

Louisa County, Iowa

Employee Handbook

WELCOME!	5
AT-WILL EMPLOYMENT	5
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT	6
HARASSMENT	6
SEXUAL HARASSMENT	6
ELECTED OFFICES & COUNTY DEPARTMENTS	8
JOB OPENINGS	10
VETERANS PREFERENCE	10
EMPLOYEE STATUS	10
PHYSICAL EXAMINATION	10
RESIGNATION	11
RETIREMENT	11
PERSONNEL FILES	11
ETHICS – CONFIDENTIALITY	11
DRESS – GROOMING	12
MEAL REIMBURSEMENT	12
HEALTH INSURANCE	15
DENTAL INSURANCE	15
FLEXIBLE SPENDING ACCOUNT	15
GROUP LIFE INSURANCE	15
SUPPLEMENTAL INSURANCE	15
VACATION – PERSONAL DAYS	16
HOLIDAYS	17
UNPAID LEAVE OF ABSENCE	17
WORK RELATED INCAPACITY	18
IPERS – DEFERRED COMPENSATION	19
SICK LEAVE	19
JURY DUTY	20
MILITARY LEAVE	20

BEREAVEMENT LEAVE	20
FAMILY MEDICAL LEAVE ACT	20
INCLEMENT WEATHER	21
WORK SCHEDULES	22
PAY PERIODS	22
OVERTIME	22
DISCIPLINE	22
GROUND FOR DISCIPLINARY ACTION	23
COOPERATION IN INVESTIGATIONS	25
SOCIAL MEDIA	25
DRUG FREE WORKPLACE	26
PERFORMANCE EVALUATIONS	26
COUNTY EQUIPMENT	26
CELL PHONE	28
VEHICLE USE	28
EDUCATIONAL REIMBURSEMENT	28
CREDIT CARDS	28
WORKER'S COMPENSATION	29

INTRODUCTION

WELCOME!

The Louisa County Board of Supervisors would like to welcome you! We hope that you find Louisa County a rewarding place in which to work and we look forward to a productive and successful association. Please visit our website at www.louisacountyiowa.org to learn more about our county!

AT-WILL EMPLOYMENT

This handbook is presented as a matter of information only; it is not intended to form a contract between Louisa County and the employee. Louisa County reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

These policies and procedures outlined in this handbook are applicable to:

All employees responsible to the Louisa County Board of Supervisors.

All employees responsible to a county elected office holder providing the office holder has certified its applicability.

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

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

Just as you retain the right to terminate your employment at any time for any reason, Louisa County retains a similar right. No policy or practice of Louisa County should be construed to change this relationship. Only the Board of Supervisors, or appropriate governing board, has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the objective of Louisa County to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free from discrimination.

Louisa County has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, genetic information, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination and all other terms and conditions of employment.

HARASSMENT

It is the policy of Louisa County that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, genetic information, or any other protected characteristic as established by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee should bring the matter directly to the immediate attention of their department head, a member of the Board of Supervisors or appropriate governing board. All complaints will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

SEXUAL HARASSMENT

It is the policy of Louisa County that no employee be harassed by another employee or supervisor on the basis of sex.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or

employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

- a. Repeated sexual flirtations, advances, or propositions.
- b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- c. Any uninvited physical contact or touching, such as patting, pinching or other contact.
- d. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment should bring the matter directly to the immediate attention of their department head, a member of the Board of Supervisors or appropriate governing board. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint.

The following is a list of offices and departments in Louisa County. Please refer to the county website to learn more! www.louisacountyiowa.org

ASSESSOR
ATTORNEY
AUDITOR
BOARD of SUPERVISORS
COMMUNITY SERVICES
CONSERVATION
DRIVERS LICENSE
E911 RURAL ADDRESSING
EMERGENCY MANAGEMENT
ENGINEER
MAINTENANCE
MENTAL HEALTH
PUBLIC HEALTH
RECORDER
ENVIRONMENTAL HEALTH
SHERIFF
TREASURER
VETERANS AFFAIRS

EMPLOYMENT

JOB OPENINGS

Whenever a vacancy occurs in a full-time or part time position within a department, the opening will be posted on the Louisa County website for 10 days. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Department Head within the stated posting period. The Department Head will make the recommendation on who is to fill the opening. Louisa County reserves the right to use other recruiting sources to fill open positions at their discretion.

VETERANS PREFERENCE

Any honorably discharged veteran, as defined by Iowa law, shall be entitled to preference in appointment and employment over other applicants of no greater qualifications.

EMPLOYEE STATUS

Full Time – Full time employees are scheduled to work a normal workweek of 30 hours or more.

Part Time – Part time employees work less than the normal work week but at least 20 hours per week on a regular basis. Part time employees shall earn vacation, sick leave, and holiday accruals on a pro-rated basis.

Other - Employees who are hired for a period of six months or less, or work less than 20 hours per week or on an as needed basis. Other employees are not entitled to any benefits as described in this handbook, but are subject to the same work rules governing regular employees.

PHYSICAL EXAMINATION

After an offer of employment has been made to an individual, the individual shall be required to submit to a physical examination conducted by a qualified physician designated by the county, at the county's expense. Employment will be contingent upon a satisfactory physical examination.

To the extent allowed by law, the physical examination may include drug testing.

RESIGNATION

Employees shall present a written resignation at least two weeks prior to the effective date of the resignation.

RETIREMENT

Louisa County defines retirement when employment terminates and employee's years of service (minimum of 15 years of service) plus age equal 70.

PERSONNEL FILES

Louisa County maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Louisa County, and access to the information they contain is restricted. Generally, only management personnel of Louisa County who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Auditor's Office or appropriate department. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by Louisa County to maintain the files.

ETHICS – CONFIDENTIALITY

Louisa County strives to maintain a high standard of business ethics. To assure that these standards of conduct are not violated, the county requires all employees to conduct their business in an ethical and legal fashion. This includes avoiding any activity outside of employment with the county that would adversely affect the employee's performance on the job or involve a possible conflict of interest.

The county's policy concerning business conduct also covers the protection of confidential information. It is the employee's obligation to keep such knowledge and information in strict confidence. Violation of this requirement of confidentiality is a serious matter and may result in disciplinary action.

DRESS – GROOMING

Louisa County places a high priority on the employee's appearance. Since employees are in direct daily contact with the public, the public will remember the employee as a representative of the county and will be watching how the employee looks, acts and talks. We expect the employee to dress and groom themselves during working hours in such a manner as to reflect favorably upon the employee and the county. Dress according to the requirements of the individual position.

MEAL – MILEAGE REIMBURSEMENT

Louisa County will reimburse employees for business related meals and travel expense, with detailed receipts, upon the following terms and conditions:

1. The limit is \$50.00 per day for overnight meetings.
2. The dollar amount allowed for day meetings will be set at:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Employees must leave home by 6:00am to charge for breakfast and be gone until 6:00pm to charge for dinner. In no circumstance will Louisa County reimburse for alcohol or beyond 20% gratuity. Gratuity is part of the daily \$50.00 limit.

When County employees use their personal vehicle for official County business, Louisa County shall reimburse employees for mileage based on Board of Supervisor's mileage rate.

BENEFITS

Louisa County has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the employee handbook contains a very general description of the benefits to which you may be entitled as an employee. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination.

Louisa County reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, Louisa County reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

HEALTH INSURANCE

Louisa County currently offers full-time employees health coverage for themselves, their spouse and dependents.

Coverage takes effect the first day of the month following the employees hire date, if the employees hire date is the 1st of the month coverage begins that day. Once made, your election is generally fixed for the remainder of the plan year. However, if you undergo a coverage enrollment event you may make a change in coverage provided you do so as soon as possible of that event. Please contact the Auditor's Office to determine if the change qualifies as an event under the plan document.

At the end of each fiscal year, during open enrollment you are free to change your medical elections for the following fiscal year, whether or not you have a change event.

DENTAL INSURANCE

Louisa County currently offers full-time employees, dental coverage for themselves, their spouse and dependents. Coverage takes effect the first day of the month following the employees hire date, if the employees hire date is the 1st of the month coverage begins that day.

FLEXIBLE SPENDING ACCOUNT

Louisa County offers an employee-funded flexible spending account to full-time employees. During the open enrollment period, plan participants may elect an annual amount of flexible dollars to pay for eligible dependent care and health care expenses.

GROUP LIFE INSURANCE

Louisa County offers full-time employees who are employed by Louisa County, an employer paid basic group term life insurance policy along with an accidental death benefit equal to \$10,000.

SUPPLEMENTAL INSURANCE

Louisa County offers supplemental voluntary insurance coverage.

VACATION –PERSONAL DAYS

Full-time and part-time employees shall accrue vacation leave and personal days' credit, on a prorated basis from start date. Annual vacation shall be accrued as follows:

Years of Service	Vacation Days	Personal Days
After 1 year	5 days	3 days
2 years but less than 5 years	10 days	3 days
5 years but less than 10 years	15 days	3 days
10 years but less than 15years	17.5 days	3 days
15 years but less than 20 years	20 days	3 days
20 years or more	25 days	3 days

Employees hired after December 1, 2009 shall not accrue more than 20 days of vacation per calendar year.

Employees may carry over a maximum of 30 days at the end of their anniversary date. Vacation usage is subject to approval by Department Head. Vacation days are never paid out on termination, until a person has been employed for at least one year. Thereafter, they are paid if not used, accrued to the termination date.

Vacation can be used in 15- minute increments.

Employees who handle cash or have fiduciary responsibilities are required to take a minimum five consecutive working days of vacation per year.

Louisa County reserves the right to negotiate vacation accruals for newly hired positions.

Personal days are awarded at the beginning of each fiscal year, or when a person is hired on a prorated amount, to the beginning of the next fiscal year. Personal days may not be accumulated past the end of each fiscal year. Personal days will not be paid if employment terminates. Employees may receive, but not use personal days during the orientation period.

HOLIDAYS

Full-time and part-time employees receive their regular compensation for the following county holidays:

New Year's Eve
New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Those employees whose regular work week is Monday to Friday – when a holiday falls on a weekend, it will be observed on the preceding Friday or following Monday.

Those employees required to work on a holiday shall be paid time and one half for all hours worked on a holiday.

UNPAID LEAVE OF ABSENCE – NON FMLA

It is the policy of Louisa County to grant unpaid leaves of absence to its employees when the requests are compatible with a department's operational needs and scheduling requirements. Employees may request an unpaid leave of absence for public service leave, extenuating medical circumstances, to accommodate newly hired employees, or unpaid bereavement leave.

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

A request for an unpaid leave of thirty days or less will be approved or disapproved promptly by the Department Head.

A request for an unpaid leave of more than thirty days will be forwarded with recommendation by the Department Head to the Board of Supervisors or appropriate

governing board. In no event shall unpaid leave, under the provision of this policy, be approved for more than six months by the Board of Supervisors or appropriate governing board.

Upon return from an unpaid leave of absence, Louisa County will attempt to place the employee in his/her former position at the salary and step occupied at the time such leave began; provided however, that the employee is able to perform the essential functions of his/her position. In the event the former position is not available or, the employee is not able to perform the essential functions of his/her position, Louisa County will attempt to place the employee in another position consistent with qualifications, ability, and staffing requirements. At no time will employees utilizing this policy be guaranteed a position upon return from an unpaid leave of absence.

An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned his/her position, unless a written request for extension has been submitted by the employee, recommended by the Department Head, and approved by the Board of Supervisors.

While on an unpaid leave of absence, an employee shall not accrue sick leave or vacation benefits. Nor shall time spent on an unpaid leave of absence be considered time worked for the purpose of receiving an in-grade wage increment. The employee must pay his/her own group health and life insurance premiums for that portion of an unpaid leave of absence in excess of thirty (30) days unless on Family Medical Leave.

In considering an employee's request for an unpaid leave of absence, the Department Head shall require the employee to use available vacation and/or compensatory time accruals prior to being placed on leave without pay.

WORK RELATED INCAPACITY

Employees temporarily incapacitated as a result of work related circumstances will be required to perform assigned work as soon as a designated physician has determined that they are capable of performing those specific duties assigned and such work would not be inconsistent with ongoing medical treatment.

The Department Head shall determine specifically which work assignments are appropriate and shall then obtain the appropriate medical clearance. Such employees will be required to perform duties as assigned and those assignments may include work in any county department or office.

Louisa County will not accommodate non-work-related injuries or illnesses, unless required by law.

IPERS – DEFERRED COMPENSATION

Louisa County employees are covered by the Iowa Public Employee Retirement System. Employees and Louisa County shall contribute a state mandated amount of funding to this system to compensate employees upon retirement.

Louisa County also offers optional programs for supplementing your retirement income known as public sector deferred compensation. These programs allow you to set aside a portion of your current income into a tax-deferred supplemental retirement account.

SICK LEAVE

All full-time employees and part time employees shall be entitled to accrue sick leave based on full time equivalent, service and the hours worked. Full time employees shall accrue 12 days of sick leave annually, and sick leave can accumulate to a maximum of 120 days.

For full-time employees and part time employees, the pay for a day of sick leave will be compensation at the employee's regular rate of pay for eight hours or for their regularly scheduled hours of work, if that number of hours is different than eight.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position;
2. Illness of a member of the employee's family, including spouse, child, parent or legal ward necessitating the employee to be in attendance;
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

An employee continues to accrue sick leave time even while on sick leave.

Employees who are unable to report for work because of illness are to notify the department head before the regular work day begins.

Upon retirement, employees will be paid 33% of their accumulated sick leave up to a maximum of 120 days.

JURY DUTY

Employees may be granted time off with pay for a period not to exceed three calendar months in any one calendar year for the purpose of jury duty. The employee will be granted time off only for that portion of the workday necessary to serve duty. Any jury duty pay received by an employee shall be turned over to the county.

MILITARY LEAVE

Employees with military obligations will be granted leaves of absence in accordance with applicable federal and state laws.

BEREAVEMENT LEAVE

Employees may be granted time off with pay for up to 5 days in the event of the death of spouse, child, or parent. Employees may be granted time off with pay for up to 3 days off in the event of the death in the employee's immediate family. Employees may be granted time off with pay for up to 1 day for the employee's extended family.

For the purposes of bereavement leave, immediate family includes the following: parent-in-law, brother or sister, grandparents or grandchildren; extended family shall include the following: aunt, uncle, cousin, niece, nephew or friend. (Includes corresponding step relatives.)

FAMILY MEDICAL LEAVE ACT

In accordance with the Family Medical Leave Act (FMLA), Louisa County will grant up to 12 weeks' unpaid leave annually, based on the previous rolling 12-month period. To be eligible for this leave an employee must have worked for Louisa County for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition.
2. Birth, adoption or placement of a child.
3. Caring for a spouse, child or parent, with a serious health condition.
4. Exigency arising out of the fact that they employee's spouse, child or parent is covered military member on covered active duty.

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with Federal Law.

You must provide a written request for leave and sufficient medical certification to the Auditor's Office within 15 calendar days from the date of your absence. Louisa County reserves the right to request re-certification at the county's discretion in accordance with federal law.

The annual FMLA allowance will run concurrent with any Workers' Compensation leave.

Your insurance benefits will be maintained for up to 12 weeks during your leave under the same conditions as if you continued to work. You must continue to pay your portion of the insurance premiums. You must make arrangements for payment of these premiums in a timely manner. If your leave extends for more than 12 weeks, you will become responsible for payment of the entire health insurance premium to maintain coverage.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you do not return to work following FMLA leave you will be required to reimburse the county for your share of health insurance premiums paid on your behalf.

You will be required to present a certificate from your physician releasing you to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, Louisa County shall assume that the employee has resigned.

Employees will be required to use all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation.

INCLEMENT WEATHER

In the event of inclement weather, employees who choose not to report to work, or leave early, shall use earned compensatory time, vacation or leave without pay for their absence.

In the event that an Elected Official chooses to close their office, employees shall use earned compensatory time, vacation or leave without pay for their absence.

WORK SCHEDULES

In general, the work schedule of employees will not change from week to week. However, varying conditions in work load and demand of the public may necessitate a change in the work schedule. If it is necessary for the Department Head to change the normal work schedule, every effort will be made to give the employee as much notice as possible. Nothing in this section shall be constructed as a guarantee of the number of hours an employee will be scheduled to work.

PAY PERIODS

Employees shall be paid bi-weekly on the Friday following the pay period. Paychecks or remittance advice can be obtained from the Department Head.

OVERTIME

Periodically, overtime work is necessary to maintain county operations. In most cases, there are a sufficient number of employees available to make overtime work optional. Occasionally, however, the Department Head may require the employee to work overtime.

With Department Head approval, employees may request compensatory time in lieu of overtime pay. Employees may accumulate up to 120 hours of compensatory time.

Exempt employees, as defined by the Fair Labor Standard Act, shall not receive overtime or compensatory time.

Non-exempt employees will be compensated at one and one half times their normal hourly rate for all hours in excess of 40 per week. Vacation hours, compensatory time and sick leave hours shall not be counted as work time for the purpose of determining overtime. Holiday hours shall count as work time for the purpose of determining overtime. All overtime and compensatory time accrued or used must have the prior approval of the Department Head or their designee.

DISCIPLINE

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of Louisa County to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated on the more serious first offense.

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned. Disciplinary action will be issued in a manner which will minimize embarrassment to the employee.

All disciplinary actions will be thoroughly documented in writing appropriate to the infraction committed. A copy should then be given to the employee, and a copy maintained in the employee's personnel file. If the action involves an employee covered by a collective bargaining agreement, said agreement may also require a copy be sent to the appropriate union steward.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the department head, an infraction is readily correctable and is of lesser consequence.

In accordance with Iowa Code, information placed in the employee's personnel file as a result of disciplinary action, may become a public record.

GROUND FOR DISCIPLINARY ACTION

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives which prompted it. Related and mitigating factors would be considered when determining the appropriate action to take. Each of the following work related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other county employee or individual in the community, including verbal or nonverbal sexual or racial harassment.
2. Violation of any lawful and reasonable county or departmental policy.

3. Destruction or loss of county property, including abuse of tools, equipment and/or clothing allotments.
4. Absence from duty without permission, proper notice or satisfactory reason.
5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information.
6. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.
7. Being under the influence of narcotics, alcohol or other physically impairing or illegal substances on the job.
8. Possession of any type of firearms, explosives or concealed weapons (without specific authority).
9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her county job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the county from taking disciplinary action.)
10. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.
11. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
12. An attendance record which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.

The Department Head or elected official may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

COOPERATION IN INVESTIGATIONS

All employees are required to fully cooperate with any representative of the county who is conducting a work-related investigation. Employees will be disciplined for lying to any representative of the county or providing information to any representative of the county which is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any representative of the county.

“Obstructing” includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by a representative of the county, and discouraging other individuals who may be contacted by a representative of the county from responding to or cooperating with the county. “Failing to cooperate” includes, but is not limited to, failing to provide information, documents, or materials requested by a representative of the county, and providing information, documents, or materials which are dishonest, misleading, inaccurate, or incomplete.

SOCIAL MEDIA

Louisa County recognizes that employees may choose to engage in social media networking or published social editorial comments, this policy is intended to provide guidelines for the use of social media as it relates to our organization. (These guidelines apply to employees regardless of when they engage in social media networking.)

- Don't share anything that is confidential.
- Refrain from posting items that could reflect negatively on Louisa County including comments or other posts about drug or alcohol abuse, profanity, off-color or sexual humor or other inappropriate conduct. Don't use ethnic slurs, personal insults, obscenity, or engage in conduct that would not otherwise be acceptable in the Louisa County's workplace.
- Show proper respect for people's privacy.
- Respect the law, including those laws governing defamation, discrimination, and harassment.

Respecting differences, appreciating the diversity of opinions and speaking or conducting yourself in a professional manner is expected as a Louisa County employee.

DRUG FREE WORKPLACE

Louisa County is subject to the Drug-Free Workplace Act of 1988, Public Law

Louisa County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks, and undermines the county's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official business. A report of a conviction must be made to your Department Head within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

PERFORMANCE EVALUATIONS

Frequency of Evaluations: Employees shall be evaluated by the employee's supervisor or department head at least annually, and at such other times as deemed appropriate by the department head

Evaluation Conference: A conference regarding the evaluation will be held between the employee and the evaluator following the completion of the written evaluation. A copy signed by both parties will be given to the employee.

Response: All evaluation reports will be placed in the employee's personnel file. The employee has the right to respond to the evaluation report, and such response will become part of the evaluation report.

COUNTY EQUIPMENT

Louisa County provides supplies, equipment, and materials necessary for you to perform your job. These items include but are not limited to: telephones, computers, email and the internet. These items are intended to be used for the Louisa County purposes.

Minimal, appropriate personal use may be acceptable as determined by your Department

Head. Employees have no reasonable expectation of privacy with respect to any county provided equipment whether or not employees have private access or an entry code into any system.

It is unacceptable for any user at any time to use, submit, publish, display, or transmit on any County computer system information which:

- Violates or infringes on the rights of any other person, including the right to privacy;
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise objectionable or illegal material;
- Contains any material or comments that would offend someone on the basis of his or her race, gender, age, sexual orientation, gender identity, religious or political beliefs, national origin, or disability.
- Restricts or inhibits other authorized users from using the system or otherwise inhibits the efficiency of the computer system.
- Encourages the use of controlled substances or uses the computer system for the purpose of inciting crime, or
- Uses the system for any other illegal purpose.

It is also unacceptable for any user at any time to use the facilities and capabilities of the system to:

- Conduct any business activity or solicit the performance of any activity which is prohibited by law; or
- On-line game playing;
- Transmit material, information or software in violation of any local, state or federal law;

- Conduct any fund raising and public relations activities, not related to County operations; or

Employees who violate this policy are subject to disciplinary action in accordance with established personnel policies.

CELL PHONE

Occasional minimal personal use of a county or personal cell phone is permissible per Department Head approval and if the Department Head sufficiently controls its use.

VEHICLE USE

County vehicles may be available for use by county employees for county business only.

No county vehicle shall be used to transport family members or be used for any personal use other than a direct travel route to and from the county business premises. Louisa County may allow de minimis use as provided by IRS regulations.

Employees must have a valid driver's license or CDL as required, maintain an acceptable driving record and may be required to provide a certificate of insurance to operate a county vehicle, or a personal vehicle for county business. Employees must notify their Department Head immediately upon any serious violation or accident involving a county vehicle.

EDUCATIONAL REIMBURSEMENT

To qualify for reimbursement, course must be continuing education, work related courses or Department Head requested courses. The intent is not for the purpose of obtaining a degree.

The employee must obtain Department Head approval in advance of enrollment. Reimbursement will be made only after the employee submits certification that the course has been completed with a grade of C or better.

The County will reimburse 100% of expenses for tuition and other fees specifically charged by the school for the approved course.

CREDIT CARDS

Department Heads may apply for a Louisa County credit card. To be eligible for a Louisa County credit card, an employee must travel frequently in the course of his/her duties,

purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

The Louisa County credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card, or for personal expenses. Misuses of the card will result in cancellation of the card and withdrawal of Louisa County credit card privileges.

The card may be used for county business only.

Each card will be limited to a maximum of \$3,000. Increases to the established maximum may be made on a case-by-case basis by the Louisa County Auditor.

Louisa County credit card expenditures must be reconciled and submitted upon receipt to the Auditor's office with original sales receipts. Cardholders who have not reconciled and submitted their monthly expenditure claim will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by the Auditor's office, the employee's Louisa County credit card will be cancelled.

Lost or stolen cards must be reported immediately to the Louisa County Auditor.

WORKER'S COMPENSATION

It is the policy of Louisa County to provide appropriate medical care to employees injured during the course of their duties.

In the event of an injury arising out of and in the course of your employment, Louisa County will make every effort to ensure an injured employee is provided proper, prompt medical care. Employees should report an injury to the company nurse, regardless of severity. The company nurse number is 1-888-770-0928. The nurse on call must authorize and schedule all initial physician appointments. Should you choose to receive medical attention from your own medical provider, you will be responsible for all cost incurred.

The "Notice of First Injury Report" shall be filed with the safety committee within (24) twenty-four hours.

The physician at the County's occupational health provider will determine whether or not the injury is work related and therefore compensable.

Regular county employees, injured or sick as the result of an accidental injury or illness arising out of and in the course of their employment for the County, are eligible to use available sick leave or vacation accrual during such period as the employee is unable to perform his/her job for the County.

An employee on authorized sick leave and receiving worker's compensation benefits for a job-related injury or illness, shall receive sick pay in a limited amount sufficient to offset any difference between worker's compensation benefits and the employee's regular rate of pay, but only to the extent that sick leave accruals are then available.

When it is necessary for an employee to visit the County's occupational health provider for follow-up visits or physical therapy in conjunction with a work related injury the following shall apply:

- * The appointments will be made during non-work hours.
- * These visits will not be paid as hours worked.
- * All appointments scheduled during work hours must be preauthorized by the Department Head. In the event an appointment is scheduled during work hours, they will be scheduled as close to the beginning or end of the shift as possible.

All employees assigned any type of alternative/restrictive work duties by the County's Occupational Health provider will be ineligible for any overtime work.

Please review the Louisa County Safety Manual for more specific information relating to safety and worker's compensation.