute bar to employment, but will only be considered in relationship to specific job requirements.			

#### POSITION

<b><u>Position Or Type Of Employment Desired</u></b>	<b>Will Accept:</b>	<b>Shift:</b>
Are you able to perform the essential functions of the job you are applying for, with reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part-Time	<input type="checkbox"/> 1 <sup>st</sup> Shift Day
	<input type="checkbox"/> Full-Time	<input type="checkbox"/> 2 <sup>nd</sup> Shift Evening
<b>Salary Desired</b>	<input type="checkbox"/> Temporary	<input type="checkbox"/> 3 <sup>rd</sup> Shift (4 hrs. before 6 am)
	<b>Date Available</b>	<input type="checkbox"/> Weekends

### VETERAN INFORMATION (MOST RECENT)

<b>Branch of Service</b>	<b>Date of Entry</b>	<b>Date of Discharge</b>
<b>Branch of Service</b>	<b>Date of Entry</b>	<b>Date of Discharge</b>

Each job classification has minimum education, experience, and/or ability requirements. **To be considered for vacancies, your application must reflect the minimum qualifications of the classification.** It is very important that all of your education and work experience (paid, volunteer or self-employment, such as farming) be listed. Use complete dates (month and year), and one figure for the number of hours worked per week when reporting work experience. Many employment lists are maintained with a score derived from information on your application, and if the information is incomplete, you could lose points.

### EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If no, list the highest grade completed						
<b>College, Business School, Military (Most recent first)</b>						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
	From			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	To					
<u>Occupational License, Certificate or Registration</u>		<b>Number</b>	<b>Where Issued</b>		<b>Expiration Date</b>	
<u>Languages Read, Written or Spoken Fluently Other Than English</u>						

### **SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)**

(Maximum 300 characters)
--------------------------

### **WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)**

<b>Employer</b>	<b>Telephone Number ( ) -</b>	<b>From (Month/Year)</b>
<b>Address</b>		
<b>Job Title</b>	<b>Number Employees Supervised</b>	<b>To (Month/Year)</b>
<b>Specific Duties (Maximum 350 characters)</b>		<b>Hours Per Week</b>

		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)</b>		
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary

		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification and Authorization**

I, the applicant, authorize Washington County Extension and Outreach to use the information and statements contained in this application to determine my qualifications for employment. I authorize Washington County Extension and Outreach to make inquiries of my former employers regarding my previous duties, responsibilities, performance, compensation, and eligibility for rehire. In addition, I authorize Washington County Extension and Outreach to conduct additional reference checks that may include reference referrals from previous employers. I understand that a comprehensive background check may be conducted to determine my eligibility for hire. This may include but is not limited to, investigations of criminal and/or conviction records, driving records, and/or a drug screen test as required by U.S. Department of Transportation regulations or university policies. I also understand that medical,

psychological and/or physical demands examinations may be required for certain positions. Therefore, I understand that offers of employment will be conditional and that my employment will depend on successful completion of any conditions of employment that are contained in the Washington County Extension vacancy announcement or policy manual.

I release Washington County Extension and Outreach, as well as other entities or persons from which information is sought or obtained, from any and all potential claims I may have related to Extension's decision to conduct a reference or background check or the consequences of that check.

I certify that all statements made in my application are true and accurate and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination.

If hired, I agree to abide by the policies of Washington County Extension Outreach and Iowa State University.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit Resume and Job Application to Washington County Extension and Outreach,  
2223 250<sup>th</sup> St, Washington, IA 52353 or by email to:**

Washington County Extension is an equal opportunity employer/affirmative action employer.  
Auxiliary aids and services are available to persons with disabilities upon request.

APPENDIX J Job Descriptions

**IOWA STATE UNIVERSITY**  
Extension & Outreach

Washington County  
2223 250<sup>th</sup> St.  
Washington, Iowa 52353  
319/653-4811  
Fax 319/653-6712

## **JOB DESCRIPTION-COUNTY YOUTH COORDINATOR** rev. 6/15

**I. NATURE AND REQUIREMENTS OF POSITION:** This position provides assistance to Iowa State University Extension (ISUE) in Washington County and to the Regional Extension Education Director for organization and delivery of 4-H youth programming. The position requires extensive knowledge of ISUE, county policies and 4-H, skill in written and oral communication, skill in delivery of a wide variety of topics relating to 4-H programs, good judgment, dependability and confidentiality.

- Full time, 40 hours per week, hourly wage rate, some weekend and evening work required.
- Directly responsible to County Extension Education Director.
- Follow Extension Council & Iowa State University Extension administrative guidelines.

## II. QUALIFICATIONS FOR EMPLOYMENT

- Post-secondary degree. Knowledge and experience in 4-H valuable.
- Experience equivalent to one year of full-time employment.
- Excellent organizational skills, strong communication skills, written and verbal, computer skills.
- Demonstrated interest in youth and volunteer leadership, ability to work with a team.
- Capable of delegating tasks and coordinating volunteer efforts, conflict management skills.
- Valid driver's license and reliable transportation.
- Employment contingent on successful screening in Child Protection Safety Program.

## III. MAJOR RESPONSIBILITIES

### Program Development/Maintenance

Identify potential youth audiences according to county guidelines.

Implement educational programs designed by professional staff.

Support the Youth and 4-H program areas of community club, special interest, school enrichment, and others as assigned.

Ordering, organizing, and distributing 4-H materials.

Assist with computerized youth enrollment program.

Evaluating programs and assists in compiling data/preparing year-end reports.

Attend training and planning sessions when appropriate.

### Youth Development

Assist in organizing and conducting educational activities as assigned.

Encourage development life skills among program participants.

Meet with 4-H County Youth Council; provide leadership to assist them in planning and carrying out group's activities.

### Volunteer Development

Recruit and screen volunteers for various roles and activities.

Assist in organizing volunteer leader training and presenting specified materials.

Assist, coordinate and support volunteers in conducting assigned tasks.

### Communication/Relationships

Contribute as an integral and productive member of the Youth and 4-H team.

Provide information and assist in recruiting audiences for activities and events.

Develop and maintain effective working relationships with other groups, agencies, organizations, and schools where the Youth and 4-H program is utilized.

Gather and prepare information to submit to media regarding programs, activities, events, and members.

### Resource Development

Utilize 4-H/Youth Committee to secure public/private program support.

Identify and utilize staffs' expertise for the development of the youth program for items outlined in job description.

---

Signature of Employee

Date

Iowa State University and U.S. Department of Agriculture cooperating  
Extension programs are available to all without regard to race, color, national origin, religion, sex, age or handicap.

### **After-School Program Coordinator**

#### **Overview of “Safety Detectives” after-school program:**

- 6 sessions for 1 ½ hours each for a total of 9 teaching hours.
- Topics include sun safety, water safety, bike safety, ATV safety, animal safety, first aid, fire safety, electrical safety, poisons.
- Possible speakers include: Hospital personnel, Y director, veterinarian, police officer, DNR official, fire department, electrical company, EMT, local farmer.
- Possible locations for this would be Kalona Elementary, Ainsworth Elementary, Washington/WACO home-school, Keota Elementary, Wellman Elementary.
- Conduct program in two schools.

#### **After-school Program Coordinator Job Description:**

- Cooperate with the Washington County Extension staff to secure location(s) for program.
- Work with the Washington County Extension staff to publicize the program and obtain registrations.
- Contact and coordinate speakers. Follow up letter and contacts prior to program day.
- Recruit additional volunteer (middle school students, adults) support for each session.
- Gather necessary supplies and materials for each session, including snack and drink.
- Work with the Extension staff to make needed copies and put together take home bags.
- Lead the after-school program at each session – includes review and overview, large group activities, introducing speaker, working with volunteers on stations, etc.
- Track the attendance of each student for each session.
- Conduct an evaluation at the end of the program.
- Compile statistical information.

#### **Logistics:**

- Time frame
  - Conduct the program in two schools late October/November or November/December. Preferably the program could be conducted in two locations in the same weeks.
  - The program is a six-week program. Planning, organization, and wrap up would be in addition to the six-weeks (tentatively a 10 week commitment).
- Salary
  - For each location the program - \$10 per hour up to 25 hours. Total of \$250 per location/school program. We will pay \$100 in mileage per location. Employer will pay employer’s share of FICA. No other benefits will be provided. Employee will submit to child safety screening and must have a successful application.

## **JOB DESCRIPTION – County Director** rev. 1/17

**I. NATURE AND REQUIREMENTS OF POSITION:** This position combines both clerical and program assistance to Iowa State University Extension (ISUE) and staff in Washington County. The position shares clerical functions with the Office Assistant and program staff. As a program assistant, this position assists staff with meetings including program delivery, room and audio/visual equipment set-up, refreshments and registration; and with volunteers and clients organizational contacts. The position is under supervision of the REED. The position requires proficiency with web page development, database management, WINDOWS programs, File Maker Pro, Excel, bulk mail procedures, oral communication, organizational skills, and skill in performing a wide variety of office management functions, carefulness and confidentiality. Subject matter knowledge in any of the following fields desirable: agriculture, horticulture, youth, nutrition, resource management, parenting and/or community development.

### **II. MAJOR DUTIES**

#### **A. Primary Administrative Functions**

1. Develops and manages county web pages.
2. Post pdf files on the web and web based registration forms
3. Duplicates and assembles materials in support of Extension programs.
4. Prepares bulk mailings with office team support.
5. Orders publications and supplies as needed for staff and programs.
6. Prepares/develops correspondence for letters, newsletters and flyers or as supplied.
7. Assists staff as needed with downlink tuning/recording and general program support.
8. Support county fiscal policy as assigned.

#### **B. Information and Public Relations**

1. Serves as the initial contact for clients to Washington County Extension
2. Works in partnership with other staff and is supportive of other staff to assist telephone callers and face-to-face clients, furnishes basic information concerning Iowa State University Extension (ISUE) programs & how to access resources available from web searches, Ext. web sites, Field Specialists, cooperating agencies, etc.
3. Advises clientele of services available through other agencies as appropriate.

#### **C. Other Administrative functions**

1. Enters and maintains databases, in cooperation with other support staff.
2. Shares with other office staff as needed, to balance work load as a team.

#### **D. Other Program Assistant Functions**

1. Assists with meeting rooms, audio/visual meeting arrangements & registration as needed.
2. Assists REED & Program Specialists with organizational contacts with volunteers and clients relating to 4-H, Master Gardener Program, Pesticide Applicator Training and others.

#### **Demands of the Position**

1. This is a 40 hour per week position with normal work hours between 8:00 A.M. and 4:30 P.M. Monday through Friday with a half hour lunch break.
2. This position requires routine office demands, with occasional lifting of moderate weights including files, records, books, stacking chairs, moving tables, a/v equipment, etc.
3. This is a full time hourly position and will continue as needed. Hours may be

reduced to part-time or the position terminated; 2 weeks' notice will be given.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Iowa State University and U.S. Department of Agriculture cooperating Extension programs are available to all without regard to race, color, national origin, religion, sex, age or handicap.

## IOWA STATE UNIVERSITY

### Extension and Outreach

Washington County  
2223 250<sup>th</sup> Street  
Washington, IA 52353  
319/653-4811

## **JOB DESCRIPTION -- OFFICE ASSISTANT** rev. 10/13

**I. NATURE AND REQUIREMENTS OF POSITION:** This position provides both clerical and program assistance to Iowa State University Extension & Outreach (ISUEO) and staff in Washington County. The position shares clerical functions with the County Director and other office staff. As an office assistant, this position assists staff with meetings including room and audio/visual equipment set-up, refreshments and registration; and with volunteers and clients organizational contacts. The position is under general supervision of the Extension Council and REED cooperatively with the County Director. The position requires proficiency with Word programs, File Maker Pro, Excel, bulk mail procedures, oral communication, organizational skills, skill in performing a wide variety of office management functions, accuracy, and confidentiality.

### **II. MAJOR DUTIES**

#### A. Primary Clerical Functions

1. Prepares correspondence for letters, newsletters and flyers from rough-drafts as supplied.
2. Duplicates and assembles materials in support of Extension programs.
3. Prepares bulk mailings with office team support.
4. Provides support for letter layout, audio/visual equipment settings.
5. Orders publications and supplies as needed for staff and programs.
6. Receipt funds, make deposits, enter financial data, & support accounting system as needed
7. Assists as needed with webcast tuning/recording and general program support.
8. Assists in management/entry of 4-H Online program.
9. Assists with volunteer background check program through online system.

#### B. Information and Public Relations

1. Works in partnership with the County Director, supported by staff to assist callers and face-to-face clients, furnishes basic information concerning Iowa State University Extension & Outreach (ISUEO) programs & how to access resources available from web searches, Extension web sites, Program Specialists, cooperating agencies, etc.
2. Advises clientele of services available through other agencies as appropriate.

#### C. Other Clerical Functions

1. Enters and maintains databases, in cooperation with other support staff (i.e. mailing lists).
2. Shares with other office staff as needed, to balance work load as a team.

#### D. Other Program Assistant Functions

1. Assists with meeting rooms, audio/visual meeting arrangements & registration as needed.
4. Assists REED & Field Specialists with organizational contacts with volunteers and clients

relating to 4-H and other Extension programs.

**Demands of the Position**

1. This is a full-time position, 40 hours per week. Normal work hours are 8:00 A.M. – 4:30 P.M., Monday - Friday with a 1/2 hour lunch break. Wage is commensurate with experience. May include some night and weekend work.
2. This position requires routine office demands, with occasional lifting of moderate weight including files, records, books, stacking chairs, moving tables, a/v equipment, etc.
3. The employee will submit to mandatory Child Protection screening and background check.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Iowa State University and U.S. Department of Agriculture cooperating  
Extension programs are available to all without regard to race, color, national origin, religion, sex, age or handicap.

**IOWA STATE UNIVERSITY**  
**Extension & Outreach**

Washington County  
2223 250<sup>th</sup> St.  
Washington, Iowa 52353  
FAX 319-653-6712  
319 653-4811

**JOB DESCRIPTION – WASHINGTON CO. EXTENSION 4-H PROGRAM**

**ASSISTANT** Temporary position available- June 1-July 31 20\_\_; 40 hours/week @ \$\_\_\_\_ per hour.

**I. JOB DESCRIPTION**

1. Assist with the organization of county 4-H activities and events, including: 4-H educational presentations; clothing event; judging schedule for home economics, science, mechanics and arts; assist with fair livestock events; and other assigned responsibilities associated with the 4-H program, fair events, and activities.
2. Recruit and work with volunteers for Youth/4-H activities in a team atmosphere.
3. Use a computer to enter fair statistical data and word processing.
4. Assist and provide support for Johnson County Youth programs throughout time specified in an on-going basis as needed or assigned including summer 4-H programs.
5. Provide for Youth Program leadership and training of volunteers, serve as resource person; some evening and weekend work required

**II. QUALIFICATIONS**

1. Knowledge of the 4-H community club program.
2. Experience in leadership positions associated with youth development programs.
3. Experience using a computer for data entry and word processing.
4. Valid driver's license and access to a car.
5. High school diploma or equivalent, post high school education preferred.

**III. BENEFITS:** This position is temporary. The employee will receive no paid holidays, vacation/sick leave, insurance benefits, or IPERS. The employer will pay its portion of FICA.

**ACCOUNTABILITY:** \_\_\_\_\_, REED, \_\_\_\_\_, AA, \_\_\_\_\_, CYC  
and employee will submit application for Child Protection Safety Program

**APPLICATIONS AVAILABLE AT AND TO BE RETURNED TO:**

Washington County Extension Office  
2223 250<sup>th</sup> St.  
Washington, Iowa 52353  
Telephone (319)653-4811  
FAX (319) 653-6712

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
REED

Iowa State University and U.S. Department of Agriculture cooperating  
Extension programs are available to all without regard to race, color, national origin, religion, sex, age or handicap.

**IOWA STATE UNIVERSITY**  
Extension & Outreach

Washington County  
2223 250<sup>th</sup> St.  
Washington, Iowa 52353  
FAX 319-653-6712  
319 653-4811

**JOB DESCRIPTION – Day Camp Coordinator 6/15**

**I. NATURE AND REQUIREMENTS OF POSITION:** This position provides assistance to Iowa State University Extension (ISUE) in Washington County and to the County Extension Education Director for organization/delivery of day camp opportunities and 4-H youth programming. The position requires extensive knowledge of 4-H and youth programs, ISUE and county policies, skill in written and oral communication, skill in delivery of a wide variety of topics relating to youth programs, good judgment, dependability and confidentiality.

- Part-time position, hours per week may fluctuate as needed to prepare and provide day camp opportunities, generally during the month of June, but may be other times as needed depending on the day camp schedule.
- Directly responsible to Regional Extension Education Director, Admin. Assistant & CYC.
- Follow Extension Council & Iowa State University Extension administrative guidelines.
- Assist and provide support for Washington County Youth programs as needed or assigned.

**II. QUALIFICATIONS FOR EMPLOYMENT**

- Post-secondary degree. Knowledge and experience in working with youth a must, 4-H experience valuable.
- Experience equivalent to one year of full-time employment.
- Excellent organizational skills, excellent communication skills, written and verbal, computer skills.
- Demonstrated interest in youth and volunteer leadership, ability to work with a team.
- Capable of delegating tasks and coordinating volunteer efforts, conflict management skills.
- Valid driver’s license and reliable transportation.
- Employment contingent on successful screening in Child Protection Safety Program.

**III. MAJOR RESPONSIBILITIES**

Program Development/Maintenance  
Identify potential youth audiences according to county guidelines.

Implement/manage day camp programs designed by professional staff in cooperation with REED and county staff.

Support day camp programming and other areas as assigned.

Network with related county organizations.

Assist with media and marketing efforts as needed.

Evaluate programs and compile data as needed.

Attend training and planning sessions when appropriate.

#### Youth Development

Assist in organizing and conducting educational activities as assigned.

Encourage development of life skills among program participants.

#### Volunteer Development

Recruit and assist in screening process for volunteers for various roles and activities.

Assist, coordinate and support volunteers in conducting assigned tasks.

#### Communication/Relationships

Contribute as an integral and productive member of the Washington County Extension team.

Provide information and assist in recruiting audiences for activities and events.

#### Resource Development

Identify and utilize staffs' expertise for the development of the youth program for items outlined in job description.

---

Signature of Employee

Date

Iowa State University and U.S. Department of Agriculture cooperating  
Extension programs are available to all without regard to race, color, national origin, religion, sex, age or handicap.

## IOWA STATE UNIVERSITY Extension & Outreach

Washington County  
2223 250<sup>th</sup> St.  
Washington, Iowa 52353  
319/653-4811  
Fax 319/654-6712

## **JOB DESCRIPTION -- Extension Intern** rev. 6/15

**I. NATURE AND REQUIREMENTS OF POSITION:** This position provides both clerical and program assistance to Iowa State University Extension (ISUE) and staff in Washington County. The position shares clerical functions with other staff. As a program intern, this position assists staff with meetings including room and audio/visual equipment set-up, refreshments and registration; and with volunteers and clients organizational contacts. The position is under general supervision of the REED cooperatively with the County Director. The position requires proficiency with computers, oral communication, organizational skills, and skill in performing a wide variety of office management functions, carefulness and confidentiality.

### **II. MAJOR DUTIES**

#### **A. Primary Secretarial Functions**

1. Duplicates and assembles materials in support of Extension programs.
2. Prepares bulk mailings with office assistant support.
3. Provides support for staff using audio/visual equipment.

4. Works with supplies as needed for staff and programs.

B. Information and Public Relations

1. Assists the County Director, Office Assistant as needed with telephone callers and face-to-face clients, furnishes basic information concerning Iowa State University Extension (ISUE) programs and how to access resources available from web searches, Extension web sites, Field Specialists, cooperating agencies, etc.

C. Other Clerical Functions

1. Shares with other office assistants as needed, to balance work load as a team.

D. Other Extension Intern Functions

2. Assists with meeting rooms, audio/visual meeting arrangements & registration as needed.

Demands of the Position

1. This position requires routine office demands, with occasional lifting of moderate weights including files, records, books, stacking chairs, moving tables, a/v equipment, etc.

This position is created in cooperation with *The Workplace Learning Connection* (401 W. 9<sup>th</sup> St., Tipton, Iowa 52772). Contact 319/886-3451

Iowa State University and U.S. Department of Agriculture cooperating  
Extension programs are available to all without regard to race, color, national origin, religion, sex, age or handicap.