

**BOARD OF SUPERVISORS**

District 1 | **Kirsten Running-Marquardt**

District 2 | **Ben Rogers**

District 3 | **Louis J. Zumbach**

**JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000

LinnCountyIowa.gov



**LINN COUNTY BOARD OF SUPERVISORS  
MEETING AGENDA**

Monday, June 26, 2023

10 a.m.

Formal Board Room—Jean Oxley Public Service Center  
935 2nd St. SW, Cedar Rapids, IA

**Call to Order**

**Public Comment: Five Minute Limit per Speaker**

This comment period is for the public to address topics on today's agenda.

**Minutes--**Discuss and decide on meeting minutes.

Discuss and decide on a Resolution Extending the Renewable Energy Overlay Rezoning Moratorium from June 30, 2023 until September 30, 2023.

Presentation on the Alliance for Equitable Housing and National Alliance to End Homelessness

Discuss updates/revisions to six Human Resources policies as follows:

- Group Insurance Policy, PM-028
- Equal Opportunity Policy and Diversity Philosophy, PM-024
- Recognition Policy, PM-007
- Fitness Reimbursement Policy, PM-101
- Employee Well-Being Policy, PM-022
- Training and Tuition Reimbursement Policy, PM-013

**Public Comment: Five Minute Limit per Speaker**

This is an opportunity for the public to address the board on any subject pertaining to board business.

**Payroll Authorizations**

Discuss and decide on Employment Change Roster (payroll authorizations).

**Claims--**Discuss and decide on claims.

**Correspondence**

**Appointments**

**Closed Session**

The Board will enter into a closed session to discuss pending litigation, pursuant to Code of Iowa 21.5(1)(c).

**Adjournment**

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at [bd-supervisors@linncountyiowa.gov](mailto:bd-supervisors@linncountyiowa.gov).

RESOLUTION 2023 – –

**A RESOLUTION EXTENDING THE MORATORIUM ON ACCEPTING REZONING APPLICATIONS FOR THE RENEWABLE ENERGY OVERLAY DISTRICT IN ACCORDANCE WITH PROVISIONS IN LINN COUNTY CODE OF ORDINANCES CHAPTER 107, ARTICLE VII**

**WHEREAS**, the Linn County Board of Supervisors (“Board”) on October 12, 2022, duly adopted Ordinance No. 17-10-2022 entitled, “An Ordinance Amending the Code of Ordinances, Linn County, Iowa by Amending Provisions in Chapter 107, Article VII Relating to the Enactment of a Moratorium on Accepting Rezoning Applications for the Renewable Energy Overlay District” (“Moratorium Ordinance”); and

**WHEREAS**, the passage and publication of the Moratorium Ordinance as prescribed by Iowa Code enacted a new subsection 107-149(h)(1) in the Linn County Code of Ordinances that states, “The County shall not approve any request to rezone property to the Renewable Energy Overlay District for a period or periods as described in Sections 107-149(h)(2) while the Board of Supervisors reviews and possibly revises language in this chapter related to utility-scale solar and wind installations;” and

**WHEREAS**, the passage and publication of the Moratorium Ordinance as prescribed by Iowa Code further enacted a new subsection 107-149(h)(2)(a) that stipulates that Subsection 107-149(h) shall be repealed automatically on December 31, 2022, unless extended before that date by Resolution of the Board of Supervisors until no later than June 30, 2023; and

**WHEREAS**, upon the request and recommendation of the Linn County Planning and Development Director, the Board finds and determines that it is necessary, desirable, and in the best interests of Linn County to extend the moratorium deadline of March 31, 2023, as established by Linn County Code of Ordinances Section 107-149(h)(2)(a), to provide for additional time for the review and possible revisions of language in Linn County Code of Ordinances Chapter 107 related to utility-scale solar and wind installations.

**NOW, THEREFORE, THE LINN COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** that the moratorium on requests to rezone property to the Renewable Energy Overlay District, as established by Linn County Code of Ordinances Section 107-174(h)(2)(a), is extended from June 30, 2023, until September 30, 2023.

PASSED AND APPROVED this        day of        , 2023.

**LINN COUNTY BOARD OF SUPERVISORS**

\_\_\_\_\_  
Louis J. Zumbach, Chair

\_\_\_\_\_  
Ben Rogers, Supervisor

\_\_\_\_\_  
Kirsten Running-Marquardt, Supervisor

**ATTEST:**

\_\_\_\_\_  
Joel D. Miller, Linn County Auditor

I, Joel D. Miller, Linn County Auditor, hereby certify that the Linn County Board of Supervisors duly adopted the foregoing resolution at a regular meeting by a vote of: \_\_\_\_ aye, \_\_\_\_ nay, and \_\_\_\_ abstained from voting.

\_\_\_\_\_  
Joel D. Miller, Linn County Auditor

State of Iowa  
County of Linn

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by Joel D. Miller as Linn County Auditor.

\_\_\_\_\_  
Notary Public, State of Iowa



# BOARD OF SUPERVISORS LINN COUNTY, IOWA

<b>Title:</b> Group Insurance Policy		<b>Policy Number:</b> PM-028	
<b>Responsible Department:</b> Human Resources			
<b>Revision No:</b> 1	<b>Revision Date:</b> <a href="#">6/25/23</a>	<b>Policy Effective Date:</b> 07/01/2021	<b>Expiration Date:</b> None until next revision
<b>Initial Approval Date:</b> 6/16/2021 <b>BOS Minutes:</b> 6/14/2021, <del>and</del> 6/16/2021 <a href="#">and 6/27/23</a>		<b>Distribution:</b> PolicyStat	

## I. PURPOSE & OBJECTIVES

The purpose of this policy is to summarize the various insurance coverages that the County provides to employees and identify the premium amounts for which employees are responsible. The County believes that comprehensive and affordable insurance coverage is of value to employees and enables the County to effectively recruit applicants and retain current employees. This policy replaces the Group Insurance articles previously found in the non-law enforcement union contracts.

## II. SCOPE

This policy is applicable to regularly scheduled full-time and part-time Linn County employees responsible to the Board of Supervisors; employees responsible to an Elected Official, including the Elected Official and his/her deputies; County Assessor's Office, Public Health and Conservation employees; and temporary, seasonal or on-call employees.

## III. EXCEPTIONS

Employees covered by the PPME (Deputies and Communication Operators) and IBEW (Sergeants) union contracts. These are law enforcement units and, as such, are still able to negotiate insurance and have insurance articles in their collective bargaining agreements.

## IV. DEFINITIONS

None

## V. PROVISIONS

The County offers group health, dental, [vision](#), life, short term and long term disability insurance policies to each full-time and qualified continuous part-time employee. A qualified continuous

part-time employee is an employee regularly scheduled to work ~~twenty forty (240)~~ hours or more per ~~week 40 hours or more per pay period~~pay period. The Employer contribution toward the monthly premiums for each insurance policy will continue so long as the employee works at least three (3) regular work days in the calendar month in which the premium is due. Days worked shall include paid leaves of absence.

The Employer contribution for qualified continuous part-time employees will be reduced to a pro-rated share of the single or family contract rate according to the number of hours worked per week by the qualified continuous part-time employee, i.e., an employee working ~~twenty forty (240)~~ hours per ~~weekpay period 40 hours or more per pay period~~ would receive a fifty percent (50%) contribution from the Employer toward the single or family contract.

When an employee separates from County employment for any reasons or is laid off out the door, the coverage from each of the group insurance policies will terminate on the first of the following month after the separation or layoff effective date (assuming the employee has at least three (3) regular work days prior to the layoff or termination date). Any continuation of an insurance policy will be pursuant to applicable state and/or federal laws regarding the continuation of group coverages.

Temporary, seasonal or on-call employees are not covered by the County's group insurance plans and no contribution will be made on their behalf.

## **HEALTH INSURANCE**

The County offers a group health insurance coverage plan which meets or exceeds the plan currently administered for Linn County by Wellmark Blue Cross Blue Shield (Alliance Select PPO). The plan design includes a deductible, maximum out of pocket, co-insurance for both in-network and out-of-network providers, prescription drugs and an emergency room co-pay.

The coinsurance will be paid at 90% by Wellmark Blue Cross and Blue Shield (Wellmark) and 10% by the employee after the deductible has been met (if applicable) and the services are performed by a provider listed with the Alliance Select Program. Payment for prescription drugs covered under the Alliance Select Program will apply toward the deductible and after the deductible is satisfied then paid at 70% by Wellmark and 30% by the employee.

If the services are performed by a provider not listed with the Alliance Select Program, the deductible will apply for all covered services and the coinsurance will be paid at 80% by Wellmark and 20% by the employee. The deductible will be waived for covered services received from a physician listed with the Alliance Select Program and if the services are performed in the physician's office.

Details regarding coverages and employee responsibilities are found on the Human Resources Benefits page on our website (<https://www.linncountyiowa.gov/265/Benefits>) and published out to employees on July 1<sup>st</sup> of each year. Employee premiums are subject to change on an annual basis and are communicated to employees at the beginning of each new fiscal year in July.

## **WELLNESS PROGRAM**

A payroll credit of one hundred fifty dollars (\$150.00) will be provided on a fiscal year basis to employees who participate in the County's health screening risk assessment. The health

screening risk assessment can be met by 1) participating in an annual onsite health screening, 2) submitting a Health Form from an annual physical, or 3) by having blood work done through Weland Labs. In addition, employees who participate in the County's health screening risk assessment and who earn 1,000 Wellness Rewards Points during the contract year will be provided an additional payroll credit of three hundred fifty dollars (\$350.00).

Effective July 1, 2023, a fifty dollar (\$50.00) per month premium discount for single or family coverage will be granted to employees who participate in the County's Wellness Rewards Program and achieve a minimum of 1,000 points during the preceding fiscal year.

Newly hired employees during a fiscal year will be eligible for the discounted health insurance premium rates the following fiscal year.

### **DENTAL INSURANCE**

The County offers a group dental insurance coverage plan which meets or exceeds the plan currently administered for Linn County by Delta Dental of Iowa. This plan offers two levels of coverage: PPO or Premier. The PPO plan has a narrower network (less providers in the plan) but offers lower deductibles and higher co-insurance percentages. For either the PPO or the Premier level, preventative services are covered 100% and do not count towards the maximum annual benefit. For either level, the annual dental benefit is \$1,250 and the lifetime maximum for orthodontics is \$2,000.

The County pays the monthly premium for the single contract for participating employees. In addition, the County pays eight dollars and twenty-four cents (\$8.24) toward the monthly premium for the family contract.

### **VISION INSURANCE**

The County offers vision insurance as a voluntary benefit administered by VSP. The plan allows for an eye exam every calendar year with a \$10 co-pay. The plan also has frame, lenses, and contact allowances.

### **LIFE INSURANCE**

The County offers a base life insurance policy to eligible groups of employees as listed below. The County will pay the associated monthly premium for the coverage.

Management, Elected Officials, Assistant County Attorney, and Confidential Employees	\$25,000
PPME Employees	\$20,000
AFSCME and Conservation Employees	\$15,000
Emergency Management Employees	\$10,000

The County also offers supplemental life insurance coverage to employees on a voluntary basis up to \$150,000 without underwriting or \$300,000 with underwriting. Coverage is available in \$10,000 increments. Employees are responsible for paying the additional premium associated with any supplemental coverage.

The County offers a life insurance policy for the employees' spouses up to 50% of the base value of the employees' life policy. Coverage greater than \$25,000 requires underwriting. Coverage is available in \$5,000 increments. The County also offers a life insurance policy for the employees' children (up to age 26) in the amount of \$10,000 or \$15,000.

**SHORT TERM DISABILITY INSURANCE**

The County provides a short term disability insurance plan with benefits which meet or exceed the plan currently administered for Linn County by Madison National Life Insurance Company. The benefits include payment at 60% of salary after completion of a fourteen (14) day waiting period and no taxes are deducted from these payments. An employee may choose to use their accrued sick leave during an extended illness or apply for short term disability without using their sick leave banks beyond the fourteen (14) day waiting period.

The County pays the short term disability insurance monthly premiums for eligible employees.

**LONG TERM DISABILITY INSURANCE**

The County provides a long term disability insurance plan with benefits which meet or exceed the plan currently administered for Linn County by Madison National Life Insurance Company. The benefits include payment at 66 2/3% of salary after short term.- [Long term disability benefits kick in after short term disability benefits are exhausted.](#)

The County pays the long term disability insurance monthly premiums for eligible employees.

**EYE EXAM REIMBURSEMENT**

Each employee, upon presentation of a receipt from their provider for a Vision Exam, shall be eligible for reimbursement for up to seventy-five dollars (\$75.00) or one hundred twenty-five (\$125.00) during a two (2) fiscal year period for the purchase of a **vision examination** for themselves. Amounts reimbursed from an insurance provider are not eligible for reimbursement.

Management, Elected Officials, Assistant County Attorney, Confidential and AFSCME Maintenance Employees	\$125.00
AFSCME Clerical, Para Professional, Professional, Conservation, Emergency Management Employees <a href="#">and PPME Employees</a>	\$75.00

## **ANNUAL OPEN ENROLLMENT**

The County will offer open enrollment for insurance coverages during a specified period in November of each year. If an employee misses the open enrollment deadline, they will have to wait until the next open enrollment period to access insurance or have a qualifying life event. In the event of an unusual and/or extenuating circumstance, an appeal may be made in writing to the HR Director who will then appoint a review committee to consider the facts of the matter and make a determination as to whether an exception will be granted. There is no guarantee that any appeal will result in an exception. Exceptions to deadlines will only be considered for missing the **annual open enrollment** period and only if the employee contacts HR within 5 calendar days after the missed deadline. Should an appeal be granted, the employee will not be eligible for another appeal in the future. A \$250 late enrollment administrative fee will apply to any approved exceptions.

## **VI. ENFORCEMENT**

The County recognizes its responsibility to defend and indemnify its employees as a result of any tort for which they are held liable in accordance with Chapter 670 of the Code of Iowa.

The Human Resources (HR) Department administers this policy and ensures that the providers adhere to the contracted benefits and coverages. HR staff are available to assist employees with any questions or concerns regarding insurance coverages.





# BOARD OF SUPERVISORS LINN COUNTY, IOWA

<b>Title:</b> Equal Opportunity and Workforce Diversity Policy		<b>Policy Number:</b> PM-024	
<b>Responsible Department:</b> Human Resources			
<b>Revision No:</b> <del>43</del>	<b>Revision Date:</b> <a href="#">6/27/23</a>	<b>Policy Effective Date:</b> 12/21/22	<b>Expiration Date:</b> None until next revision
<b>Initial Approval Date:</b> 05/31/95 <b>BOS Resolution:</b> 1999-4-75 <b>BOS Minutes:</b> 4/6/99; 7/1/09; 7/1/19; 8/1/20; 12/21/22		<b>Distribution:</b> To Elected Officials, Department Heads, and County Employees through PolicyStat	

## I. PURPOSE & OBJECTIVES

The purpose of this policy is to provide transparency and accountability throughout Linn County government about what constitutes fair treatment and what is considered discrimination or illegal harassment. Linn County promotes equality of opportunity for all. Linn County government values diversity and encourages employees to recognize their differences both as unique individuals and as members of groups to help eliminate organizational biases between different types of people or backgrounds, and to create and enhance mutual understanding and respect for everyone's differences. Linn County seeks to capitalize on these differences as a major asset to the organization's effectiveness in serving all County residents.

## II. SCOPE

This policy is applicable to all regularly scheduled full-time and part-time Linn County employees responsible to the Board of Supervisors; employees responsible to an Elected Official, including the Elected Official and his/her deputies; County Assessor's Office, Public Health and Conservation employees; and temporary, seasonal, or on-call employees.

## III. EXCEPTIONS

None

## IV. DEFINITIONS

None

## V. PROVISIONS

## Equal Opportunity

It is the policy of Linn County to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide equal advancement for employees; to provide program and employment facilities which are accessible to people with disabilities; and to administer its programs in a manner which does not discriminate against any person because of race, creed, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, veteran or military status, political affiliation or citizenship.

The Board of Supervisors is ultimately responsible for the overall administration of the Affirmative Action/Equal Opportunity Program. The total integration of equal opportunity into all parts of personnel and program management is the responsibility of the Board of Supervisors. The Board of Supervisors will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes. The right of appeal and recourse is guaranteed by Linn County. Any person who feels that he/she has been denied employment, participation, representation, or services in any program administered by Linn County because of race, creed, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran or military status, political affiliation or citizenship has the right to file an equal opportunity complaint.

It shall be an unfair or discriminatory practice for the County to discriminate or retaliate against an employee in any of the rights protected against discrimination by the Federal Civil Rights Act of 1964 or the Iowa Civil Rights Act of 1965 because an employee has lawfully opposed any practice forbidden under such laws, obeys the provisions of such laws or has filed a complaint, testifies, or assisted in any proceeding under such laws.

Further, it shall be a prohibited practice according to Chapter 20 of the Public Employment Relations Act of the Iowa Code for a public employer or the employer's designated representative willfully to discharge or discriminate against a public employee because the employee has filed an affidavit, petition or complaint or given any information or testimony under Chapter 20, or because the employee has formed, joined, or chosen to be represented by any employee organization.

The Equal Opportunity Policy of Linn County shall be posted in conspicuous places within the County departments and distributed to all employees, contractors and to the persons of all advisory and policy making groups.

## Diversity Statement and Purpose

Linn County Government strives to create a workplace environment where all employees can participate in and contribute fully to the organization's goals and objectives. The Government of Linn County values diversity by ~~empowering, encouraging~~ employees to recognize ~~and embrace~~ their differences as unique individuals and ~~as contributing~~ members ~~of in~~ groups to increase the level of understanding.

Diversity goes beyond race, gender, age, nationality, religion, or disability to encompass many other factors such as socio-economic background, personality, education, sexual orientation, and life experience. Greater diversity in the workplace ~~has the potential to~~ enriches the synergy among the employees, which ~~will~~ contributes to excellence in the organization's performance. Our philosophy is based on the belief that each person's differences bring unique qualities to

the organization. Our goal is to capitalize on these differences as a major asset to the organization's effectiveness in serving all the citizens of Linn County [and we are committed to having our organization better reflect the community we serve.](#)

## **Workforce Diversity Reporting**

The County has an Affirmative Action/Equal Opportunity Plan which analyzes applicant and workforce data for the categories of women, minorities, veterans, [older individuals](#) and individuals with disabilities on an annual basis. In addition to the reports contained in the AA Plan, a summary *Workforce Diversity Report* will also be compiled on an annual basis after the receipt of the prior year's Affirmative Action Report.

This report will support Linn County government's efforts to create a workplace environment where all employees are welcomed and encouraged to contribute fully to the organization's strategic plan and to excel in the workplace. The objectives of compiling the annual *Workforce Diversity Report*, in conjunction with the further detail available in the Affirmative Action Report, are to:

- 1) Collect, analyze, and share information that raises awareness about the importance and benefits of workforce diversity;
- 2) Demonstrate Linn County's commitment to providing equal opportunity in hiring and advancement to all applicants and employees;
- 3) Monitor and assess progress made toward ensuring equal opportunity and expanding workforce diversity and its impact on organizational performance; and
- 4) Address the barriers to an equal, equitable, and diverse workplace.

All Linn County department heads and elected officials will complete an annual review of their efforts to recruit, hire, retain, and promote a diverse workforce. They will submit the completed review to the Human Resources ("HR") Department, and will cooperate with the HR Department on all requests for clarification and/or additional information. It is also expected that departments, offices, and boards/commissions will work closely with HR to improve and enhance the diversity of their individual workforces through outreach, selection, retention, and promotion.

1. The HR Department will provide the department/office level Affirmative Action Report for each department or office to review and analyze their respective workforce diversity information which will include all minorities (as defined by the EEOC ethnicity categories in the AA Report), women, veterans, [older persons](#) and persons with disabilities. Note: The EEOC ethnicity categories are Black or African American, Hispanic or Latino, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander.
2. The HR Department will produce and present an annual *Workforce Diversity Report*, based on the previous calendar year [data](#), to the Board of Supervisors [no later than March 31<sup>st</sup> of each year](#) that includes, at a minimum, the following:
  - a. The number of Linn County employees who voluntarily identify as members of protected minority groups as outlined above, women, veterans, [older persons](#) and persons with disabilities;

- b. The number of positions advertised for by Linn County during the past year;
  - c. The number of people who voluntarily identify as members of protected groups who applied for open Linn County positions during the past year;
  - d. The number of individuals who identify as members of protected groups who were hired during the past year.
  - e. The number of department heads who report directly to the Board of Supervisors who identify as members of protected groups.
  - f. The efforts of Linn County departments to recruit and encourage protected groups to apply for open Linn County positions, and to retain employees who identify as members of protected groups. (In some cases, where there has been no turnover of staff in a given year, department heads and elected officials will still report out on their efforts to retain current workplace diversity.)
3. The HR Department will publish the annual *Workforce Diversity Report* on the County's website.

## **VI. ENFORCEMENT**

Elected officials, department heads, and supervisors have the responsibility to cooperate with the Human Resources Department in the collection and analysis of workforce diversity data and in recruitment and retention of protected groups.

If, in the opinion of the Board of Supervisors, the strict application of this policy in a specific instance does not serve the best interests of Linn County, the Board may waive or modify the provisions of this policy.



# BOARD OF SUPERVISORS LINN COUNTY, IOWA

<b>Title:</b> Employee Recognition Policy		<b>Policy Number:</b> PM-007	
<b>Responsible Department:</b> Human Resources			
<b>Revision No:</b> 9	<b>Revision Date:</b> 6/27/23	<b>Policy Effective Date:</b> 6/27/23	<b>Expiration Date:</b> None until next revision
<b>Initial Approval Date:</b> 7/1/96 <b>BOS Minutes:</b> 5/28/96; 5/20/97; 9/25/02; 10/27/05; 6/25/07; 7/1/09; 7/1/11; 7/3/19		<b>Distribution:</b> PolicyStat	

## I. PURPOSE & OBJECTIVES

It is the policy of the Linn County Board of Supervisors to recognize employees for their continuous years of service to the organization, for exemplary service to the County, and upon their retirement from County employment.

## II. SCOPE

This policy is applicable to all regularly scheduled full-time and permanent part-time Linn County employees responsible to the Board of Supervisors; to an Elected Official, including the Elected Official and their deputies [including special deputies](#); and the Public Health and Conservation Departments.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a Linn County labor agreement, the provisions of the Code of Iowa or the labor agreement will prevail.

## III. PROCEDURES

### Years of Service:

In appreciation for dedicated and continuous service, Linn County employees shall receive a recognition award at the completion of one (1) year of service, five (5) years of service, and in five (5) year increments thereafter. Awards will be given quarterly at a recognition breakfast held at a designated location for recipients, their guest and their supervisor.

The schedule for awards is as follows:

### Years of Continuous Service

1 year

5 years

### Recognition Award

Token of Appreciation such as a County Logo Key Chain or Lapel Pin

Certificate of Appreciation and a

	Gift <del>Selection Coupon</del> <a href="#">Card</a> equal to \$20.00
10 years	Certificate of Appreciation and a Gift <del>Card</del> <a href="#">Selection Coupon</a> equal to \$25.00
15 years	Certificate of Appreciation and a Gift <del>Card</del> <a href="#">Selection Coupon</a> equal to \$35.00
20 years	Certificate of Appreciation and a Gift <del>Card</del> <a href="#">Selection Coupon</a> equal to \$45.00
25 years	Certificate of Appreciation and a Gift <del>Card</del> <a href="#">Selection Coupon</a> equal to \$70.00
30 years and continuous 5-year increments	Certificate of Appreciation and a Gift <del>Card</del> <a href="#">Selection Coupon</a> equal to \$85.00

All Linn County employees with one (1) or more years of service will receive a token of appreciation.

All employees who reach a five (5) year increment will receive an invitation to the recognition breakfast and the designated award for years of service, according to the schedule of awards. At the end of each quarter, the Human Resources Liaison will notify the Employee Recognition Committee of the employees scheduled to receive awards during the next breakfast.

### **EMPLOYEE RECOGNITION SELECTION COMMITTEE**

A twelve (12) member Employee Recognition Selection Committee is established, as follows: County departments will be divided into six (6) groups as equal in number of employees as possible. Departments with ten (10) or more employees will submit the names of one (1) management and one (1) non-management employee for possible appointment to the Selection Committee. Departments with less than ten (10) employees will submit the name of one (1) employee, either management or non-management. The Human Resources Department will assign one staff member to serve as the HR Liaison to the committee.

#### **The Groups are made up of the following departments:**

**Group 1** – Auditor’s, County Attorney, Recorder, Board of Supervisors, Facilities, Finance & Budget

**Group 2** - Secondary Roads and Conservation

**Group 3** –LCCS and Risk Management

**Group 4** – Juvenile Detention, Veteran’s Affairs, IT, Purchasing and Veteran’s Affairs

**Group 5** - Sheriff’s Office

**Group 6** –Treasurer’s Office, Planning and Public Health

It is suggested that the employees are chosen first by asking for volunteers and if more than one employee volunteers from each category, (management and non-management) then selection is made by a drawing from those names submitted. If there are no volunteers from a department, then that department will not forward any names to the Human Resources Department.

The Human Resources Department will divide the nominees according to which group their department is in above. The Human Resources Department will draw one name from each

category of management and non-management for each of the six (6) groups, resulting in a committee of not more than twelve (12) people.

Each member selected to be on the committee will serve a two year term. At the end of the two year term, if there are no volunteers to join the committee, the member may continue to serve on the committee.

The HR Liaison will schedule quarterly meetings to review exemplary service nominations. Committee members may call the nominator to discuss the nomination and ensure the nomination meets the criteria set forth for exemplary service. The Employee Recognition Selection Committee and the Employee Recognition Policy Committee will jointly host the recognition breakfasts. A member of the Employee Recognition Selection Committee will narrate the breakfasts.

## **RECOGNITION FOR EXEMPLARY SERVICE**

The Board of Supervisors will recognize employees for exemplary service on a quarterly basis. Awards will be presented for work in the following categories: innovation, customer satisfaction, teamwork, and core values. Notice of the awards and names of recipients will be published in the County Newsletter. At the end of the fiscal year, the HR Liaison will put out a special newsletter highlighting all employees who were nominated for awards during the previous fiscal year.

Nomination forms must be completed for each nomination that is made, and submitted to the Human Resources Department. The Human Resources Liaison will forward nominations to the Employee Recognition Selection Committee. The forms must be complete and legible. Nomination forms are available through the Human Resources Department, in the Employee Handbook, and on the Intranet.

Nomination forms for exemplary service must be submitted by September 1 for presentation in October; by December 1 for presentation in January; by March 1 for presentation in April and by June 1 for presentation in July.

Nominations must be for work accomplished in the previous twelve (12) month period from the date the nomination is due. An employee may be nominated no more than two (2) times for the same work in any year period. An employee may be selected for each award for different work in any year period. An employee may receive the same award only once in any two (2) year period. Any employee or supervisor may nominate any other employee or supervisor.

### **Innovation:**

#### **Innovation may be demonstrated through the following ways:**

1. The creation of a new product or enhancement/improvement of an existing product which results in improved customer satisfaction
2. The creation or improvement of a process which result in time savings, work flow enhancements, cost savings, revenue increases, improved service, or increased safety
3. Implementation of a new technology application which enhances customer satisfaction

#### **Nominations will be evaluated based upon the following behaviors:**

- A. **Initiative:** the awarded work will display a willingness to start an activity without having it assigned

- B. **Creativity:** the awarded work will be of an original nature or an original adaptation of existing work
- C. **Results:** the awarded work will have an impact on dollars, effectiveness, systems, and/or technology

### **Customer Satisfaction:**

#### **Customer satisfaction may be demonstrated through the following ways:**

1. Prioritizing customer satisfaction with the creation or enhancement Linn County Products to better satisfy Customers
2. Providing understanding and assistance to Customers who are not satisfied with a Product or process
3. Taking the initiative to resolve and close the customer experience gap
4. Listening to the Customer to understand their needs and/or expectations in order to improve the customer experience
5. Taking the initiative to determine and confirm understanding of customer needs and expectations to enhance the customer experience

#### **Nominations will be evaluated based upon the following:**

- A. **Products:** the awarded work will highlight the creation of new and/or improved existing products to meet customer needs & expectations
- B. **Voice of the Customer:** the awarded work will focus on identifying and prioritizing needs of the customer
- C. **Bridging the Gap:** the awarded work utilize information from customer interactions to improve and innovate products to enhance customer experiences to reconcile any differences that exist between customer expectations and customer experience

### **Teamwork:**

#### **Teamwork may be demonstrated through the following way:**

1. A collaborative effort between individuals who work toward the solution of mutual goals and internal customer satisfaction.

#### **Nominations will be evaluated based upon the following behaviors:**

- A. **Cooperation:** the awarded work will display the willingness to take on additional responsibilities to meet department and/or organizational goals or to complete a special project
- B. **Openness:** the awarded work will display the willingness to freely share and accept information, ideas, technologies, knowledge, and skills
- C. **Teambuilding:** the awarded work will display the willingness to create an environment that encourages working together

### **Core Values:**

#### **Core Values is demonstrated through the following way:**

1. An employee or group of employees creating an environment and culture of positive attitudes and behaviors that result in improved customer satisfaction.

#### **Nominations will be evaluated based upon the following behaviors:**



**Communication:** the awarded work will display a willingness to communicate openly and effectively

**Respect:** the awarded work will demonstrate personal integrity and respect for others

**Accountability:** the awarded work will recognize the accountability of an employee or group of employees' actions and/or decisions

**Valued contributions:** the awarded work will recognize the valued contributions of an employee or group of employees

**Supportive environment:** the awarded work will document the creation of a supportive, positive work environment

## **SELECTION PROCESS**

The selection process has been designed to assure objectivity and fairness to eligible nominees. Nomination facts will be verified by the Chairperson of the Selection Committee prior to the committee meeting. This is not intended to judge the worth of the nomination, but to confirm the facts given on the nomination form, so that ratings are based on fact. The rating system will be a weighted average method along a four-point scale as described below. A minimum averaged score of 1.0 is required for any award to be given.

- \* 0 = does not meet definition
- \* 1 = meets definition
- \* 2 = exceeds definition
- \* 3 = greatly exceeds definition

Nominations will be ranked based upon the characteristics below and their associated weights.

In the event of a tie the Employee Recognition Selection Committee will flip a coin to determine a quarterly award winner.

In the event of a single nomination the Selection Committee will evaluate the nomination based on the criteria set forth in this policy. If the nomination doesn't receive a minimum score of 1.0 then no award will be given.

If a member of the Employee Recognition Selection Committee is nominated for an award and/or submitted a nomination for a quarterly award or directly supervises a nominee for a quarterly award, he/she shall abstain from the selection process for that award category.

### **INNOVATION:**

Initiative = 30%

Creativity = 30%

Results = 40%

### **CUSTOMER SATISFACTION**

Products = 33%

Voice of the Customer = 34%

Bridging the Gap = 33%

**TEAMWORK:**

Cooperation = 20%

Openness = 30%

Team Builder = 50%

**CORE VALUES:**

- Communication = 20%
- Respect = 20%
- Accountability = 20%
- Valued contributions = 20%
- Supportive = 20%

**Example:**

Employee A and Employee B have each been nominated for the innovation award. The ERSC rates the two (2) employees as follows on the scale of 0-3:

<u>Employee</u>	<u>Initiative (30%)</u>	<u>Creativity (30%)</u>	<u>Result (40%)</u>
Employee A	1	3	3
Employee B	3	2	2

*Next, the scores in each category are multiplied by the percentage weight:*

Employee A	1 x 30% = .3	3 x 30% = .9	3 x 40% = 1.2
Employee B	3 x 30% = .9	2 x 30% = .6	2 x 40% = .8

*Then, the scores are added:*

Employee A	.3	+	.9	+	1.2	=	2.4
Employee B	.9	+	.6	+	.8	=	2.3

Employee A would receive the award in the Innovation category.

Presentations for exemplary service will be made during the same breakfast meeting, which is held for years of service award recipients in the first month of each quarter for the previous quarter (October, January, April, and July). The employee who made the nomination, and the employee's department head or supervisor, if applicable, will be invited to attend the breakfast.

**Awards for Exemplary Service**

Permanent full-time and part-time employees receiving an award for exemplary service in each quarter will receive a \$100 award and a certificate from the Board of Supervisors.

The award for any group of employees (2 or more) is a monetary award to each employee (according to the chart below) and a certificate from the Board of Supervisors for each member of the group.

2-5 Employees      \$50

6-10 Employees      \$25

10+ employees      \$25 (The department/office of the employee will fund any group awards over 10 employees)

All monetary awards for exemplary service will be paid via the payroll process. The award will be deposited directly into the employee's bank account or a check mailed to their home address.

There is a possibility of a maximum of four (4) awards each quarter.

If no employees are nominated during an award period, no awards will be given.

## **RECOGNITION AT RETIREMENT**

In the interest of recognizing an employee's accomplishments at the conclusion of his/her work life, permanent full-time and part-time employees who retire from the County shall be formally recognized as indicated below. The Board of Supervisors will present these awards at one of the quarterly breakfast meetings. The schedule of awards shall be as follows:

1. An eligible employee who retires with less than ten (10) years of continuous service shall receive a certificate of appreciation from the Board of Supervisors & a \$25 Visa gift card.
2. An eligible employee who retires with at least ten (10) years of continuous service, but less than twenty (20) years, shall receive a certificate of appreciation from the Board of Supervisors and a \$50 Visa Gift Card.
3. An eligible employee who retires with twenty (20) or more years of continuous service but less than thirty (30) years shall receive a certificate of appreciation from the Board of Supervisors and a \$75 Visa Gift Card.
4. An eligible employee who retires with at least 30 years or more of continuous service shall receive a certificate of appreciation from the Board of Supervisors and a \$100 Visa Gift Card.

~~All retirements will be noted in the County Newsletter.~~

Any additional celebration in honor of an employee beyond the quarterly recognition breakfast meeting will be the responsibility of employees within the retiree's department. The use of County time and facilities (if available) for a retirement party will be granted, but no County funds will be expended for this purpose.

## **ADMINISTRATIVE PROCEDURES**

1. The Human Resources Department is responsible for administering the provision of this policy to ensure the timely presentation of recognition awards.
- ~~2.~~ The Department Heads are expected to cooperate in the effective implementation of this policy by verifying lengths of service as may be needed, and by notifying the Human Resources Department as far in advance as possible of impending retirements ~~nts.nrs.~~

| 2.



# BOARD OF SUPERVISORS LINN COUNTY, IOWA

<b>Title:</b> Fitness Reimbursement Policy		<b>Policy Number:</b> PM-010	
<b>Responsible Department:</b> Human Resources			
<b>Revision No:</b> 8	<b>Revision Date:</b> 6/27/23	<b>Policy Effective Date:</b> 6/27/23	<b>Expiration Date:</b> None until next revision
<b>Initial Approval Date:</b> 12/14/94 <b>BOS Minutes:</b> 6/10/96; 7/28/97; 9/25/02; 8/13/03; 6/25/07; 7/1/09; 7/3/19		<b>Distribution:</b> PolicyStat	

## PURPOSE

The Fitness Reimbursement program is offered by Linn County to encourage employees to become physically fit, with the anticipation of lower health care claims and less frequent utilization of sick leave benefits. The County will reimburse a maximum of twenty dollars (\$~~20~~30) per month for a single fitness facility membership for the employee, or if the employee has a family membership, the County will reimburse a single membership rate up to and not to exceed ~~thirty~~ twenty dollars (\$~~20~~30) per month.

## SCOPE

This policy is applicable to all full-time and part-time employees, regularly scheduled twenty (20) hours a week or more. This includes Linn County employees responsible to the Board of Supervisors, employees responsible to an elected official, including the elected official and their deputies and the Conservation Department. Also included are employees of Emergency Management and the County Assessor’s Office. Reimbursement for part-time employees will be prorated based on the number of hours regularly scheduled per week.

## EXCEPTIONS

The Fitness Reimbursement is not available to part-time employees that are scheduled to work less than twenty (20) hours per week or temporary, seasonal, or on-call employees.

### Specific Policy Provisions

- A. To be eligible for a monthly fitness reimbursement, the employee must visit an eligible fitness facility a minimum of eight (8) times per month.
- B. Local health/fitness facilities and online exercise courses (e.g., Pelaton) are eligible for reimbursement if they offer both aerobic and/or anaerobic activities. You can submit information to the Human Resources Department for facility approval if you have a question.

Linn County Fitness Centers located at worksites are NOT eligible for reimbursement.

- C. To receive a fitness reimbursement, a Fitness Reimbursement Claim Form must be completed. The Fitness Reimbursement Claim form is available on the county website or at the Human Resources Department. A claim form can be filed quarterly, semi-annually or annually for reimbursement of fees.

The completed claim form along with a receipt from the health/fitness facility or bank statement (showing your automatic deduction from your account) is submitted to the Human Resources Department.

1. Each claim form will have a choice of statements which will need to be read and verified with the employee's signature. The employee will need to select the proper statement for his/her claim. The choice of statements are as follows:

a. **Claim for Semi Annual or Annual Payment**

The fee incurred and paid will state "I, (employee's name), will/have (circle one) attend/ed (insert facility's name) an average of eight (8) times per month for the following months (list months)."

Employees are eligible for up to six (6) months advance payment if paying an annual fee. This will be used for both the first and second installment of an annual fee. You will be using the same receipt for both reimbursement requests.

b. **Claim for Monthly Payment** (Reimbursement is paid quarterly, every three (3) months or greater.)

The fee incurred after the service has been provided and payment made, will state "I (employee's name), have attended (insert facility's name) an average of eight (8) times per month for the following months (list months).

Proof or payment is required for each month.

- D. Employees who terminate employment with Linn County have until the end of the calendar month of their termination to submit their request for Fitness Reimbursement. This request may be for less than the three (3) month minimum request.
- E. Employees who terminate their membership at a health/fitness facility prior to completion of a quarter may submit a request for less than the three (3) month minimum request with approval from Human Resources.
- F. Employees may request reimbursement at any time during the year. Reimbursement is processed through the Auditor's Office/Accounts Payable and will be deposited to your account on file. If you do not have an account on file with the Auditor's Office/Accounts Payable, you will be issued a paper check.

G. All claims for reimbursement, with accompanying documentation, must be submitted to the Human Resources Department **prior to the last work day of February following the end of the calendar year of reimbursement.** For example, receipts for calendar year 2023~~19~~ must be turned into the Human Resources Department prior to the last working day in February 29, 2024~~20~~.

# FITNESS REIMBURSEMENT CLAIM FORM

Employee: \_\_\_\_\_ Department: \_\_\_\_\_  
(Print Name)

Home Address: \_\_\_\_\_

Work Status: Full or Part Time (circle one) Hours per week: \_\_\_\_\_

Amount Requested: \_\_\_\_\_  
(Maximum: \$20/month for full time employees)

Complete the appropriate section based upon your payment/s to the fitness facility.

## CLAIM FOR SEMI-ANNUAL OR ANNUAL PAYMENT

Claim for payment of annual membership dues. Reimbursement is paid up to a maximum of six months in advance.

You must attach a receipt from your facility or a copy of your bank statement showing the deduction of your dues.

I, \_\_\_\_\_ (insert employee name) will/have (circle one) attend/ed (insert facility name) \_\_\_\_\_ an average of eight times per month for the following months (list months)

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

## CLAIM FOR MONTHLY PAYMENT

Claim for payment of monthly membership dues. Reimbursement is paid **quarterly** (every three months) or greater.

You must attach a receipt from your facility or a copy of your bank statement showing the deduction **for each month** of your dues.

I, \_\_\_\_\_ (insert employee name) have attended (insert facility name) \_\_\_\_\_ an average of eight times per month for the following months (list months)

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

All claims for the current calendar year are due to the Human Resources Department no later than the last working day in February of the following calendar year. (Ex: January – December 2019 reimbursement deadline is February 29, 2020.)

**REMINDER:** Attach proof of payment (Receipt or Bank Statement/s).

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

\_\_\_\_\_  
Date



# BOARD OF SUPERVISORS

## LINN COUNTY, IOWA

<b>Title:</b> Employee Well-Being Policy		<b>Policy Number:</b> PM-022	
<b>Responsible Department:</b> Human Resources			
<b>Revision No:</b> <a href="#">2</a>	<b>Revision Date:</b> 6/27/23	<b>Policy Effective Date:</b> 6/27/23	<b>Expiration Date:</b> None until next revision
<b>Initial Approval Date:</b> 8/28/13 <b>BOS Minutes:</b> 8/28/13		<b>Distribution:</b> PolicyStat	

### PURPOSE

It is the policy of Linn County to support the well-being of employees through a variety of programs designed to promote health and wellness of the employee, his/her family, and the community. Benefits of worksite wellness programs include an increase in work performance, reduced absenteeism and on-the-job injuries, containment of health care costs as well as improved morale and quality of life for employees (Linn County Strategic Plan, Strategy 4, Enhance Quality of Life, [www.linncounty.org](http://www.linncounty.org)).

### SCOPE

This policy is applicable to all regularly scheduled full-time and part-time Linn County employees responsible to the Board of Supervisors; employees responsible to an Elected Official, including the Elected Official and his/her deputies; employees of the County Assessor's Office, Public Health Department and Conservation Department; temporary, seasonal or on-call employees.

### SPECIFIC POLICY PROVISIONS

Linn County supports:

#### **Partnership with an independent wellness vendor to provide:**

- A. Annual health screening, health coaching, and disease management programs
- B. Information and education for health risk prevention
- C. Annual reporting of aggregate results to management for strategic planning
- D. Annual reporting of aggregate results to employees
- E. Incentives for participation in wellness screenings

#### **Health Awareness Team**

- A. The Health Awareness Team mission is to: create a supportive, positive work environment by promoting a healthy lifestyle for County employees.



- B. (Linn County Strategic Plan, Strategy 6, Create and Foster a Culture of Ownership, [www.linncounty.org](http://www.linncounty.org)).
- C. The Team consists of employees from various departments and is open to any employee that would like to join and has management approval. The Committee meets once per month for approximately an hour and half unless more time is needed to work on a larger event (i.e., Health and Safety Fair). Director approval is obtained for events that may involve time during the work day; this is kept to a minimum so as not to disrupt day-to-day business.
- D. Examples of Wellness initiatives include:
- Linn County Healthy Steps Newsletter (quarterly Health Awareness Team publication)
  - Wellness information in The Linn County Link (quarterly employee newsletter)
  - Health and Safety Fair
  - Flu shot clinic
  - Biggest Loser Challenge
  - Blood Drives
  - Health Screening and Risk Assessment
  - Health Coaching on work time (if eligible)
  - Organized team participation in community events/walks
- E. Wellness Logo  
The Health Awareness Team has created a logo that is placed on all Health Awareness Team endorsed events, activities, and educational materials.

### **Exercise & Health**

- A. Linn County encourages all of its employees to engage in a regular program of exercise (unless existing medical conditions make such a program unadvisable).
- Exercise time should not conflict with the peak work schedule, other work related responsibilities, create a need for overtime, or cause conflicts with other employees' schedules.
  - Time away from work for exercise purposes may occur during break-time, lunch-time, before work, after work, or on the weekends depending upon the type of exercise program with which the employee is involved.
  - Time away from work to exercise should not exceed normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, flex/vacation leave time must be used. The use of flex or vacation time must be approved using the same procedure as other time off requests.
- B. Off Site Fitness Centers/Online Fitness Classes – Linn County has a Fitness Reimbursement Policy (PM-101 in the Employee Handbook and on the Employee Intranet) which offers full-time employees up to ~~\$20.00~~**\$30.00** per month for reimbursement of fitness center dues. Reimbursement for part-time employees working greater than twenty (20) hours per week will be prorated based on the

number of hours regularly scheduled per week. ~~A list of current vendors is available in the Employee Handbook and on the Employee Intranet.~~

- C. On Site Fitness Centers – Linn County provides on-site fitness centers for County employees at the Public Service Center, Community Services Building, and the Sheriff's Office. For additional information employees should contact the Risk Management Department at 892-5200.
- D. Stretching – Linn County strongly encourages daily stretching. A consistent flexibility training program is important for maintenance of range of motion and flexibility. Stretching is allowed to be performed during work time but should be done in a manner that does not leave a work area unstaffed. Please reference the Employee Intranet *Get Up Offa That Thing* link for suggested stretching exercises.
- E. Alcohol at County Sponsored Events – Alcohol is not allowed at Linn County sponsored events (PM-006 Drug-Free Workplace Policy in the Employee Handbook and on the Employee Intranet).
- F. Linn County is a Smoke-Free Workplace (PM-012 Smoke-Free Policy in the Employee Handbook and on the Employee Intranet).
- G. Clean Air/Tobacco Cessation Programs – prescription drugs and devices used to treat nicotine dependence as well as medical evaluations are covered under the group health insurance plan at 100%.

### **Worksite Breastfeeding**

- A. Employees shall be provided a place to breastfeed or express milk. An employee room is provided as a private and sanitary place for breastfeeding employees to express their milk during work hours. This room provides an electrical outlet and nearby access to running water. Employees may use their private office for breastfeeding or milk expression, if they prefer. In facilities where there is not a designated "private room," accommodations will be made.
- B. A refrigerator will be made available for safe storage of expressed breast milk. Employees may use their own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees should provide their own containers, clearly labeled with name and date. Those using the refrigerator are responsible for keeping it clean.
- C. Employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. A breastfeeding employee shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for her child. ~~The time would not exceed normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/flex leave time must be used.~~ Reasonable break time for breastfeeding will be provided for up to one (1) year, per pregnancy.

D. Staff is expected to provide support for breastfeeding employees. Realizing the importance of breastfeeding to the infant, the mother, the County, and employees should provide an atmosphere of support.

### **Employee Volunteers**

- A. Linn County recognizes it is our responsibility as a good corporate citizen to help strengthen our community. Consequently, we encourage our employees to become involved in the community, lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.
- B. In support of our community involvement, the Board of Supervisors, Human Resources and department managers will review and select charities to support throughout the year. Supervisory approval needed for events that may involve volunteer time during the day. This should be kept to a minimum so as not to disrupt day-to-day business. Examples of Linn County currently supported charities:
  - Charitable Giving Campaign (United Way, Iowa Shares and Community Health Charities)
  - Eastern Iowa Freedom from Hunger
  - Toys for Tots
  - Adopt-a-Family
  - Giving Trees
  - Mississippi Valley Regional Blood Center
  - Corridor Goes Casual for KidsStand Down (connects homeless and near-homeless with community resources)
  - ADA Celebration
  - Adopt a Veteran

### **Healthy Nutrition**

- A. Linn County is dedicated to providing a work environment that supports healthy nutrition. Nutrition has an impact on our health. The provision of healthy food alternatives will make it easier for employees to make healthy choices and will contribute to better health for all.
- B. Linn County will ensure that a variety of healthy food choices are available for all organization activities. This applies to all meetings, functions, and events for employees and guests where food is served.
- C. Linn County will ensure that all meal, snack, and beverage choices offered will include one (1) or more of the following items:
  - **Fruits and/or vegetables** – Examples include fresh, frozen, canned or dried fruits (such as grapefruit, oranges, apples, raisins, or 100% fruit juices), and fresh, frozen or canned vegetables

- **Low-fat milk and dairy products** – Examples include skim/nonfat or 1% milk (also lactose-free); low-fat or fat-free yogurt, cheese, ice cream, and calcium-fortified soy beverages
- **Foods made from grains (like rice, wheat, and oats), especially whole grains** – Examples include whole-wheat crackers, bread and pasta, whole-grain cereal, and low-fat baked chips
- **Water**

D. Linn County supports healthy vending choices as outlined in the Healthy Vending Policy (OP-018 Healthy Vending Policy ~~in the Employee Handbook and on the Employee Intranet~~).

### **Enforcement**

Elected Officials, Department Heads and supervisors have the responsibility to encourage adherence to this policy and to enlist the cooperation of employees in accomplishing these objectives.



## LINN COUNTY FITNESS CENTERS

**FACILITIES:** Linn County has fitness centers located in the Public Service Center located at 935 2<sup>nd</sup> Street SW, the Community Services Building located at 1240 26<sup>th</sup> Street Ct SW and the Harris Building located at 1020 6<sup>th</sup> St. SE. The fitness centers consist of cardiovascular equipment, strength training equipment and televisions. Locker rooms and shower facilities are available for use of employees.

**HOURS OF OPERATION:** Monday – Friday 5:00 a.m. to 9:00 p.m.  
Saturday & Sunday 7:00 a.m. to 12:00 p.m.

**ELIGIBILITY:**

Regular full and part-time (twenty (20) hours per week or more) Linn County employees

**MEMBERSHIP:** \$15 annual membership fee

The following forms **must** be completed, along with an orientation of the Fitness Center, before membership is granted.

1. ***Acknowledgement of Assumption of Risk, Release and Indemnity Agreement:*** This form must be completed and signed prior to use of the fitness center.
2. ***PAR-Q:*** This form assesses your ability to immediately perform moderate to vigorous activity. This form must be completed prior to joining the center. A Physician's Release form could be requested if health concerns are present.

**NOTES:**

1. Weekdays between the hours of 8:00 a.m. – 5:00 p.m., please park in the employee parking lots.
2. Your County issued access card will gain you access to the front entrance of the buildings and into the Fitness Center and locker room area.

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### HOW DO I GET STARTED?

For details on becoming a member check out the forms on the intranet or call Risk Management to obtain copies of the forms and e-mail [risk\\_mgmt@linncounty.org](mailto:risk_mgmt@linncounty.org) to schedule an orientation.

**Bring completed forms to the orientation appointment**