LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA
Monday, July 17, 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.

Public hearing to determine whether Linn County will convey to Kirk D. Weih and Annette M. Weih whatever interest Linn County may have in vacated right-of-way along former portion of Skillman Road in section 12, township 82 and range 06.

Approve application for Consumer Fireworks permit for Crystal Cummings to conduct a fireworks display at 1868 Horn Rd, Mt Vernon on July 22, 2023 with a rain date of July 21, 2023, noting all conditions have been met.

Discuss proposed Temporary Use Permit, case PTU23-0006, request by Wendling Quarries Inc., owners; Streb Ready Mix LLC, petitioner, to temporarily operate a concrete batch plat, located at 2896 Coggon Road, Coggon, Iowa, from July 19, 2023 to September 1, 2023

Discuss FY24 Revisions to the Management, Non-Bargaining and Confidential Personnel Policies and Procedures Manual and Salary Structure

Discuss Revisions to the Family and Medical Leave Act Policy PM-009

Discuss Updated Employee Resource Guide (Benefits, Time Away from Work, Resignation and Retirement, Other)

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

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.
Legal Description:

A portion of Section 12, T. 82N., R.06W. of the 5th P.M., Linn County, Iowa described as follows:

Existing Skillman Road right-of-way lying 33' east of the west line of Lot 7, Auditors Plat No. 81, north of U.S. Highway 30 right-of-way and south of the east 75' right-of-way line of Skillman Road.

Said vacated area = 0.38 acres more or less, subject to easements and restrictions of record or use.

LEGEND

--- PROPERTY/ROW LINE
--- SECTION LINE
( ) RECORDED DIMENSION or RECORDED BK-PG
**APPLICATION FOR DISPLAY FIREWORKS PERMIT**

Submit completed application at least fourteen (14) days prior to the proposed use of display fireworks to:
Linn County Risk Management, 335 Second Street SW, Cedar Rapids, IA 52404

<table>
<thead>
<tr>
<th>Display</th>
<th>Date: 7/22/23</th>
<th>Start Time: 9 PM</th>
<th>Rain Date: 7/21/23</th>
<th>Ending Time: 10 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>1808 Horn Rd Mt Vernon IA 52314</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Name: Crystal Cummings</th>
<th>Date of Birth: 1/19/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1692 Sth St Marion IA 52302</td>
<td>E-Mail: <a href="mailto:SportyS1@aol.com">SportyS1@aol.com</a></td>
<td></td>
</tr>
<tr>
<td>Phone: 319.431.4151</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Name: Walt Horn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1868 Horn Rd Mt Vernon IA 52314</td>
<td></td>
</tr>
<tr>
<td>Phone: 319.360.5838</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operator</th>
<th>Name: Crystal Cummings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth: 1/19/19</td>
<td></td>
</tr>
<tr>
<td>Address: 1692 Sth St Marion IA 52302</td>
<td></td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:SportyS1@aol.com">SportyS1@aol.com</a></td>
<td></td>
</tr>
<tr>
<td>Phone: 319.431.4151</td>
<td></td>
</tr>
</tbody>
</table>

- Display Operator Certification from Pyrotechnics Guild Int.
- Current, valid firework’s operator license
- Equivalent safety training and experience

- Use of Consumer Fireworks

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Insurance Company: Farm Bureau</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Coverage Amount: 4,000,000</td>
<td></td>
</tr>
</tbody>
</table>

| Fire Prevention | Fire Prevention Measures (attach additional sheets if necessary): Water truck, water sprayers |

I, the Applicant, hereby affirm: I have read Linn County Resolution No. 2019-5-83 establishing provisions for the permitting and use of fireworks and I understand the provisions listed in the resolution; No person shall handle or explode fireworks while under the influence of alcohol or drugs that could adversely affect judgment, movements, or stability; No person who is not 18 years of age will set up or explode fireworks; No person who does not meet at least one of the safety requirements of an Operator, or who is not under the direct supervision of an Operator will set up or explode fireworks; The Operator will conduct a thorough search for unexploded fireworks or fuses at the conclusion of the display. Any unexploded fireworks will be stored or disposed of in a safe manner; The Applicant, Sponsor and Operator will follow the provisions of Resolution 2019-5-83, and Iowa law. Further, I specifically agree to protect, defend, and hold Linn County, its officers and employees, and the fire chief or assistant fire chief who signs this permit application, harmless from any and all damages or claims for damages that might arise or accrue by reason of the granting of the permit for which I have applied.

Applicant’s Signature: Crystal Cummings Date: 7/12/23

I approve of the location and fire prevention measures for this use of display fireworks.

Fire Chief or Asst. Fire Chief’s Signature: ________________________ Dept. ________________________ Date: _______________

Linn County Risk Manager’s Signature: ________________________ Date: _______________

This application was approved by the Linn County Board of Supervisors on the ______ day of ________, 20____

Attest: ________________________ Joel D. Miller, Linn County Auditor

cc: Linn County Sheriff’s Office
Amended Declarations - Place With Your Policy
THIS IS NOT A BILL

First Named Insured
WALTER T HORN
1868 HORN RD
MOUNT VERNON, IA  52314-9517

Policy Number 7310384
Policy Period 03-19-2023 to 03-19-2024
Amended 04-14-2023

Your Farm Bureau Agent
BRIAN R BERG
319-393-8318

Farm Bureau Member's Choice Policy

Customer Service 866-399-3237
Claims Hotline 800-226-6383

This declarations is a part of the policy and shows the coverages that are provided during the specified policy period.

<table>
<thead>
<tr>
<th>Named Insured(s)</th>
<th>Annual Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>WALTER T HORN</td>
<td></td>
</tr>
<tr>
<td>NANCY HORN</td>
<td></td>
</tr>
<tr>
<td>WALTER T &amp; NANCY E HORN REVOCABLE T</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary of Coverage</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Coverage</td>
<td>$1,602.78</td>
</tr>
<tr>
<td>Property/Liability Coverage</td>
<td>$9,161.68</td>
</tr>
<tr>
<td>Personal and Farm/Ranch Umbrella Coverage</td>
<td>$1,062.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Added 2024 Chevrolet SILVERADO 1GC4YSEYXRF115829;</td>
<td></td>
</tr>
<tr>
<td>Removed 2020 Chevrolet SILVERADO 1GC4YTEY7LF178619</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy Discounts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Insurance</td>
<td>Dwelling Insurance</td>
</tr>
<tr>
<td>Vehicle Claim Free</td>
<td>Conviction Free</td>
</tr>
<tr>
<td>Multiple Vehicle</td>
<td>Mature Operator</td>
</tr>
<tr>
<td>Annual Mileage Credit</td>
<td>Total Account</td>
</tr>
<tr>
<td>Protective Devices</td>
<td>New Roof</td>
</tr>
<tr>
<td>Property Claim Free</td>
<td>50 Plus Credit</td>
</tr>
<tr>
<td>Underlying Insurance Credit</td>
<td>Paid In Full</td>
</tr>
<tr>
<td>Ag Advantage</td>
<td>Ag + Rewards</td>
</tr>
<tr>
<td>Financial Services</td>
<td></td>
</tr>
</tbody>
</table>

PKIA.D1000.0123  Page 1 of 7  Policy No. 7310384
04-14-2023
### 2018 TIMPTE 4066 1TDH40021JB15934H

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision</td>
<td>$40,000 Stated Amount</td>
<td>$1,000</td>
</tr>
<tr>
<td>Comprehensive</td>
<td>$40,000 Stated Amount</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Annual Vehicle Premium**

$160.84

### 2016 GOOSE NECK TRAILER 5RVDC1428GP041042

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision</td>
<td>$5,000 Stated Amount</td>
<td>$500</td>
</tr>
<tr>
<td>Comprehensive</td>
<td>$5,000 Stated Amount</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Annual Vehicle Premium**

$42.16

### 1998 International 9200 2HSFMAHW3WC032506

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury Liability</td>
<td>$250,000 each person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$500,000 each occurrence</td>
<td></td>
</tr>
<tr>
<td>Property Damage Liability</td>
<td>$100,000 each occurrence</td>
<td></td>
</tr>
<tr>
<td>Auto Uninsured Motor Vehicle</td>
<td>$250,000 each person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$500,000 each accident</td>
<td></td>
</tr>
<tr>
<td>Auto Underinsured Motor Vehicle</td>
<td>$250,000 each person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$500,000 each accident</td>
<td></td>
</tr>
<tr>
<td>Auto Medical Payments</td>
<td>$5,000 each person</td>
<td></td>
</tr>
<tr>
<td>Collision</td>
<td>$20,000 Stated Amount</td>
<td>$1,000</td>
</tr>
<tr>
<td>Comprehensive</td>
<td>$20,000 Stated Amount</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Annual Vehicle Premium**

$230.90

### 2008 LOADTRAIL 20 FT. TRAILER 7583CS07200801

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision</td>
<td>$2,500 Stated Amount</td>
<td>$1,000</td>
</tr>
<tr>
<td>Comprehensive</td>
<td>$2,500 Stated Amount</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Annual Vehicle Premium**

$69.67

---

### Property/Liability

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury Liability/Property Damage Liability</td>
<td>$300,000 each occurrence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$600,000 aggregate</td>
<td></td>
</tr>
<tr>
<td>Medical Payments to Others</td>
<td>$2,000 each person/each occurrence</td>
<td></td>
</tr>
<tr>
<td>Liability Loss Assessment</td>
<td>$1,000 each occurrence</td>
<td></td>
</tr>
<tr>
<td>Limited Farm/Ranch Pollution Liability Coverage</td>
<td>Section I - Non-Auto Transportation and Storage Coverage</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>$100,000 incident limit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50,000 animal waste sublimit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$200,000 aggregate limit</td>
<td></td>
</tr>
<tr>
<td>Section II - Chemical Application Coverage</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Total Limited Farm/Ranch Pollution Liability Aggregate</td>
<td>$300,000 incident limit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$600,000 aggregate limit</td>
<td></td>
</tr>
<tr>
<td>Medical Payments to Others</td>
<td>$2,000 each person</td>
<td></td>
</tr>
<tr>
<td>Pollution Emergency Response Costs</td>
<td>$25,000</td>
<td></td>
</tr>
</tbody>
</table>
Business Injury Liability $300,000 each occurrence/offense
$600,000 aggregate

Rental Dwelling - 1 Family (Residence Premises or Other)
Named Insured(s)
WALTER T HORN
NANCY HORN
Medical Payments to Others
$2,000 each person/each occurrence
Hired and Non-Owned Auto Liability
Identity Services and Fraud Expense Coverage
$25,000 each occurrence
Fire Department Service Charge $1,000
Property Loss Assessment $1,000

Insured Location
1868 HORN RD, MOUNT VERNON, IA 52314-9517

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2001 Dwelling</strong></td>
<td>$735,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Guaranteed Replacement Cost w/125% Cap</td>
<td>12 months</td>
<td>$2,000</td>
</tr>
<tr>
<td>Special</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of Use - Actual Loss Sustained</td>
<td>$10,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Ordinance or Law</td>
<td>$5,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Water Backup of Sewers/Drains</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Service Line</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Household Personal Property</strong></td>
<td>$514,800</td>
<td>$2,000</td>
</tr>
<tr>
<td>Replacement Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenant's Loss of Use - Actual Loss Sustained</td>
<td>12 months</td>
<td></td>
</tr>
<tr>
<td>Special Limits of Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Money</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Valuable Records</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Watercraft</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Trailers</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Jewelry/Furs</td>
<td>$1,000 per item/$2,000 per occurrence</td>
<td></td>
</tr>
<tr>
<td>Plateware</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Firearms</td>
<td>$2,000 per item/$4,000 per occurrence</td>
<td></td>
</tr>
<tr>
<td>Business Property On Premises</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Business Property Off Premises</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Electronic Apparatus</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Water Backup of Sewers/Drains</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Contents of Freezer or Refrigerated Unit</td>
<td>$1,000</td>
<td>No</td>
</tr>
<tr>
<td><strong>Bldg-All Metal Const 68 X 54 Metal Building Rates</strong></td>
<td>$202,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Replacement Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Blanket Farm/Ranch Personal Property</strong></td>
<td>$259,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Special</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scheduled Farm/Ranch Personal Property</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scheduled Equipment - Replacement Cost</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tractor - 2022 FERRIS 5901881 4002200426 Replacement Cost</td>
<td>$16,200</td>
<td>$2,000</td>
</tr>
<tr>
<td>Special</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skid Loader - 2021 BOB CAT T770 T770 AT6331412 Replacement Cost</td>
<td>$82,400</td>
<td>$2,000</td>
</tr>
<tr>
<td>Special</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Garage 36 X 24 Other Building Rates $20,500 $1,000
   Actual Cash Value
   Named (1-10)
Grain Bins 18 X 24 Metal Building Rates $27,900 $1,000
   Actual Cash Value
   Named (1-10)
Grain Bins 16 X 24 Metal Building Rates $21,500 $1,000
   Actual Cash Value
   Named (1-10)
Grain Bins 16 X 24 Metal Building Rates $55,200 $1,000
   Replacement Cost
   Named (1-10)
Grain Bins 16 X 18 Metal Building Rates $12,300 $1,000
   Actual Cash Value
   Named (1-10)
Grain Bins 21 X 36 Metal Building Rates $75,200 $1,000
   Replacement Cost
   Special

Insured Location
270TH STREET HIGHWAY 21, TAMA, IA 52339
Location Description:
Section 36 Township 13 Range 84N

Insured Location
1748 HORN RD, MOUNT VERNON, IA 52314-9603
Location Description:
Section 24 Township 83 Range 6

Annual Property/Liability Premium $9,161.68

---

**Personal and Farm/Ranch Umbrella**

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I</td>
<td>Protection for Personal Vehicle and/or Business Liability</td>
</tr>
<tr>
<td>Part II</td>
<td>Protection for Personal Liability and/or Farm/Ranch Liability</td>
</tr>
<tr>
<td></td>
<td>Each Occurrence/Offense $4,000,000</td>
</tr>
<tr>
<td></td>
<td>Umbrella Aggregate $4,000,000</td>
</tr>
<tr>
<td></td>
<td>Self-Insured Retention $1,000</td>
</tr>
</tbody>
</table>

Annual Umbrella Premium $1,062.00

**Policy Forms & Endorsements**

- PKXX.J0001.0510
- PKIA.SGENL.0422
- PKIA.SGENS.0510
- PKIA.SVEHI.0123
- PKIA.MVLA.0123
- PKIA.MANMP.0123
- PKIA.MVDAM.0123
- PKIA.MAUMU.0123
- PKIA.MRMED.0508
- PKIA.MRUMU.0508
- PKIA.SLIAB.0420
- PKIA.MFLIA.0420
- PKIA.MBLIA.0420
- PKIA.SPROP.1216
- PKIA.MDWLG.0919
- PKIA.MGOOS.0618
- PKIA.MHHP.0711
- PKIA.MFRPP.0618
- PKIA.MSCHP.0508
- PKIA.SUMBR.0420
- PKXX.EL011.0420
- PKXX.EP016.0922
- PKXX.EX009.0116
- PKXX.EX012.0917

PKIA.D1000.0123
TEMPORARY USE - BATCH PLANT APPLICATION AND SEVERE WEATHER PLAN

This application is for Temporary-Use Batch Plants held on properties within County jurisdiction. It is recommended that this application (including a Severe Weather Plan and Minor Site Plan) be submitted at least sixty (60) days prior to operation. An approved certificate of liability insurance should be received at least thirty (30) days prior.

Return the following required documents via email to plan_dev@linncountyiowa.gov:
- Application w/Severe Weather Plan
- Site Plan
- Proof of Insurance

The standard application fee is $100 and can be paid with check or credit card. If your application is received 14 days or less prior to your event, an expedited application fee of $500 will be charged.

All applications are subject to approval by the Linn County Technical Review Committee. For all new batch plants, a Resolution signed by the Linn County Board of Supervisors is required. Notice of Approval from Linn County Planning & Development or Resolution from the Board of Supervisors will include the conditions which must be met prior to operation. Please refer to the contacts list page for additional assistance.

<table>
<thead>
<tr>
<th>Property Owner Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong>: Wendling Quarries Inc.</td>
</tr>
<tr>
<td><strong>Address</strong>: 2647 - 225th Street, DeWitt, IA 52742</td>
</tr>
<tr>
<td><strong>Phone</strong>: 563-659-9181</td>
</tr>
<tr>
<td><strong>Email</strong>: <a href="mailto:johnt@wendlingquarries.com">johnt@wendlingquarries.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong>: Streb Ready Mix LLC</td>
</tr>
<tr>
<td><strong>Address</strong>: PO Box 5065, Coralville, IA 52241</td>
</tr>
<tr>
<td><strong>Phone</strong>: 319-338-3498</td>
</tr>
<tr>
<td><strong>Email</strong>: <a href="mailto:chrissy@strebconstruction.com">chrissy@strebconstruction.com</a></td>
</tr>
</tbody>
</table>

Batch Plant Address: (If different from above)
2896 Coggon Road, Coggon, IA 52218

Temporary Use Start Date: 7-19-23  
End Date: 9-1-23

Days per week and hours of operation:
Mon - Sat 7am-6pm

Is any portion of the property located within a designated floodplain?  
Yes  No

Have you contacted the Building Division for review of applicable building code requirements/permits?  
Yes  No

Does the property have access from a state highway?  
Yes  No

Is the batch plant using any signage?  
Yes  No
If yes, please describe sign dimensions and locations:

Will restroom facilities be brought to the site?  
Yes  No
If yes, how many restrooms?  1
How many hand washing stations?  1
Describe types of vehicles using the facility:
Lightweight, Semi, Dump, Mixer

Estimate the number of vehicle trips per day:
25

Number of parking spaces provided:
6

Number of on-site employees:
6

Describe the truck hauling route or attach a map:
Coggon Rd to Troy Mills Rd to Walker Rd

---

**SITE PLAN**

A detailed map of the site must be attached to this application. Aerial Maps are available through [Linn County GIS](https://www.linn-iowa.gov/gis).

The following should be identified and labeled including:

<table>
<thead>
<tr>
<th>Parking</th>
<th>P</th>
<th>Restroom Facilities (including portable)</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weigh Station</td>
<td>W</td>
<td>Severe Weather Shelter Locations</td>
<td>SW</td>
</tr>
<tr>
<td>Plant Location</td>
<td>B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SEVERE WEATHER PLAN

- This plan identifies actions to take during severe weather.
- The possibility of severe weather may exist at any time.
- Flexibility must be exercised when implementing this plan due to the wide variety of severe weather threats.
- Safety of employees or site visitors should always be top priority.
- Appropriate weather warning devices should be used to aid in decision making regarding the event.
- It is highly recommended that the Severe Weather Designee sign up for ALERT IOWA. In the event of an emergency or severe weather, an alert will be sent to the phone number and/or email address provided by voice, text and/or email.
- For more information about emergency preparedness for severe weather, see Severe Weather Plan Handout or visit Linn County EMA.

SEVERE WEATHER DESIGNEE(s)

- Individual(s) responsible for the safety of all persons on site.
- Monitors weather conditions and notifies all persons of severe weather threats in a timely manner.

<table>
<thead>
<tr>
<th>Designee Name(s):</th>
<th>Cell Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cody Aubrecket</td>
<td>319-541-3094</td>
</tr>
</tbody>
</table>

DESIGNATED SHELTER AREA(s)

- Identify severe weather locations on your Site Plan
- Locations should accommodate the maximum number of anticipated persons on-site.

<table>
<thead>
<tr>
<th>List available OUTDOOR Shelter Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarry Pit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List available INDOOR Shelter Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Trailer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Amount of Time Needed to Clear the Site</th>
<th>Decision Time to Evacuate the Site or Move to Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 min</td>
<td>5 min</td>
</tr>
</tbody>
</table>

I certify that I have read and understood the Linn County Temporary Use Permit Severe Weather Plan handout.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand, and agree to abide by the rules and regulations governing the proposed Temporary Use under the Linn County Unified Development Code. Applicant agrees to comply with all other requirements of the County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that the organization and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to Linn County. I understand and agree that Linn County may rescind its permission to use County property at any time should it be determined to be in the best interests of Linn County.

Additions and/or revisions to this application may need to be submitted in writing. By signing this application, the applicant agrees and understands that this application is not permission to violate any laws, ordinances, or statutes. The Linn County Sheriff has the authority, in the interest of public welfare, safety or order to terminate the event without notice.

Owner’s Signature: [Signature]

Applicant's Signature: Chrissy Middle

Date: 7-5-23
LINN COUNTY, IOWA

POLICIES AND PROCEDURES

FOR MANAGEMENT,

NON-BARGAINING AND

CONFIDENTIAL PERSONNEL

JULY 1, 2023
# TABLE OF CONTENTS – ALPHABETICAL

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal Procedure</td>
<td>22</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>21</td>
</tr>
<tr>
<td>Civic Duty</td>
<td>21</td>
</tr>
<tr>
<td>Compensatory Time &amp; Overtime</td>
<td>10</td>
</tr>
<tr>
<td>Court &amp; Jury Leave</td>
<td>20</td>
</tr>
<tr>
<td>Donated Leave</td>
<td>16</td>
</tr>
<tr>
<td>Exceptional Contribution Program</td>
<td>6</td>
</tr>
<tr>
<td>Extraordinary Circumstance Pay Policy</td>
<td>11</td>
</tr>
<tr>
<td>Flexible Time</td>
<td>9</td>
</tr>
<tr>
<td>Group Insurance</td>
<td>22</td>
</tr>
<tr>
<td>Holidays</td>
<td>17</td>
</tr>
<tr>
<td>Interdepartmental Meetings</td>
<td>22</td>
</tr>
<tr>
<td>Leaves for On-the-Job Injuries</td>
<td>21</td>
</tr>
<tr>
<td>Longevity</td>
<td>23</td>
</tr>
<tr>
<td>Management and Confidential Evaluations</td>
<td>5</td>
</tr>
<tr>
<td>Management/Confidential Personnel Defined</td>
<td>1</td>
</tr>
<tr>
<td>Military Leave</td>
<td>20</td>
</tr>
<tr>
<td>Paid Holidays for Continuous Operations</td>
<td>18</td>
</tr>
<tr>
<td>Paid Leave</td>
<td>11</td>
</tr>
<tr>
<td>Pay Deductions from Exempt Employees</td>
<td>10</td>
</tr>
<tr>
<td>Paychecks and Pay Periods</td>
<td>24</td>
</tr>
<tr>
<td>Probationary Status</td>
<td>5</td>
</tr>
<tr>
<td>Professional Leave</td>
<td>21</td>
</tr>
<tr>
<td>Recruitment</td>
<td>2</td>
</tr>
<tr>
<td>Retirement &amp; Resignation</td>
<td>21</td>
</tr>
<tr>
<td>Risk Management Program</td>
<td>24</td>
</tr>
<tr>
<td>Salary Administration</td>
<td>2</td>
</tr>
<tr>
<td>Salary Basis</td>
<td>9</td>
</tr>
<tr>
<td>Wellness Program</td>
<td>23</td>
</tr>
<tr>
<td><strong>Salary Structure</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Attachment A</strong></td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS – NUMERICAL

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management/Confidential Personnel Defined</td>
<td>1</td>
</tr>
<tr>
<td>Recruitment</td>
<td>2</td>
</tr>
<tr>
<td>Salary Administration</td>
<td>2</td>
</tr>
<tr>
<td>Probationary Status</td>
<td>5</td>
</tr>
<tr>
<td>Management and Confidential Evaluations</td>
<td>5</td>
</tr>
<tr>
<td>Exceptional Contribution Program</td>
<td>6</td>
</tr>
<tr>
<td>Flexible Time</td>
<td>9</td>
</tr>
<tr>
<td>Salary Basis</td>
<td>9</td>
</tr>
<tr>
<td>Pay Deductions from Exempt Employees</td>
<td>10</td>
</tr>
<tr>
<td>Compensatory Time &amp; Overtime</td>
<td>10</td>
</tr>
<tr>
<td>Extraordinary Circumstance Pay Policy</td>
<td>11</td>
</tr>
<tr>
<td>Paid Leave</td>
<td>11</td>
</tr>
<tr>
<td>Donated Leave</td>
<td>16</td>
</tr>
<tr>
<td>Holidays</td>
<td>17</td>
</tr>
<tr>
<td>Paid Holidays for Continuous Operations</td>
<td>18</td>
</tr>
<tr>
<td>Military Leave</td>
<td>20</td>
</tr>
<tr>
<td>Court &amp; Jury Leave</td>
<td>20</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>21</td>
</tr>
<tr>
<td>Civic Duty</td>
<td>21</td>
</tr>
<tr>
<td>Professional Leave</td>
<td>21</td>
</tr>
<tr>
<td>Leaves for On-the-Job Injuries</td>
<td>21</td>
</tr>
<tr>
<td>Retirement &amp; Resignation</td>
<td>21</td>
</tr>
<tr>
<td>Appeal Procedure</td>
<td>22</td>
</tr>
<tr>
<td>Interdepartmental Meetings</td>
<td>22</td>
</tr>
<tr>
<td>Group Insurance</td>
<td>22</td>
</tr>
<tr>
<td>Paychecks and Pay Periods</td>
<td>24</td>
</tr>
<tr>
<td>Risk Management Program</td>
<td>24</td>
</tr>
<tr>
<td>Wellness Program</td>
<td>23</td>
</tr>
<tr>
<td>Longevity</td>
<td>23</td>
</tr>
<tr>
<td><strong>Salary Structure</strong></td>
<td><strong>Attachment A</strong></td>
</tr>
</tbody>
</table>
Introduction

The mission of Linn County is to provide all customers the most satisfying products while maintaining sound fiscal management in order to enhance the quality of life in Linn County. Success in achieving this mission is dependent on leadership that embraces Linn County’s Customer Centered Culture (LC3), welcomes the risk of ideas and allows employees the freedom to exceed customer expectations. A positive culture starts with our leaders who are expected to embrace LC3, demonstrate Linn County Core Values along with their teams, follow LC3 principles and focus on a positive experience for all customers.

The Board of Supervisors has an ongoing commitment to embrace our culture of empowered and engaged employees who understand what customers want or expect and continue to improve Linn County. This commitment includes establishing equitable and non-discriminatory policies and procedures to promote professional working relationships, empowering employees to exceed expectations and preventing liability stemming from inconsistent and/or discriminatory practices. The Board will continually review these procedures and reserve the right to change or terminate any or all of them at any time.

It is the policy of Linn County that no person shall be discriminated against on the basis of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, gender identity, veteran or military status, political affiliation or citizenship or any other characteristic protected by law. This policy shall be followed in all areas of personnel administration, as set forth in the Linn County Affirmative Action Program. In addition, all management, non-bargaining and confidential personnel are responsible for understanding and complying with the non-discrimination/affirmative action policies as set forth in the Affirmative Action Program, the Equal Opportunity Policy and Diversity Philosophy (PM-024) and the Workplace Harassment Policy (PM-003).

Just as employees retain the right to terminate employment at any time with Linn County, for any reason, the Board of Supervisors retains the right to terminate a management, non-bargaining or confidential employee’s employment with the County at any time, for any reason. No policy or practice of the County should be construed to change this relationship. Only the Board of Supervisors has the right to modify or change this practice and such action must be in writing.

The Definition of Management, Non-Bargaining and Confidential Personnel

For the purposes of these policies and procedures, management personnel are considered to be department heads and their immediate administrative assistants, line supervisors and other personnel as the Board of Supervisors may specifically designate.
Non-Bargaining employees are Civil Attorneys in the Civil Division of the County Attorney's Office who are not designated as deputies of the County Attorney and not covered under the County Attorney bargaining unit. Confidential employees are those employees defined by Chapter 20.3, of the State Code of Iowa and so designated by Linn County Board of Supervisors. The term "Board" may be defined as the Board of Supervisors or the Board of Health or the Conservation Board, whichever may have the appropriate authority for management, confidential or non-bargaining employees. The Board of Supervisors recommends the adoption of these policies and procedures for appointed deputies of elected officials.

**Recruitment**

When a management, non-bargaining or confidential position vacancy is created, the position will be advertised internally and externally at the same time (Promotions and Transfer Policy (PM-025), posted throughout the County for the benefit of all County employees who may wish to apply for a transfer or promotion to a management, non-bargaining or confidential position. All County employees who will complete an application for the open position within the first three work days of the posting. Any exception to this process will follow established Human Resources Policies and Procedures. Subsequent or concurrent with the County posting, The Human Resources Department will recruit candidates for the position through advertisement as well as other sources which may be recommended by the department head. Preference may be given to an internal candidate; however, there is no requirement that an internal candidate to selected over an external candidate.

Affirmative Action guidelines will be followed for the transfer, promotion or hiring of all management, non-bargaining or confidential positions. The selection criteria will include, but not be limited to, the qualifications set forth in the job classification, demonstrated professional competency and commitment to serve the public and an evaluation of the candidate's ability to accomplish the goals established by the department head and the Board of Supervisors.

The candidate selected for the position will be submitted to the Board of Supervisors for final approval. All management, non-bargaining and confidential employee candidates are subject to post-offer criminal history review, credit review and drug screening.

**Salary Administration**

The purpose of Linn County’s classification and compensation system is to support the recruitment, success, and retention of qualified and productive employees and to encourage and reward activities that promote the County’s mission and values as a customer satisfaction-driven and fiscally responsible organization. To that end, the County desires to recruit and retain individuals who promote the values of open
communication, personal integrity and respect, recognition, accountability, and positive support for each other in the work environment. Once employed, the County believes that equitable total compensation (compensation and benefits) is critical if the employees are to be successful in achieving the mission, goals and objectives of the County. The County will administer these systems in an open and equitable fashion.

Subject to Board of Supervisors’ approval, there may be a 2.00% salary increase, and or structure adjustment, to the salary ranges each fiscal year. From June 30, 2021 (FY21) to July 1, 2021 (FY22). The salary ranges effective July 1, 2021, are included in this document and are updated annually. Should the County not have sufficient funds to grant in-range adjustments, the County may elect not to apply any salary increase, or structure adjustments, for any given year.

Salary ranges have been established based on a formal job evaluation process and an internal equity analysis and review. In the most recent management classification and compensation study (completed in FY19), the salary ranges were compared with market compensation levels for the positions within each range and appropriate adjustments were made for positions where the market pay was not consistent with the established salary range. Pay grade midpoints approximate the actual median base salaries paid to positions in the relevant labor market(s) reported in the salary survey results.

Employees at or above the midpoint of the salary range on June 30, 2021 will receive an approved salary increase effective July 1st each fiscal year. This increase is concurrent with the 2.00% increase to the salary ranges and not in addition to the salary range increase. Employees below the midpoint on June 30, 2020 and whose overall performance level is rated as “meets expectations/ successful” or above will also be eligible for movement to the next step increment level (step) in their respective on the salary ranges effective July 1st each fiscal year. There are no further steps beyond midpoint.

Department heads will start new employees at the minimum of the salary range unless a new employee has credentials, experience or other relevant criteria to warrant a starting salary above the minimum. The department head may start well qualified employees above the minimum (but below the midpoint) upon approval from the Human Resources Director. Employees with a starting salary below the midpoint are always placed on an increment (step) level unless the Human Resources Director approves an exception. Salaries set at or above the midpoint require approval from the Human Resources Director and the Board of Supervisors (or Board of Health or Conservation Board). Employees do not receive an increase in salary at the end of their probationary
period unless there are extenuating circumstances and the Human Resources Director approves an exception.

Assuming “meets expectations/successful” performance, step movements occur annually on July 1st of each fiscal year. Date of hire during a fiscal year determines whether or not an employee is eligible for a step movement on July 1st. Employees hired or promoted in the last quarter of the fiscal year are not eligible for a step movement on July 1st, but must wait until the following July 1st. Any exceptions must be approved by the Human Resources Director.

The salary schedule for the confidential employees classified as Clerk Typist, Secretary, HR Clerical Specialist and Administrative Secretary will parallel that of a comparable position and pay grade in the Linn County/AFSCME Clerical Labor Agreement with the exception that each hourly rate is twenty-five cents ($ .25) above the corresponding hourly rate of the AFSCME Labor Agreement. Employees in the above listed job classifications listed above will receive a Performance Evaluation during the same cycle and using the same method described below (see Evaluations section). A specific level of performance is not required for a salary increase; they progress through the step system annually on their position anniversary date.

**Reclassification/Upgrade** - An employee who is advanced to a higher pay grade through reclassification or classification upgrade shall have his/her salary set within the range of the new pay grade to one of the following:

a. the minimum of the assigned pay grade; or
b. at a rate between the minimum and midpoint of assigned salary range, but not to exceed the midpoint of the assigned pay range for the new job classification; or
c. if the employee is already close to, at, or above the midpoint of the pay range for the new job classification, the Human Resources Director, in conjunction with the employee’s department head, shall determine the appropriate salary amount.

An employee who is reduced to a lower pay grade by reclassification or downgrade action may retain the previous rate of pay so long as it does not exceed the midpoint of the new pay range unless authorization is received from the Human Resources Director. In no case shall the salary exceed the maximum of the new pay grade.

**Promotion** - An employee promoted to a position in a higher pay grade may have his/her salary established within the range of the new assigned pay grade to one of the following:

a. the minimum of the salary grade (pay range); or
b. one step movement if the movement allows for a five percent (5%) or greater increase; or
c. five to ten percent (5% to 10%) above the employee’s current salary. In the event that an individual is currently receiving a salary that exceeds the maximum of the salary range for the new job, then the employee shall receive no increase in base compensation.

Probationary Status

All management, non-bargaining and confidential personnel other than department heads will be on probationary status for a six (6) month period. This probationary period may be waived, reduced or extended by the department head. A review of job performance shall be conducted by the immediate supervisor and reviewed by the department head prior to the end of the probationary period. As noted in the Salary Administration section above, employees who complete their probation period successfully do not move up a step on the salary schedule. Employees on probationary status may be terminated from employment for any reason. Confidential employees paid according the AFSCME Labor Agreement plus twenty-five cents ($ .25) per hour are eligible for a step increase at the end of a three (3) calendar month probationary period.

Management and Confidential Evaluations

Subject to Board of Supervisors’ approval, it is the policy of the Linn County Board of Supervisors that employees classified as management, non-bargaining and confidential employees shall receive their annual salary increases and step increases, if applicable, based on an evaluation of their job performance using the County’s on-line Performance Evaluation system.

To document the employee’s performance, coaching, or “check-in” conversations should occur several 2-3 times per year and include an annual overall evaluation based on the employee’s performance during the preceding twelve (12) months (July through June). Note: Public Health managers receive their performance evaluations on their work anniversaries per the Linn County Board of Health.

Any manager, non-bargaining or confidential employee who receives less than a “meets expectations/successful” overall Performance Evaluation will be placed on a Performance Improvement Plan (PIP) and should receive a second Performance Evaluation ninety (90) days after the start of the plan before September 30th of the new fiscal year to determine satisfactory job performance. If the employee receives a rating of “meets expectations/successful” or greater at that time, the salary increase would be effective at that time, October 1st of the new fiscal year. If the employee is unable to bring his/her performance up to a “successful” or greater level in this time frame, they will
receive no annual raise and will be subject to a continued PIP to bring their performance up to a satisfactory level within a defined time frame. At the end of this time frame, if the employee is still unable to bring his/her performance up to a satisfactory level, they will be terminated for the inability to meet job performance expectations.

**Exceptional Contribution Program**

The Board of Supervisors has established an Exceptional Contribution Program for management, non-bargaining and confidential employees.

**Purpose:**

To provide discretionary compensation to eligible employees as a special recognition and reward for exceptional performance, substantial contribution and significant accomplishments above and beyond regular and expected work performance and responsibilities.

**Eligibility: Must meet all criteria for eligibility.**

1. Member of the non-bargaining group of Linn County Iowa including appointed personnel/deputies of elected officials.
2. Elected officials are not eligible.
3. At least 75% FTE (minimum of a 30 hour per week schedule).
4. Active Linn County employee for a continuous 12-month period and at the time of award.
5. No formal disciplinary actions for the previous 12 months.
6. Must have received a “meets expectationssuccessful” performance rating for the most recent performance period.
7. May not be rewarded twice for the same achievement.
8. Must be employed by Linn County on the date of payment

**Appropriate Use of Exceptional Contribution Compensation (The following examples are not all-inclusive):**

- Successful completion of major and significant projects, programs and initiatives that specifically support, on an exceptional basis, mission-critical County initiatives identified for the current year, adopted budget, or strategic plan.
- Significant cost savings/efficiencies/revenue generating opportunities beyond normal expectations.
- Extraordinary contribution and effort during critical, crisis and emergency situations.
• Consistent expansion of the scope and level of job beyond expected job growth and regularly assigned duties.

Inappropriate Use of Exceptional Contribution Compensation (The following examples are not all-inclusive):

• Recognition of long-term service or commitment.
• Performance within normal and reasonable expectations of the job recognizing that ongoing growth within the job based on experience and continuous learning is a normal expectation.
• Completion of required career goals, certifications, or education.
• Effort without significant success, impact and contribution to the organization.
• Personal attributes of an employee.

Funding:

As approved each year by the Board of Supervisors, a pool of funds to be determined annually will be allocated to this program. The budgetary objective of the program is for the funds allocated to not exceed the annual allocation budget; however, once all funds have been awarded paid during the year, additional funds for additional awards may be requested by the committee to the Board of Supervisors. There is no guarantee of additional funding, or funding for the program itself, of this program from year to year nor is any employee guaranteed exceptional contribution compensation.

DISCRETIONARY COMPENSATION AMOUNTS:

Amounts may range from $1,000 to $5,000 and will be paid as a lump sum, non-add to base payment and will not be benefits-bearing in benefit calculations. All exceptional contribution compensation is considered taxable income and will not be grossed up for taxes.

The nominating party may make a specific dollar amount recommendation on the nomination form; however, the committee may adjust any individual award amount before making the final recommendations to the Board. No specific payment amount is assured until approved by the Board of Supervisors.

PROCESS AND GUIDELINES:

Committee: An employee committee consisting of no more than nine (9) non-bargaining employees. Each year, the committee should be comprised of an odd number of committee members. An elected official may be included as one of the committee members. Each committee member will be appointed to a 4-year term with the option
Policies and Procedures for Management,
Non-Bargaining and Confidential
July 1, 2023

of continuing service at the discretion of the Human Resources Director an additional 1 or 2 years. The Human Resources Director will serve as the committee chairperson.

**Time Period:** The committee will meet annually during the first quarter of the fiscal year to review and determine successful nominations. The nomination period will be opened for a specific period during the first quarter of each fiscal year on or after July 1st and remain open until September 1st. The nomination should refer to activity from the preceding fiscal year; however, the activity may also continue into the current fiscal year.

**Nominating Parties:** Any Linn County employee including Elected Officials may nominate another employee. The nominating party must use Linn County’s Exceptional Contribution form obtained from the Human Resources Department or on the Linn County website. Additional documentation may be submitted with the form, however, clarity and conciseness in explanation is encouraged. Nomination is a confidential process and nominating employees are encouraged to use discretion when making a nomination until the award is announced.

**Human Resources Department Responsibility:** The nominating party will assume responsibility for forwarding the nomination to the committee and the Human Resources Director must approve the nomination before it can be submitted to the committee. This approval is to ensure that the nominated employee does not have current performance issues.

**Committee Process:** The Exceptional Contribution committee will determine if the nominated action and employee is in compliance with applicable policies and procedures and the amount of suggested compensation. Personal representation by the nominating party to the committee is not allowed. Based on the number of valid nominations, the committee may make judgments regarding the relative merit of the nominations and compensation will be paid according to the merit of the nominations to the highest priority nominations determined for award within the limits of the available budget including any request for additional funds if approved by the Board of Supervisors.

A simple majority of the committee must approve the nomination for compensation. A committee member must recuse him/herself if the nominated party is either themselves or a current, direct subordinate or an immediate family member.

The decision of the committee is final; however, a similar nomination of the same employee and activity may be resubmitted during the next fiscal year as long as the nominating party provides additional and/or expanded information and rationale supporting the nomination.

Nominating parties will be notified of the result by the Chairperson or their designee.
The committee will submit the request for exceptional contribution compensation to the Board of Supervisors through the Human Resources Director (Chairperson). No payment is guaranteed until approved by the Board.

**Employee Recognition:** Successful nominations will be recognized at Linn County’s Employee Recognition Breakfast, and in the Human Resources Department newsletter publication.

**Flexible Time**

Many times the duties of department heads and management, non-bargaining or confidential employees require more hours of work than the normal forty (40) hour work week. In recognition of this fact, the Board of Supervisors endorses the concept of flexible work time. Flexible work time allows management employees to leave early when the work load is light, provided:

- a. The individual’s work performance is not impaired or decreased;

- b. The change in time is not detrimental to the overall efficient operation of the department;

- c. The individual has received approval and notified their immediate supervisor (and preferably their department head) as to where they may be reached in case of emergency; and

- d. Department heads should keep their particular offices informed as to their schedule when not in the office.

The use of flexible time does not require documentation of hours of work accumulated over the normal forty (40) hour work week nor the use of paid leave for absences attributed to a flexible schedule. **Flexible time may not be used in increments of eight (8) or more consecutive hours.** Note: Employees must substitute paid leave for absences of eight (8) hours or more. For example, a manager who works 10 hours a day Monday through Thursday is not allowed to take 8 hours on Friday as flexible time.

**Salary Basis**

Employees who are salaried and otherwise exempt from the Fair Labor Standards Act (FLSA) will not have their pay reduced for absences from work of less than one (1) day unless taking unpaid leave under FMLA. For exempt employees, the FLSA does not require full week pay for first and final partial weeks.
Disciplinary actions that include a suspension without pay may be made in single day increments or full weeks depending on the nature of the infraction. Deductions may also be made for violations of safety rules of major significance.

Deductions from pay may be made for partial day absences and absences of one (1) or more full days occasioned by sickness or disability if the deduction is made in accordance with the Paid Leave policy (i.e., substituting paid leave for the absences). Deductions for full day absences may also be made before the employee has qualified under the Paid Leave Policy and after the employee has exhausted the leave allowance provided under the policy.

In addition, deductions from pay may be made when an employee is absent for one or more full days for personal reasons and to offset the amount an employee receives from jury service, witness fees, or for military pay (beyond the 30 calendar days of pay required by the Code of Iowa).

**Pay Deductions from Exempt Employees**

It is the County’s policy to comply with the salary basis requirements of the FLSA. Therefore, all managers are prohibited from making any improper deductions from the salaries of exempt employees. Employees should be aware of this policy and that Linn County does not allow deductions that violate the FLSA. If an employee covered under this manual believes that an improper deduction has been made to their salary, they should immediately report this information to their direct supervisor or to the Human Resources Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be reimbursed for any improper deduction on the next payday following the determination that an improper deduction has occurred.

**Compensatory Time and Overtime**

Compensatory time and overtime will only be accumulated and paid out for employees who are not exempt as defined by the Fair Labor Standards Act (FLSA). Exempt employees are not allowed to “accrue” or “bank” hours worked above forty (40) hours in a work week for use in a future work week. One exception to this prohibition can be found under the Extraordinary Circumstance Pay Policy section below.

All confidential positions designated as such on the salary structure for Management, Non-Bargaining and Confidential employees are considered non-exempt (hourly). All paid leave hours shall be regarded as hours worked for the purpose of overtime computation.


Extraordinary Circumstance Pay Policy

In an emergency that requires the activation of the Emergency Operations Center (EOC), the Board of Supervisors will authorize straight time pay for any hours worked beyond forty-eight (48) hours in a work week for exempt employees. Employees may choose to be paid for this time or take an equivalent amount of time (compensatory) off as operational requirements permit. The maximum period of time during which this extra compensation will be allowed will be limited to a total of four (4) work weeks per emergency event. Exempt employees covered under this section include department heads, division directors, managers, supervisors, foremen and civil attorneys.

In addition, the Board of Supervisors may authorize extra compensation for exempt employees under appropriate extenuating or extraordinary circumstances outside of an emergency event. Such extenuating or extraordinary circumstances may include critical project completion or departmental operational emergencies. The Board may authorize straight time pay or compensatory leave for an exempt employee for hours worked over forty-eight (48) in a work week at a rate not to exceed equivalent time (i.e., straight time (not overtime or double time)). Department Heads are required to obtain prior approval of the Board of Supervisors for exempt employees under their supervision with the exception of departmental operational emergencies in which case the approval of the Board must be sought and obtained as soon as is reasonably possible.

If compensatory time is granted, it must be used within the immediate twelve (12) month period following the end of the work week in which the excess hours were worked at a rate not to exceed equivalent time. Compensatory time not used within the twelve (12) month period will be forfeited.

Paid Leave

Scope

The Paid Leave policy is comprised of (1) Short Term Leave and (2) Long Term Leave. This policy applies to full-time and part-time management, non-bargaining and confidential employees as defined by Chapter 20 of the Code of Iowa.

Exclusions

This policy does not include the paid leave attributable to the eleven (11) paid holidays (New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve Day), worker’s compensation, jury duty, bereavement leave or military leave.
Definitions

1. **Anniversary Date:** Employee’s date of hire as a regular (not seasonal or temporary) employee with the County.

2. **Short Term Leave:** Paid leave accrued according to Section 1(a) through 1(d) of the Specific Policy Provisions and available for use by employees subject only to the operational requirements of the employer.

3. **Long Term Leave:** Paid leave for employee illness or injury or another person’s illness or injury, as defined in Section 5(a) and accrued according to Section 2 of the Specific Policy Provisions. This leave is accessible after an initial use of twenty-four (24) consecutive hours of Short Term Leave or unpaid leave. The twenty-four (24) hours will be prorated for part-time employees.

4. **Chronic Illness or Injury:** Debilitating long term or re-occurring illness or injury that requires continuing treatment by a health care provider. A health care provider must verify, in writing, the employee’s or another person’s debilitating chronic illness or injury according to Section 5(b). For more information, please refer to the Family Medical Leave Act Policy in the Employee Handbook.

5. **Immediate Family:** Employee’s spouse, mother, father, son, daughter, brother, sister and a grandparent, grandchild, stepchild, stepparent or legal ward living in the employee’s household. **Note: FMLA leave only applies to parent, spouse or child.**

Specific Policy Provisions

1. Employees will accrue Short Term Leave on the employee’s monthly anniversary date with the County based on the following schedule below. Short Term Leave for part-time employees is prorated based on the number of regularly scheduled hours of work. **The monthly accrual amount can be used on or after the accrual date.**

   a) Completion of one (1) month through seventy-two (72) months (up to and including six (6) years of service): 15 hours/month or 180 hours (4.5 weeks) annually

   b) Completion of seventy-three (73) months through one hundred thirty-two (132) months (or more than six (6) years of service up to eleven (11) years of service): 18.33 hours/month or 220 hours (5.5 weeks) annually

   c) Completion of one hundred thirty-three (133) months of service through two hundred four (204) months of service (or more than eleven (11) years of
2. Employees with less than sixty-five (65) months of service as an employee of Linn County will accrue up to four (4) hours Long Term Leave upon completion of a calendar month of employment until they have completed sixty-five (65) months of service. If an employee’s Long Term Leave balance drops below 260 hours, the employee will begin accruing four (4) hours of Long Term Leave upon completion of a calendar month until they accumulate a balance of 260 hours at which time the monthly accrual will cease.

3. a) When the Short Term Leave balance exceeds twelve (12) times the employee’s monthly accrual rate on their annual anniversary date (including the accrual for the anniversary month), he or she may exercise their option according to Section 3(b) below. Employees who accrue paid leave in excess of twenty-four (24) times the employee’s monthly accrual rate on the employee’s anniversary date must exercise their option according to 3(b) below.

b) Accrued Short Term Leave which would bring the Short Term Leave balance above the maximum set out in Section 3(a) above will transfer into the Long Term Leave balance until such time as that leave balance reaches an accumulation of 520 hours. The maximum long term leave balance is prorated for part-time employees based on the number of regularly scheduled hours of work.

c) When an employee has at least 520 hours in the Long Term Leave balance and has accrued a Short Term Leave balance in excess of twenty-four (24) times the employee’s monthly accrual rate on the employee’s anniversary date (including the accrual for the anniversary month), 25% of the excess leave will be added to the Long Term Leave balance, 50% of the excess leave will be paid at the employee’s regular rate of pay and 25% of the excess leave will be forfeited. If an employee is in an overage situation on his/her anniversary date and has not taken the required annual paid leave as specified in Section 4 below, the required hours not yet taken will be forfeited and are not subject to the payout provisions as defined in this Section.

d) Employees who terminate employment prior to their anniversary date with Linn County who have a Short Term Leave accrued balance above twenty-four (24) times the monthly accrual rate will be paid out the accrued balance at 100%. Employees are not paid cash for the balance in their Long Term Leave
at any time during employment or at termination of employment. Terminating employees are allowed to use Short Term Leave to obtain one additional month of insurance coverage within a 30 calendar day period after their last physical day of work.

4. All leave is subject to the operational requirements of the Employer. Paid leave will be deducted from either the Short Term Leave balance or the Long Term Leave balance pursuant to the provisions of this policy. An employee cannot use paid leave accrued for the month until their anniversary day of the month (i.e., an employee hired on June 16th cannot use paid leave accrued for the month of July until July 16th). All management, non-bargaining and confidential employees are required to take a minimum of eighty (80) hours (or 2 weeks) of paid leave annually. These eighty (80) hours do not have to be taken consecutively. The Board of Supervisors may require their direct reports to take consecutive time off depending on the nature of the employee’s duties.

5. a) An employee needing to take leave for personal medical reasons in excess of an initial twenty-four (24) consecutive hours may use accrued leave from the Long Term Leave balance for additional consecutive hours of leave. The employee must provide the Employer with a statement from the employee’s health care provider certifying the employee’s disability, illness or injury and the expected duration before the accrued leave from the Long Term Leave balance will be approved (FMLA Certification). Upon return from leave, the employee must submit to their supervisor a doctor’s release authorizing them to return to work.

Employees needing more leave for medical reasons for their immediate family, upon approval of the department head and in excess of the initial twenty-four (24) consecutive hours, may use an aggregate of eighty (80) hours each fiscal year. The eighty (80) hours is prorated for part-time employees.

b) Employees with a chronic illness or injury, as defined herein, are not required to use twenty-four (24) consecutive hours of Short Term Leave before accessing the Long Term Leave balance for each incident after the initial occurrence and use of twenty-four (24) hours of Short Term Leave related to the chronic illness or injury. The initial use of Short Term Leave for a chronic illness does not need to be consecutive.

Employees caring for immediate family members with chronic illnesses or injury, as defined herein, upon approval of the department head, may use an aggregate of one hundred and twenty (120) hours per fiscal year from their Long Term Leave balance. The one hundred and twenty (120) hours includes the eighty (80) hours set forth in Section 5(a). The one hundred and twenty hours (120) is prorated for part-time employees. Employees caring for
immediate family members with a chronic illnesses or injury, as defined herein, are not required to use twenty-four (24) consecutive hours of Short Term Leave before accessing their Long Term Leave bank for each incident after the initial occurrence and use of twenty-four (24) hours of Short Term Leave related to the chronic illness or injury.

c) Paid leave for health care provider appointments will be deducted from the Short Term Leave balance. Paid leave for employees with a chronic illness or injury, as defined herein, for a health care provider appointment which is related to the illness, will be deducted from the Long Term Leave balance. Paid leave for employees needing to take leave for their immediate family with a chronic illness or injury, as defined herein, for health care provider appointments, which are related to illness, will be deducted from the Long Term Leave balance and included in the allowable 120 hours.

6. An employee may use paid leave to the extent it is available to supplement Workers' Compensation (see page 20 – Leaves for On-the-Job-Injuries). An initial use of twenty-four (24) hours of Short Term Leave is required. However, if the Workers’ Compensation absence exceeds fourteen (14) days, the employee is allowed immediate access to their Long Term Leave. If the employee previously used twenty-four (24) hours Short Term Leave, it will be credited back to the employee and paid by Workers’ Compensation. The employee may elect to supplement Workers’ Compensation pay using their Long Term Leave bank. If the Long Term Leave bank is exhausted the employee may use their Short Term Leave bank.

7. An employee will earn Short Term Leave and Long Term Leave pursuant to Special Policy Provisions Section 1 (a) – (d) and Section 2 when the employee is using leave from either their Short Term Leave or Long Term Leave accounts. An employee will not earn paid leave when receiving benefits from the Short Term Disability (STD) or Long Term Disability (LTD) Insurance plan.

8. An employee who is eligible to receive benefits from either the County's STD or LTD Insurance plans may choose those benefits or continue to use leave pursuant to this policy. The choice to use disability benefits or not needs to be made prior to the start of the leave period.

9. Employees promoted to a management, non-bargaining or confidential position from the bargaining unit will be credited for years of service when accruing their Short Term and Long Term Leave. Promoted employees will receive prorated bargaining unit vacation from their last anniversary date through their promotion date (using the employee’s monthly anniversary date). The promoted employee will begin to accrue paid leave the beginning of the next calendar month.
Promoted employees who are eligible to receive longevity will be paid their longevity on their final bargaining unit payroll check. Employees promoted to a management, non-bargaining or confidential position will start their new position at the beginning of a work week (Saturday through Friday).

**Donated Leave**

Subject to the following conditions and limitations, Short Term Leave, compensatory time (non-exempt employees) or holiday bank hours (non-exempt employees) may be donated to any employee with a disabling or confining illness or injury who has exhausted all paid leaves, excepting only a maximum of 40 hours of accrued vacation/short term leave available to them:

1. All donated leave must be from the donor’s Short Term Leave, compensatory time or holiday bank account. All Requests to Donate Leave must be submitted to Human Resources in writing and signed by the donor. Human Resources shall administer the Donated Leave Program.

2. The Request To Donate Leave shall be submitted to Human Resources within 14 days of the Notice of Request to Receive Donated Leave being disseminated and shall include the number of hours the donor is requesting to donate. Once submitted, a Request to Donate Leave cannot be withdrawn. A donor may donate leave not yet accrued as long as it has accrued by the time it is scheduled to be utilized by the donee. Leave donated but not utilized shall be restored to the donor’s leave account. Compensatory time which is restored to the donor’s account during a succeeding fiscal year shall be restored as time off.

3. Donated leave will be deducted from donors’ accounts in the order Requests To Donate Leave are submitted and will be deducted on a rotational basis with a maximum of four (4) hours leave deducted from each donor each time through the rotation until the donated leave is exhausted or the need for donated leave is met.

4. Multiple Requests to Donate Leave can be submitted within the 14 day period referred to in Paragraph 2 above. Additional Requests to Donate Leave from a donor shall be added to the end of the list of Requests to Donate Leave and deducted in the same manner as set forth in numbered paragraph three (3).

5. Donated leave must be used continuously, without interruption, until exhausted. Once donated leave time is exhausted, it cannot be restarted.

6. **Donated leave shall not count toward the accrual of any leaves**, Short Term Leave or other benefits under the Policies and Procedures for Management, Non-
Bargaining and Confidential Personnel. However, health and dental insurance coverage shall continue to be provided during the use of donated leave on the same basis as is provided during the use of Short Term and Long Term Leave under this policy. Though Short Term Leave shall not accrue during use of donated leave, the donee’s anniversary date and last hire date shall be unaffected by use of donated leave for all purposes, including calculating years of service for short term accrual pursuant to the Paid Leave policy and the longevity schedule (for eligible employees) contained herein.

7. All Requests to Donate Leave shall be kept confidential and are on a voluntary basis.

8. Donated leave can be utilized until the donee returns to work or for a maximum of sixty (60) calendar days, whichever occurs first.

9. A donee shall receive one hour of leave for each hour of leave donated.

10. Requests to Receive Donated Leave necessitate the release of a limited amount of personal information. Employees requesting to receive donated leave shall waive any and all privacy rights or interests necessary to disseminate a Request to Receive Donated Leave to Linn County employees setting forth the name of the person requesting to receive donated leave, the county department in which they work, and the amount of donated leave anticipated to be needed. Only one Request to Receive Donated Leave shall be disseminated for a utilization of the Donated Leave Program. The Donated Leave Program can be utilized no more than once in a six (6) month period.

11. Management employees can only receive Donated Leave from other management employees. They may, however, donate leave to any other County employee.

Holidays

There shall be twelve (12) regular paid holidays, namely: New Year’s Day; Martin Luther King Junior Day; Memorial Day; Juneteenth, Independence Day; Labor Day; Veteran’s Day; Thanksgiving Day; the Friday after Thanksgiving Day; the day before Christmas, Christmas; and the day before New Year’s Day. The Board of Supervisors may schedule additional paid holidays as, in its judgment, appear appropriate.

The salary paid to management employees who work the holiday (particularly the continuous twenty-four (24) hour operations) will be determined by the department head. Confidential employees who work the holiday will be compensated at double their hourly rate for all hours worked on the holiday plus the holiday pay. Exempt
employees do not receive additional pay for working on a holiday. Note: Conservation Park Rangers who are exempt will receive two personal days each July 1st in acknowledgement of their “on-call” status on every holiday.

To qualify for holiday pay, the employee (full-time, part-time or temporary) must have been in the employ of the Employer for not less than thirty (30) calendar days and have worked the full scheduled work day immediately preceding and following the holiday unless excused by the Employer for good cause. Employees who terminate employment with Linn County on a holiday do not need to be on pay status for the day following the holiday to receive holiday pay. Note: In the case of newly hired exempt employees who do not yet qualify for holiday pay, the FLSA does not allow a deduction to be made from their weekly pay.

Paid holidays falling on a Saturday will be celebrated on the preceding Friday and those falling on a Sunday will be celebrated on the succeeding Monday.

An employee will not receive holiday pay while on leave of absence (i.e., unpaid) unless he/she is on an authorized worker’s compensation leave or an authorized paid leave and is entitled to paid leave benefits for the holiday, in which case he/she will receive holiday pay for the holiday in lieu of paid leave.

For the purpose of computing overtime for non-exempt employees, all holiday hours (worked or not worked) for which an employee is compensated (in cash or with compensatory time off) shall be regarded as hours worked.

Employees who are not exempt from the Fair Labor Standards Act (FLSA) and who work in a continuous twenty-four (24) hour operation will be compensated for the holiday according to the following section: Paid Holidays for Continuous Operations.

Part-time employees shall be entitled to holiday pay according to the number of hours of work regularly scheduled for such employee on the work day(s) involved; if a paid holiday is celebrated on a work day and the part time employee is scheduled to work six (6) hours that day and otherwise qualifies for holiday pay, he/she will be entitled to six (6) hours holiday pay. The same would apply to funeral leave, sick leave, etc.

**Holidays for Continuous Operations**

There shall be twelve eleven-(1211) paid holidays namely: the day before New Year’s Day, New Year’s Day, Martin Luther King Junior Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the Friday after Thanksgiving, the day before Christmas, and Christmas Day (totaling eighty-eight (88) hours) to be scheduled between the employee and the department head. The Employer may schedule additional paid holidays as, in its judgment, appear appropriate.
A **non-exempt** continuous operations employee will be credited with eighty-eight (88) hours in the employee’s holiday bank on July 1st of each year. If the division to which an employee is assigned is closed on the designated holiday, eight (8) hours will be deducted from the employee’s holiday bank and paid to the employee. A non-exempt continuous operations employee who works on a designated holiday shall be paid at double his/her regular straight time hourly rate for all such hours worked and no hours shall be deducted from the employee’s holiday bank. **Exempt employees do not have a holiday bank.**

To qualify for holiday pay, the employee (full-time, part-time or temporary) must have been in the employ of the Employer for not less than thirty (30) calendar days and have worked the full scheduled work day immediately preceding and following the holiday unless excused by the Employer for good cause. Employees who are hired during the fiscal year will be credited with the number of holidays remaining in the fiscal year subject to the foregoing qualifying requirements. **Note: in the case of newly hired exempt employees who do not yet qualify for holiday pay, the FLSA does not allow a deduction to be made from their weekly pay.**

The paid holidays will be celebrated on the actual calendar day of the holiday. The holidays of President’s Day and Memorial Day will be celebrated on the day designated as the federal holiday.

An employee will not receive holiday pay while on leave of absence unless he/she is on an authorized worker’s compensation leave or an authorized paid leave and is entitled to paid leave benefits for the holiday, in which case he/she will receive holiday pay for the holiday in lieu of paid leave.

For the purpose of computing overtime, all holiday hours (worked or not worked) for which an employee is compensated (in cash or with compensatory time off) shall be regarded as hours worked.

Employees shall schedule the use of holiday bank hours between themselves and the department head. Any holiday bank hours unused on June 30 of each year shall be paid to the employee during the second pay period of the succeeding July at the employee’s regular rate of pay as of the preceding June 30th. Holiday bank hours used during the fiscal year shall be paid at the employee’s regular straight time hourly rate in effect when the hours are used.

Employees who cease employment with the Employer for any reason or are laid off out the door and have used all their holiday bank hours shall have any holidays not yet celebrated deducted from their remaining Short Term Leave balance or hours worked during their last pay period.
Military Leave

Employees shall be entitled to the military leave benefits provided under the Iowa Code at Section 29A.28 and the Federal Selective Service Act which includes a leave of absence for the period of active service, based on military orders, without loss of status or efficiency rating, and without loss of pay during the first thirty (30) calendar days of such leave of absence. Proof of service must be returned to the department head before any salary or wage reimbursement is paid. If the leave of absence is less than thirty (30) calendar days, only the working days will be counted towards the thirty (30) calendar days. If the leave of absence is greater than thirty (30) days, only those days normally worked will be paid (i.e., weekend days will not be compensated but will be counted towards the 30 days with not loss of pay requirement). The employee must submit military orders prior to beginning the military leave.

Court and Jury Leave

1. Employees who are called to and report for jury duty in any State or Federal Court or grand jury and who, by virtue of such duty, lose time from work shall receive for each day of jury duty performed the difference between the employee's normal straight time earnings for the day and the jury fee (excluding mileage and other expenses) to which the employee is entitled, subject to the following conditions:

   a. Such employee when released from jury duty before 12 noon should report for work within one (1) hour after their release, if possible;

   b. Such employee shall notify the Employer within five (5) work days from the date he/she received notice of their selection for any jury service, if possible;

   c. Such employee shall provide the Employer with a written statement from the appropriate public official showing the date and time of service and the amount of pay received;

   d. In computing the daily sum due to such an employee, their normal straight time earnings shall be reduced by the amount received for civic duty.

2. Employees required by subpoena to testify in a State or Federal Court action in a matter in which they are not personally involved as participants (e.g. plaintiff, defendant, criminal act of the employee, etc.) shall be granted leaves of absence for the period necessary to fulfill the Court obligation and shall receive the difference between any compensation received for testifying and their regular straight time hourly rate for hours lost as a result thereof. Employees will, as soon as possible, return to work upon completion of their required testimony.
Bereavement Leave

The amount of time and occasions on which the management, non-bargaining or confidential employee will be allowed bereavement leave will be determined by the department head.

Civic Duty

Management, non-bargaining or confidential personnel may receive time off from work, with pay, for the fulfillment of civic duties with the prior approval of the department head.

Professional Leave

Application and arrangements for professional leave must be made and approved by the department head and/or whichever Board is appropriate.

Leaves for On-The-Job Injuries

A leave of absence will be granted by the Employer to any employee for a temporary absence required as a result of an on-the-job injury for which the employee is receiving temporary or healing period benefits under Iowa Workers’ Compensation Insurance. During such leave, the employee at their option may apply their accumulated paid leave benefits to be prorated against the difference between their regular straight time wages and the compensation to which they are entitled under the Iowa Workers’ Compensation Law. Injuries should be reported to the Risk Management Department as soon as possible. Although a County-directed physician may direct an employee to be off work completely, Linn County will make every effort to reasonably accommodate any restrictions assigned by the treating physician.

Retirement and Resignation

Management non-bargaining or confidential employees who wish to resign or retire must notify the appropriate department head or the Board of Supervisors at least thirty (30) days prior to the desired date of resignation or retirement. Once a written resignation notice is received and accepted by a department head, it will not be rescinded except in extenuating circumstances and only with approval from the Human Resources Director.
**Appeal Procedure**

Management, non-bargaining and confidential employees with a complaint concerning the interpretation and application of the Policies and Procedures set forth in this manual, shall be settled according to the following procedure:

1. The employee shall present the complaint in writing to his/her department head within ten (10) working days of the date of the complaint or the date when he/she first should have had knowledge of its occurrence. The department head will respond to the employee within five (5) working days.

2. If the answer is not satisfactory, the complaint may be presented in writing to the chairperson of the Linn County Board of Supervisors within ten (10) working days after the department head’s response is received. The Board of Supervisors will respond in writing within thirty (30) working days after the complaint is presented.

It is the determination of the Board of Supervisors that the time guidelines shall be strictly followed and only extended for good cause and upon mutual agreement of both parties. In addition, any time limits not met by the department head shall advance the complaint to the next step. If the Board of Supervisors does not meet the time limit, the complaint and requested remedy is considered denied.

**Interdepartmental Meetings**

Department heads should plan to attend all departmental meetings held by the Board of Supervisors. The purpose of these meetings is to develop better communication and to assist with countywide planning for issues that affect all departments. Typically, these meetings are held the 4th Tuesday each month. The Board of Supervisors will hold monthly meetings with individual department heads for updates on department operations and exchange of information.

*Monthly department head updates are open meetings and information discussed should not include confidential personnel matters.*

**Group Insurance**

This section is removed from the Management Manual effective July 1, 2021 and is covered in Policy PM-028 – Group Insurance Policy.
Wellness Program

This section is removed from the Management Manual effective July 1, 2021 and is covered in Policy PM-028 – Group Insurance Policy.

Longevity

The Confidential employees classified as Clerk Typist, Secretary HR Clerical Specialist and Administrative Secretary will qualify for and receive longevity on the following basis:

a. The employee must have received payment for work performed or have been paid benefits (e.g., vacation, holiday, sick leave, Workers’ Compensation) during the year of employment involved.

b. Payment of longevity will be paid in a lump sum the week following the last pay period in November.

c. Employees regularly scheduled for sixty (60) hours or more per pay period at some point during the employment year and who have completed five (5) years of such employment while continuously employed with employer shall be eligible to receive longevity payments on a prorated basis.

Any year of employment that the employee is not at some point in time regularly scheduled for sixty (60) or more hours per pay period shall not constitute eligible employment and will not be included in the calculation of the longevity payment.

d. After completing five (5) years of continuous service, an employee is entitled to a longevity payment of Five Hundred Dollars ($500.00), as provided under (b) above. Such payments will continue for each year of continuous service thereafter up to ten (10) years of continuous service.

e. After completing ten (10) years of continuous service, an employee is entitled to a longevity payment of Six Hundred Dollars ($600.00). Such payments will continue for each year of continuous service thereafter up to fifteen (15) years of continuous service.

f. After completing fifteen (15) years of continuous service, an employee is entitled to a longevity payment of Seven Hundred Dollars ($700.00). Such payments will continue for each year of continuous service thereafter up to twenty (20) years of continuous service.
g. After completing twenty (20) years of continuous service, an employee is entitled to a longevity payment of Nine Hundred Dollars ($900.00). Such payments will continue for each year of continuous service thereafter up to twenty-five (25) years of continuous service.

h. After completing twenty-five (25) years of continuous service, an employee is entitled to a longevity payment of One Thousand One Hundred Dollars ($1,100.00).

In the event that an employee entitled to longevity pay is terminated prior to the last pay period in November, they will receive their longevity pay earned as of their last anniversary date. Such payment will be made as part of the employee’s final check.

Pay Checks and Pay Periods

All management, non-bargaining and confidential employees are paid biweekly on Fridays through the preceding Friday. New hires and employees promoted to a management, non-bargaining or confidential position will start their management, non-bargaining or confidential position at the beginning of a work week. All newly hired management, non-bargaining and confidential employees are required, as a condition of employment, to authorize the direct deposit of their wages into a financial institution of their choice.

Upon separation of employment, any management, non-bargaining or confidential employee employed prior to 9/12/20* shall have forty (40) hours deducted from their remaining Short Term Leave balance or from their hours worked during their last pay period. Effective September 1, 2022, an employee, at their option, may apply any paid leave hour anniversary date overage to recoup the amount owed.

*Note: 9/12/20 is the date on which the County switched from a paid through same day on payday to a paid through the preceding Friday on payday.

Risk Management Program

All department heads are to ensure that a safe work place is provided to employees. In providing a safe workplace, it will be the department head’s responsibility to protect financial assets through risk mitigation in coordination with the Risk Management Department.

This program should consist, in part, of a weekly give and take discussion with employees, covering safe work practices and anticipated risks that may arise. Subject matter, topics and materials for safety training may be furnished by the Risk
Management Department. Risk Management is also available to provide regulatory, mandatory or policy training of employees on a scheduled basis.
This Policies and Procedures manual is intended for informational purposes only. Neither this manual nor any County practices, or other communications create an employment contract. This manual does not contain all of the information an employee will need during the course of their employment. Employees will receive information through various notices as well as orally.

Management is committed to reviewing its policies and benefits continually. Accordingly, the policies and benefits outlined in this handout are subject to review and change by management or through negotiation of the labor agreements. No communication or practice limits the reasons or procedures for termination or modification of the employment relationship.

I _______________________________ have read and understand my benefits as a Linn County employee and have received the necessary information regarding these benefits from the Human Resources Office.

_________________________________________  ________________
Signature                                      Date
## Salary Structure for
Management and Confidential

July 1, 2023 - June 30, 2024
4.5% Across the Board

<table>
<thead>
<tr>
<th>Grade 32</th>
<th>Job #</th>
<th>Minimum</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Midpoint</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Engineer</td>
<td>10-02</td>
<td>$117,823</td>
<td>$123,550</td>
<td>$129,554</td>
<td>$135,851</td>
<td>$142,453</td>
<td>$188,457</td>
</tr>
<tr>
<td>Finance Director</td>
<td>10-05</td>
<td>$4,531.64</td>
<td>$4,751.94</td>
<td>$4,982.84</td>
<td>$5,225.04</td>
<td>$5,478.98</td>
<td>$7,248.36</td>
</tr>
<tr>
<td>IT Director</td>
<td>10-01</td>
<td>$56.65</td>
<td>$59.40</td>
<td>$62.29</td>
<td>$65.31</td>
<td>$68.49</td>
<td>$90.60</td>
</tr>
<tr>
<td>Executive Director of LC Community Services</td>
<td>10-04</td>
<td>$107,462</td>
<td>$112,692</td>
<td>$118,176</td>
<td>$123,929</td>
<td>$129,958</td>
<td>$171,940</td>
</tr>
<tr>
<td>Public Health Department Director</td>
<td>10-03</td>
<td>$4,133.14</td>
<td>$4,334.30</td>
<td>$4,545.23</td>
<td>$4,766.49</td>
<td>$4,998.40</td>
<td>$6,613.08</td>
</tr>
<tr>
<td>Grade 31</td>
<td>Job #</td>
<td>Minimum</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Midpoint</td>
<td>Maximum</td>
</tr>
<tr>
<td>Conservation Director</td>
<td>10-13</td>
<td>$107,462</td>
<td>$112,692</td>
<td>$118,176</td>
<td>$123,929</td>
<td>$129,958</td>
<td>$171,940</td>
</tr>
<tr>
<td>Human Resources Director</td>
<td>10-06</td>
<td>$4,133.14</td>
<td>$4,334.30</td>
<td>$4,545.23</td>
<td>$4,766.49</td>
<td>$4,998.40</td>
<td>$6,613.08</td>
</tr>
<tr>
<td>Director of Planning &amp; Development</td>
<td>20-04</td>
<td>$107,462</td>
<td>$112,692</td>
<td>$118,176</td>
<td>$123,929</td>
<td>$129,958</td>
<td>$171,940</td>
</tr>
<tr>
<td>Grade 30</td>
<td>Job #</td>
<td>Minimum</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Midpoint</td>
<td>Maximum</td>
</tr>
<tr>
<td>Assistant County Engineer II</td>
<td>20-02</td>
<td>$98,304</td>
<td>$103,017</td>
<td>$107,959</td>
<td>$113,135</td>
<td>$118,562</td>
<td>$152,371</td>
</tr>
<tr>
<td>Director of Policy and Administration</td>
<td>10-15</td>
<td>$3,780.93</td>
<td>$3,962.20</td>
<td>$4,152.27</td>
<td>$4,351.34</td>
<td>$4,560.06</td>
<td>$5,860.44</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>01-50</td>
<td>$47.26</td>
<td>$49.53</td>
<td>$51.90</td>
<td>$54.39</td>
<td>$57.00</td>
<td>$73.26</td>
</tr>
<tr>
<td>Financial Management Director</td>
<td>20-06</td>
<td>$98,304</td>
<td>$103,017</td>
<td>$107,959</td>
<td>$113,135</td>
<td>$118,562</td>
<td>$152,371</td>
</tr>
<tr>
<td>Operations Superintendent</td>
<td>20-37</td>
<td>$3,780.93</td>
<td>$3,962.20</td>
<td>$4,152.27</td>
<td>$4,351.34</td>
<td>$4,560.06</td>
<td>$5,860.44</td>
</tr>
<tr>
<td>Public Health Deputy Director</td>
<td>20-28</td>
<td>$98,304</td>
<td>$103,017</td>
<td>$107,959</td>
<td>$113,135</td>
<td>$118,562</td>
<td>$152,371</td>
</tr>
<tr>
<td>Grade 29</td>
<td>Job #</td>
<td>Minimum</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Midpoint</td>
<td>Maximum</td>
</tr>
<tr>
<td>Access Center Director</td>
<td>10-20</td>
<td>$89,922</td>
<td>$94,172</td>
<td>$98,621</td>
<td>$103,280</td>
<td>$108,161</td>
<td>$139,380</td>
</tr>
<tr>
<td>Administration Division Manager</td>
<td>20-23</td>
<td>$3,458.55</td>
<td>$3,622.01</td>
<td>$3,793.11</td>
<td>$3,972.33</td>
<td>$4,160.02</td>
<td>$5,360.77</td>
</tr>
<tr>
<td>Assistant County Engineer I</td>
<td>20-23</td>
<td>$43.23</td>
<td>$45.28</td>
<td>$47.41</td>
<td>$49.65</td>
<td>$52.00</td>
<td>$67.01</td>
</tr>
<tr>
<td>Child and Youth Development Services Director</td>
<td>20-08</td>
<td>$89,922</td>
<td>$94,172</td>
<td>$98,621</td>
<td>$103,280</td>
<td>$108,161</td>
<td>$139,380</td>
</tr>
<tr>
<td>Communications Director</td>
<td>20-15</td>
<td>$3,458.55</td>
<td>$3,622.01</td>
<td>$3,793.11</td>
<td>$3,972.33</td>
<td>$4,160.02</td>
<td>$5,360.77</td>
</tr>
<tr>
<td>Community Health Division Manager</td>
<td>20-38</td>
<td>$43.23</td>
<td>$45.28</td>
<td>$47.41</td>
<td>$49.65</td>
<td>$52.00</td>
<td>$67.01</td>
</tr>
<tr>
<td>Community Outreach &amp; Assistance Director</td>
<td>10-19</td>
<td>$89,922</td>
<td>$94,172</td>
<td>$98,621</td>
<td>$103,280</td>
<td>$108,161</td>
<td>$139,380</td>
</tr>
<tr>
<td>Conservation Deputy Director</td>
<td>20-14</td>
<td>$3,458.55</td>
<td>$3,622.01</td>
<td>$3,793.11</td>
<td>$3,972.33</td>
<td>$4,160.02</td>
<td>$5,360.77</td>
</tr>
<tr>
<td>Development Manager (IT)</td>
<td>20-27</td>
<td>$43.23</td>
<td>$45.28</td>
<td>$47.41</td>
<td>$49.65</td>
<td>$52.00</td>
<td>$67.01</td>
</tr>
<tr>
<td>Director of Community Outreach and Assistance</td>
<td>20-01</td>
<td>$89,922</td>
<td>$94,172</td>
<td>$98,621</td>
<td>$103,280</td>
<td>$108,161</td>
<td>$139,380</td>
</tr>
<tr>
<td>Environmental Public Health Manager</td>
<td>20-14</td>
<td>$3,458.55</td>
<td>$3,622.01</td>
<td>$3,793.11</td>
<td>$3,972.33</td>
<td>$4,160.02</td>
<td>$5,360.77</td>
</tr>
<tr>
<td>Juvenile Detention and Diversion Services Director</td>
<td>10-16</td>
<td>$43.23</td>
<td>$45.28</td>
<td>$47.41</td>
<td>$49.65</td>
<td>$52.00</td>
<td>$67.01</td>
</tr>
<tr>
<td>LIFTS Director</td>
<td>20-09</td>
<td>$89,922</td>
<td>$94,172</td>
<td>$98,621</td>
<td>$103,280</td>
<td>$108,161</td>
<td>$139,380</td>
</tr>
<tr>
<td>Options of Linn County Director</td>
<td>10-11</td>
<td>$3,458.55</td>
<td>$3,622.01</td>
<td>$3,793.11</td>
<td>$3,972.33</td>
<td>$4,160.02</td>
<td>$5,360.77</td>
</tr>
<tr>
<td>Planning &amp; Zoning Division Manager</td>
<td>20-03</td>
<td>$43.23</td>
<td>$45.28</td>
<td>$47.41</td>
<td>$49.65</td>
<td>$52.00</td>
<td>$67.01</td>
</tr>
<tr>
<td>Risk Manager</td>
<td>10-14</td>
<td>$89,922</td>
<td>$94,172</td>
<td>$98,621</td>
<td>$103,280</td>
<td>$108,161</td>
<td>$139,380</td>
</tr>
<tr>
<td>Technology Infrastructure Manager (IT)</td>
<td>10-09</td>
<td>$3,458.55</td>
<td>$3,622.01</td>
<td>$3,793.11</td>
<td>$3,972.33</td>
<td>$4,160.02</td>
<td>$5,360.77</td>
</tr>
<tr>
<td>Grade 28</td>
<td>Job #</td>
<td>Minimum</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Midpoint</td>
<td>Maximum</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>---------</td>
<td>------------------</td>
<td>----------------</td>
<td>------------------</td>
<td>------------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Air and Water Quality Services Branch Supervisor</td>
<td>90-06</td>
<td>$3,168.04</td>
<td>$3,314.38</td>
<td>$3,467.43</td>
<td>$3,627.60</td>
<td>$3,795.20</td>
<td>$4,910.37</td>
</tr>
<tr>
<td>Assessment &amp; Health Promotion Branch Supervisor</td>
<td>90-77</td>
<td>$39.60</td>
<td>$41.43</td>
<td>$43.34</td>
<td>$45.34</td>
<td>$47.44</td>
<td>$61.38</td>
</tr>
<tr>
<td>Building Division Manager</td>
<td>30-02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Services Branch Supervisor</td>
<td>20-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Project Director</td>
<td>20-33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Quality Branch Supervisor</td>
<td>90-07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>20-25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIS Manager (IT)</td>
<td>30-15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthy Homes Services Branch Supervisor</td>
<td>90-08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Supervisor</td>
<td>20-13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing Director</td>
<td>01-51</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 27</td>
<td></td>
<td>$75,258</td>
<td>$78,704</td>
<td>$82,308</td>
<td>$86,078</td>
<td>$90,019</td>
<td>$116,649</td>
</tr>
<tr>
<td>Conservation Resource Manager</td>
<td>90-51</td>
<td>$2,894.53</td>
<td>$3,027.08</td>
<td>$3,165.71</td>
<td>$3,310.68</td>
<td>$3,462.29</td>
<td>$4,486.51</td>
</tr>
<tr>
<td>Elections Systems Manager</td>
<td>20-44</td>
<td>$36.18</td>
<td>$37.84</td>
<td>$39.57</td>
<td>$41.38</td>
<td>$43.28</td>
<td>$56.08</td>
</tr>
<tr>
<td>Family Support Services Supervisor</td>
<td>30-11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Transformation Services Supervisor</td>
<td>30-10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Detention &amp; Diversion Services Manager</td>
<td>20-42</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nature Center Director</td>
<td>90-94</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Resources Manager</td>
<td>90-64</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Maintenance Supervisor</td>
<td>30-03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ryan White Medical Case Management Supervisor</td>
<td>30-20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shops Manager</td>
<td>20-21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainability Coordinator</td>
<td>30-25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Center Manager (IT)</td>
<td>20-39</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetation Management Specialist</td>
<td>30-22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans Affairs Director</td>
<td>20-16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 26</td>
<td></td>
<td>$68,837</td>
<td>$71,943</td>
<td>$75,189</td>
<td>$78,579</td>
<td>$82,123</td>
<td>$106,699</td>
</tr>
<tr>
<td>Assistant Facilities Manager</td>
<td>01-52</td>
<td>$2,647.59</td>
<td>$2,767.04</td>
<td>$2,891.88</td>
<td>$3,022.26</td>
<td>$3,158.59</td>
<td>$4,103.80</td>
</tr>
<tr>
<td>Child Development Program Supervisor</td>
<td>30-13</td>
<td>$33.09</td>
<td>$34.59</td>
<td>$36.15</td>
<td>$37.78</td>
<td>$39.48</td>
<td>$51.30</td>
</tr>
<tr>
<td>Communications Supervisor</td>
<td>90-91</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservation Operations Manager</td>
<td>60-53</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Health Services Supervisor</td>
<td>30-26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor Recreation Planner</td>
<td>90-55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Conservation Planner</td>
<td>20-22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 25</td>
<td>Job #</td>
<td>Minimum</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Midpoint</td>
<td>Maximum</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Assistant Program Supervisor</td>
<td>30-23</td>
<td>$63,007</td>
<td>$65,804</td>
<td>$68,722</td>
<td>$71,774</td>
<td>$74,961</td>
<td>$97,659</td>
</tr>
<tr>
<td>Facility Supervisor</td>
<td>90-33</td>
<td>$2,423.36</td>
<td>$2,530.91</td>
<td>$2,643.17</td>
<td>$2,760.53</td>
<td>$2,883.11</td>
<td>$3,756.13</td>
</tr>
<tr>
<td>Human Resource Analyst - Confidential</td>
<td>20-34</td>
<td>$30.29</td>
<td>$31.64</td>
<td>$33.04</td>
<td>$34.51</td>
<td>$36.04</td>
<td>$46.95</td>
</tr>
<tr>
<td>Juvenile Detention &amp; Diversion Services Supervisor</td>
<td>30-06</td>
<td>$57,617</td>
<td>$60,129</td>
<td>$62,753</td>
<td>$65,490</td>
<td>$68,347</td>
<td>$89,305</td>
</tr>
<tr>
<td>LIFTS Operations Manager</td>
<td>20-00</td>
<td>$2,216.04</td>
<td>$2,312.67</td>
<td>$2,413.59</td>
<td>$2,518.85</td>
<td>$2,628.74</td>
<td>$3,434.79</td>
</tr>
<tr>
<td>Office Manager</td>
<td>15-01</td>
<td>$27.70</td>
<td>$28.91</td>
<td>$30.17</td>
<td>$31.49</td>
<td>$32.86</td>
<td>$42.93</td>
</tr>
<tr>
<td>Grade 24</td>
<td></td>
<td>$52,705</td>
<td>$54,967</td>
<td>$57,327</td>
<td>$59,787</td>
<td>$62,354</td>
<td>$79,055</td>
</tr>
<tr>
<td>Human Resources Coordinator - Confidential</td>
<td>40-15</td>
<td>$2,027.10</td>
<td>$2,114.12</td>
<td>$2,204.87</td>
<td>$2,299.48</td>
<td>$2,398.23</td>
<td>$3,040.59</td>
</tr>
<tr>
<td>Human Resources Culture Coordinator - Confidential</td>
<td>40-32</td>
<td>$25.34</td>
<td>$26.43</td>
<td>$27.56</td>
<td>$28.74</td>
<td>$29.98</td>
<td>$38.01</td>
</tr>
<tr>
<td>Administrative Coordinator - Confidential</td>
<td>40-33</td>
<td>$94,119</td>
<td>$98,466</td>
<td>$103,015</td>
<td>$107,774</td>
<td>$112,752</td>
<td>$145,885</td>
</tr>
<tr>
<td>Legal Assistant - Confidential</td>
<td>20-35</td>
<td>$3,619.96</td>
<td>$3,787.16</td>
<td>$3,962.12</td>
<td>$4,145.15</td>
<td>$4,336.63</td>
<td>$5,610.97</td>
</tr>
<tr>
<td>Grade 20</td>
<td></td>
<td>$30-04</td>
<td>$45.25</td>
<td>$47.34</td>
<td>$49.53</td>
<td>$51.81</td>
<td>$54.21</td>
</tr>
<tr>
<td>Correctional Center Health Services Supervisor</td>
<td></td>
<td>$103,015</td>
<td>$107,774</td>
<td>$112,752</td>
<td>$145,885</td>
<td>$150,276</td>
<td>$200,368</td>
</tr>
</tbody>
</table>
Salary Structure for Confidential Employees

2.50% Across the Board

July 1, 2023 - June 30, 2024 (Includes $.25 for Confidential Status)

<table>
<thead>
<tr>
<th>Salary Schedule A</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 53</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk Typist - Confidential</td>
<td>$17.82</td>
<td>$18.76</td>
<td>$19.65</td>
<td>$20.76</td>
<td>$21.88</td>
</tr>
<tr>
<td>Grade 55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerical Specialist - Confidential</td>
<td>$20.67</td>
<td>$21.67</td>
<td>$22.79</td>
<td>$24.02</td>
<td>$25.35</td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 57</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Secretary - Confidential</td>
<td>$24.04</td>
<td>$25.34</td>
<td>$26.59</td>
<td>$28.01</td>
<td>$29.52</td>
</tr>
</tbody>
</table>
I. PURPOSE & OBJECTIVES

The purpose of this policy is to comply with the Federal Family and Medical Leave Act and state the County requirements under the Act. It is the policy of Linn County to grant job-protected family and medical leave to eligible employees according to the Federal Family and Medical Leave Act Policy of 1993 and the National Defense Authorization Act of 2008 for up to twelve (12) weeks (480 hours for full-time employees) per twelve (12) month period for any one or more of the following reasons:

A. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child’s birth or placement with the employee); or

B. In order to care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition; or

C. The employee’s own serious health condition that makes the employee unable to perform the essential functions of his/her position. An employee may be on a workers’ compensation absence due to an on-the-job injury or illness that also qualifies as a serious health condition under FMLA.

D. For qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or called to active duty status as a member of all military service branches including the National Guard or Reserves in support of a contingency operation.

The County must also grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the
National Guard or Reserves, with a serious injury or illness up to a total of twenty-six (26) weeks of unpaid leave during a single 12-month period to care for the service member.

Spouses who are both employed by the County are limited in the amount of family medical leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of twelve (12) weeks (or twenty-six (26) weeks if leave is to care for a covered service member with a serious injury or illness).

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 their deputies; and the Conservation Department who have been employed at least twelve (12) months (even if not consecutive) and worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately preceding the request for leave.

III. EXCEPTIONS

None

IV. DEFINITIONS

None

V. PROVISIONS

Definitions:

- “12-Month Period” - means the County fiscal year beginning July 1st and ending June 30th.

- “Spouse” - does not include an unmarried domestic partner. If both spouses work for Linn County their total leave in any twelve (12) month period may be limited to an aggregate of twelve (12) weeks four hundred eighty (480) hours if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent.

- “Child” - means a child either under eighteen (18) years of age, or eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s “child” is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or stepchild.

- “Serious Health Condition” - means an illness, injury, impairment, or a physical or mental condition that involves either:
1. Inpatient care (i.e., an overnight stay) in a hospital, including any period of incapacity (i.e., inability to work) or subsequent treatment in connection with such inpatient care; or

2. Continuing treatment by a health care provider, which includes:
   a) A period of incapacity lasting more than three (3) consecutive, full calendar days AND subsequent treatment or period of incapacity relating to the same condition, that also includes:
      • treatment two (2) or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within seven (7) days and both within thirty (30) days of the first day of incapacity); OR
      • one (1) treatment by a health care provider (i.e., an in-person visit within seven (7) days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); OR
   b) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; OR
   c) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; OR
   d) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; OR
   e) Any absence to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) calendar days if left untreated.

**Intermittent or Reduced Leave**

A. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when “medically necessary.”

1. “Medically necessary” means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
2. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruption to County operations.

3. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave based on scheduled medical treatment.

B. Employees using intermittent FMLA leave will follow Linn County’s Intermittent FMLA Reporting Guidelines. These can be found in the Employee Resources Guide-Benefits.

C. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the department’s consent.

D. For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the twelve (12) weeks prior to the beginning of the leave should be used for calculating the employee’s normal workweek.

Substitution of Paid Leave (Short or Long Term Leave), Sick Leave, Vacation Time, Personal Days and Compensatory Time

A. An employee (the mother of the child) may substitute short or long term leave or sick leave for the birth of a child up to a maximum of eight (8) weeks. All other employees are required to substitute short or long term leave or sick leave for the employee’s own serious health condition. FMLA runs concurrently with use of paid sick leave as well as Workers’ Compensation, (if applicable). If an employee is on Workers’ Compensation leave, they are not required to supplement their income with accrued sick leave. When the employee has used all accrued short or long term leave or sick leave for the family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals twelve (12) weeks four hundred eighty (480) hours for full-time employees.

Section B does not apply to employees covered by the Paid Leave Policy (Short or Long Term Leave).

B. An employee will be required to substitute sixteen (16) hours of sick leave per week to care for an immediate family member.

Fathers may utilize twenty-four (24) hours of sick leave accumulation in addition to the sixteen (16) hours of sick leave per week (total of forty (40) hours) within two (2) weeks of the birth of the child.

Employees may utilize up to forty (40) hours of sick leave accumulation within two (2) weeks of the adoption of a child.
After the employee has exhausted accrued sick leave for a portion of family/medical leave, the employee may request an additional period of paid or unpaid leave to be granted so that the total of paid and unpaid leave provided equals twelve (12) weeks four hundred eighty (480) hours for full-time employees).

C. Employees covered by the Paid Leave Policy (Short or Long Term Leave) must follow said Policy when utilizing paid leave for an immediate family member according to the FMLA. The use of sick leave does not apply to an employee who is eligible for FMLA leave under the Qualifying Exigency provision as it does not involve caring for a covered service member who has a serious injury or illness.

**Notice Requirement**

A. An employee is required to give a thirty (30) day notice in the event of a foreseeable leave. A Request for Family/Medical Leave form (see attached) should be completed by the employee and returned to the Human Resources Department and his/her supervisor. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed Request for Family/Medical Leave form. This applies to all uses of paid and unpaid leave under the FMLA including intermittent or reduced leave.

B. If an employee fails to give a thirty (30) day notice for a foreseeable leave with no reasonable excuse for the delay, the leave may be denied until thirty (30) days after the employee provides notice. Absent unusual circumstances, employees must follow the County’s usual and customary call-in procedures for reporting absences.

E. When an employee requests FMLA leave or the County acquires knowledge that the leave may be for an FMLA purpose, the County will notify the employee of his/her eligibility to take leave and inform the employee of his/her rights and responsibilities under FMLA. When the County has enough information to determine that leave is being taken for an FMLA-qualifying reason, the County will notify the employee that the leave is designated and will be counted as FMLA leave. The County reserves the right to designate leave as FMLA leave if the employee is eligible for FMLA and if the law’s other requirements have been met, even if the employee has not requested FMLA leave or refuses to sign the request form.

F. When an employee seeks leave for an FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. However, when an employee seeks leave due to an FMLA-qualifying reason for which the County has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for the leave or the need for FMLA leave.
G. The County will post an FMLA notice explaining the rights and responsibilities of employees under the FMLA as well as include this notice in the Employee Resource Guide-Benefits.

Medical Certification

A. Along with the initial eligibility notice to the employee requesting FMLA leave, an appropriate medical certification (if applicable) will be sent to the employee. The employee will then have fifteen (15) calendar days to return the medical certification to the Human Resources Department. If the County deems that a medical certification is incomplete or insufficient, the employee will have seven (7) days to obtain the additional information. The County will then designate the leave as FMLA and so notify the employee.

B. Human Resources Department may require a second or third opinion (at the County's expense), periodic reports on the employee's status and intent to return to work or periodic re-certifications of a serious health condition. The requirements for periodic status updates and/or re-certifications will be noted on the employee's FMLA designation notice.

C. The County may use a health care provider, human resources professional or a management official – but not the employee's direct supervisor – to authenticate or clarify a medical certification of a serious health condition.

D. The County may require a fitness-for-duty report stating the employee is able to perform the essential functions of the job before returning to work. Where reasonable safety concerns exist, the County may also require a fitness-for-duty certification before an employee may return to work after use of intermittent FMLA leave.

E. The County may request a re-certification no more often than every thirty (30) days and only in conjunction with an FMLA absence unless a minimum duration of incapacity has been specified in the certification in which case recertification generally may not be required until the duration originally specified has passed.

F. The County may request re-certification of an ongoing medical condition every six (6) months in conjunction with an absence. In addition, the County may request a new medical certification each leave year for medical conditions which extend into the new leave year.
G. All documentation related to the employee’s or family member’s medical condition will be held in strict confidence and maintained in the employee’s medical records file in the Human Resources Department.

Effect of Benefits

A. An employee granted a leave under this policy will continue to be covered under Linn County’s group health insurance, benefits plan, life insurance plan, and long-term disability plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.

B. Employee contributions will be required either through payroll deduction or by direct payment to the Linn County Auditor’s Office. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.

C. If an employee’s contribution is more than thirty (30) days late, Linn County may terminate the employee’s insurance coverage.

D. If the employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee’s control (certification required within thirty (30) days of failure to return for either reason), Linn County may seek reimbursement from the employee for the portion of the premiums paid by Linn County on behalf of that employee (also known as the employer contribution) during the period of leave.

E. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

Job Protection

A. If the employee returns to work within twelve (12) weeks four hundred eighty (480) hours for full-time employees) of the commencement of a family/medical leave, he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.

B. The employee’s restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee’s position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

C. If the employee fails to return within twelve (12) weeks of the commencement of a family/medical leave, the employee may be reinstated to his/her same or similar position, only if available, in accordance with applicable laws. If the employee’s same or similar position is not available, the employee may be terminated.
Family/Medical Leave Forms to be submitted by the Employee

- Request for Family/Medical Leave
- Certification of Health Care Provider
  (Human Resources will mail upon receipt of employee’s request)

VI. ENFORCEMENT

The Human Resources (HR) Department administers and enforces this policy. In cases of suspected FMLA abuse, surveillance may be used. HR staff are available to assist employees with any questions or concerns regarding FMLA Leaves of Absence. Please contact the HR Department at 319-892-5120 or email questions to: hr@linncountyiowa.gov.
Employee Resource Guide - Benefits
Greetings to all Linn County Employees

The Linn County Board of Supervisors values the public service provided by County employees for the residents, taxpayers, and co-workers of Linn County — their external and internal customers. The County’s Mission Statement, Strategic Plan, and Core Values remind us to focus on our customer-centered culture and on finding innovative ways to satisfy our customers. We, as the Linn County Board of Supervisors, appreciate your hard work and high standards of customer satisfaction. Thank you.

Mission Statement

It is the mission of the Linn County Government to provide all customers the most satisfying products while maintaining sound fiscal management in order to enhance the quality of life in Linn County.

Core Values Established by Linn County Employees

We will ....

- Communicate openly and effectively
- Recognize valued contributions
- Create a supportive and positive work environment
- Demonstrate personal integrity and respect for others
- Be accountable for your actions and decisions

This Employee Handbook/Resource Guide includes Linn County employment policies that apply to everyone. Specific policies related to your employment are available from your supervisor or the Linn County Human Resources Department.

The Board of Supervisors is committed to providing a safe and productive work environment for all employees and quality service to our customers.

Ben Rogers
Stacey Walker
Louis J. Zumbach
DECLARATION OF CORE VALUES

The Linn County Board of Supervisors actively supports the five core values which have been adopted by Linn County and encourages all employees to take part in classes, seminars, activities, programs and initiatives that are offered for employees to develop in their jobs and contribute to the workplace. The Board also encourages department managers and supervisors to allow, as much as is possible, their employees to attend such activities.

The five core values which have been adopted by Linn County are defined below:

**We will communicate openly and effectively.** Communication is the sharing of ideas and opinions with one person or a group of people. Listening is a major component of open, effective communication and it is an art to learn to listen well. If you don't understand another's point of view, it makes it very difficult to converse effectively. Technically, if understanding doesn't happen, communication hasn't occurred. Messages that are accurate, clear, concise, courteous and constructive have a better chance of being understood. Open-ended questions (who, what, where, when and how) encourage feedback from others and promote effective communication. Face-to-face communication is best whenever possible because understanding can be confirmed rather than assumed.

**We will demonstrate personal integrity and respect for others.** As supervisors and co-workers communicate to gain better understanding, solve problems and/or resolve conflicts, this communication should occur in a manner that is respectful of the other person regardless of how either party may personally feel about the other. Treating others as we would want to be treated illustrates the concept of respect. Personal integrity is being up front and honest with others rather than promoting hidden agendas and fostering ulterior motives.

**We will be accountable for our actions and decisions.** Don't foster a victim mentality by ignoring or denying the problem, pointing fingers at others, choosing not to learn a new task or process, or saying, "It's not my job." If it is truly "not your job," then make it your job to find someone who can help the customer or solve the problem. "Own" your circumstances and your results. Don't wait for the outside environment or circumstances to change. Look for opportunities to make things happen. You can and do make a difference. Ultimately, the difference will depend on your commitment to personal responsibility and the attitude you bring to work each day.

**We will recognize valued contributions.** Acknowledging and valuing the contributions of your co-workers or staff members is a small thing which can reap big rewards. Everyone contributes in some way to getting the work done each day. Teamwork is the key to successfully solving problems and responding to change. Each person matters and brings something to the table in terms of skills, knowledge, abilities and perspective. Make others feel valued and important by asking for their opinion on a process change, for
example, or soliciting their input on a particular project. When an employee goes out of their way to accomplish a certain task or responds above and beyond to a particular situation, let that employee know that you appreciate their contribution and say thank you.

**We will create a supportive, positive work environment.** Look for ways to have fun at work while getting the work done at the same time. Do something nice for a co-worker or seek to encourage someone who’s having a rough day. Connect, make eye contact, and listen. Be supportive of your co-workers and have a positive attitude towards changes and challenges. Negativity drains morale faster than anything. You have control over the attitude you bring to work each day. Don’t let circumstances dictate your mood. Determine to rise above the negative and look for ways to bring a positive perspective to your environment. Don’t be afraid of change — embrace it and go for it! A positive attitude makes a difference in your physical and mental health and changes how you look at things. Don’t be part of the problem; look for ways to be part of the solution.

We spend a lot of time at work and it should be a place where we want to be. If that is not the case with your work environment, figure out how you can be part of the solution. The service you are giving to your boss, co-workers and customers should reflect a desire to make a difference. As you communicate in a respectful manner, practice personal integrity, acknowledge the contributions of your co-workers, take responsibility for your actions and attitude and work to create a positive and supportive environment on a daily basis, you will create a culture of core values which will allow you to perform at your best and enjoy coming to work each day.

**Declaration of Core Values**

**Customer Satisfaction Policy**

The Customer Satisfaction Policy establishes guidelines which promote a Customer-centered culture focused on positive Customer Experiences. The policy intends to advance the understanding of Linn County Products and Customer Expectations by measuring the extent to which Product Expectations and Outcomes are met, and by empowering employees to reconcile differences between Customer Expectations and Customer Experiences.

**Customer Satisfaction Policy**

**ABOUT THIS DOCUMENT**

We are very happy to welcome you to Linn County! Thank you for joining us. We want you to feel that your association with Linn County will be a mutually beneficial and pleasant one.

This Resource Guide has been prepared as a guide to policies, benefits, and general information which should assist you during your employment with Linn County. However, nothing contained herein is intended to be a contract of employment, a promise of continued employment, or an implied or contractual duty between Linn County and any of its employees.

This document is merely a guide and resource to provide you basic information or to direct you to a more definitive source. Refer to specific documents including, but not limited to the following based on your job classification:
Where there are differences between this Resource Guide and information found in any of the above documentation, the latter will prevail. It is important to note that although this guide gives general information of countywide policies and procedures, each department/office may have specific procedures that apply to employees within each department. Please ask your manager for additional information.

This Resource Guide may be changed, amended, revised, or discontinued as deemed appropriate by Linn County and allowable pursuant to statues as they exist at the time it is prepared for informational purposes. It summarizes your benefits and County policies. It does not constitute a contract between Linn County and its employees, and should not be construed as such.

All county employees who are employed without a specific written contract of employment entered into with the County Board of Supervisors have the right at all time and at their discretion to terminate the employment relationship. Similarly, the County has the same right. This Resource Guide in no way alters the nature of the employment relationship.

This Resource Guide supersedes all other previous published before July 2020.

https://www.youtube.com/watch?v=RMxfGVECA4A

GENERAL POLICIES

Equal Employment Opportunity (EEO) Affirmative Action (AA)

Linn County is strongly committed to equal employment opportunities (EEO) and affirmative action (AA) strategies and values the benefits that come from a diverse and inclusive workforce.

Appointments, promotions, assignments, training and performance evaluation are to be based on individual qualifications and merit, and shall be equally available to all qualified applicants and employees. Linn County shall not discriminate against or harass any employee or applicant for employment because of race, color, religion, creed, sex, sexual orientation, gender identity, age, national origin, physical or mental disability, veteran or military status.

Equal Opportunity Policy and Diversity Philosophy
Anti-Discrimination

Linn County is committed to maintaining a work environment that is free of discrimination. We will not tolerate or condone any form of sexual or discriminatory harassment of our employees. Harassment consists of unwelcome conduct that can be verbal, physical or visual based on a person's protected status such as sex, color, identity, or any other protected group status. Immediate action will be taken to stop harassment or discrimination where it exists. If you believe you are the subject of discriminatory harassment by anyone, you should report your concerns to your supervisor or in accordance with County procedures found in the Workplace Harassment Policy.

Workplace Harassment Policy

Disability Nondiscrimination

The County strives to provide a working atmosphere free of discrimination on the basis of physical or mental disability. It is the County's policy to comply with all state and federal law concerning employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission. It is the County's policy not to discriminate against qualified individuals or disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment.

Employees who believe that they have a physical or mental disability that affects their ability to perform the essential functions of their job should contact their supervisor and/or Human Resources in order to begin the interactive process. The interactive process is a back and forth discussion between the employee, their supervisor, and a member of the Human Resources Department regarding potential reasonable accommodations. The County will ask for medical data regarding the job limitations. A medical provider's recommendation for accommodation is not automatically granted nor is an employee's preferred reasonable accommodation. The County will consider all information before choosing a reasonable accommodation to try. If the reasonable accommodation chosen is not effective, the interactive process resumes.

When there is a concern regarding an employee's ability to perform the essential functions of his/her job due to a disability, the employee may be contacted to determine what portions of the job the employee has difficulty in performing, if any. The County may offer reasonable accommodations if the employee has a qualifying disability and is not able to perform the essential functions of the job without such accommodations. In the course of analyzing whether an employee has a qualifying disability or requires a job accommodation, the employee may be asked to sign an Authorization of Medical Information; it is the employee's responsibility to ensure that the County receives the medical or other information needed to evaluate the issues in a timely manner.

If an employee has non-job related concerns regarding building access, transportation, etc., the employee should contact Human Resources first, and then contact his/her immediate supervisor or Department Head, or the ADA Coordinator (for physical access). If an employee needs communication aids or an interpreter, the employee should talk with the employee's immediate supervisor after speaking with Human Resources.
GINA Compliance

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, employees should not provide any genetic information when responding to requests for medical information. ‘Genetic information,’ as defined by GINA, includes an individual's family medical history, the results of an individual or an individual's family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Workplace Violence

The safety and security of the employees and customers of Linn County is of the utmost importance. Linn County is committed to creating and maintaining a workplace free of violence. Therefore, acts of violence including threats of violence, intimidation or intimidating acts, threatening acts or other acts of violence by employees or members of the public will not be tolerated and will not be ignored.

Any act of violence committed by employees or members of the public while on premises owned or leased or worksites otherwise occupied by Linn County will be prosecuted as appropriate and/or will cause the use of any appropriate managerial, administrative or disciplinary measures in order to provide a workplace free from violence.

All employees of the County are responsible for reporting threats or threatening behavior.

Possession of Weapons and Workplace Violence Policy
Whistleblower Protection Policy

EMPLOYMENT, PERFORMANCE, AND COMPENSATION

Probationary Period

As a new employee, you will serve a period of probationary status. Before your probationary period is completed, your supervisor will evaluate your work performance and determine if employment will be continued.

Information pertaining to probationary periods and pay increases can be found in the applicable Collective Bargaining Unit, or the Management, Non-Bargaining, and Confidential Personnel Policies and Procedures, dependent on your job classification.

Hours of Work

The standard work schedule for most employee is 40 hours per workweek. In locations with continuous operations, schedules and days off will vary. Your department supervisor will discuss your work schedule with you.
It is important that you attend work as scheduled. Tardiness and absenteeism diminish our ability to satisfy our customers and reduces the level of professionalism we seek to create. Dependability, regular attendance, punctuality, and a commitment to do the job right are essential at all times.

**Overtime**

If you are an hourly, non-exempt employee, there may be times when your responsibilities require you to work more than 40 hours in a week. Overtime compensation is in accordance with the federal Fair Labor Standards Act, and the applicable collective bargaining agreement. If you are eligible for overtime pay, you must have prior approval from your supervisor to work overtime.

**Work Rules**

Each department is responsible for their own work rules which will be posted on Union bulletin boards. Your supervisor will discuss these with you and provide you a copy.

**Employee Attire**

As a County employee, it is very important that you present a professional image to the public. Remember to act promptly, be courteous, and treat people, our customers, respectfully. Your actions will make a lasting impression...be sure it is a positive one.

Some departments have an established dress code and others require the wearing of uniforms, or identification badges. The general rule of thumb is to wear clean, neat, and appropriate items of clothing while on the job. Use your good judgment when choosing clothing that is appropriate.

Your department may provide additional guidelines. If you have questions on dress, discuss these with your supervisor.

**Personnel File**

The official record of your employment is contained in the personnel file maintained in the Human Resources Department. It will contain copies of your employment application, application for employee benefits and changes thereto, a record of all payroll and personnel actions, letters of recognition, disciplinary actions, performance evaluations, training records, and other matters pertaining to your employment.

The file is the property of the Human Resources Department but you may review its contents with a member of the Human Resources Department. In order to review your personnel file, contact the Human Resources Department to arrange a time. Employees who request a copy of their personnel file may be charged the cost of copying their records in accordance with Chapter 91B of the Code of Iowa.

**Performance Review**

All employees should know how they are performing on the job and what steps, if any, they might take to improve job performance. Performance evaluations, completed by your supervisor at regular intervals, will help you in understanding your supervisor’s expectations, the requirements of the job, and goals for you
department and your work unit. They also assist you in setting goals for improvement or expansion of your job knowledge and performance.

At a minimum, performance may be reviewed at the end of the probationary period, annually or on regular intervals thereafter.

**Performance Evaluation Policy**

**Transfers and Promotions**

The County values your experience as an employee and encourages growth in the organization. To encourage this growth, job vacancies are distributed via the County email server from the Human Resources staff.

**Promotions & Transfer Policy**

Employees interested in transfers or promotional opportunities must meet the specified job requirement for consideration. Visit [Jobs Page](#) to apply for current openings.

**Resignation**

To resign in good standing, it is expected you will submit a written letter of resignation to your Elected Official or Department Head at least two weeks (14 days) prior to your departure date. Your written resignation should include the effective date and the reason(s) for leaving. Management employees must notify the appropriate department head or Board of Supervisors at least thirty (30) days prior to the desired date of termination or retirement. In general, an accepted resignation will not be rescinded.

Please reference the [Retirement/Resignation](http://linncounty-hr.policystat.com/policy/) section of the Resource Guide for details on the termination of your insurance, payout of vacation and longevity (if an AFSCME employee).

**Layoff and Furloughs Policy**

**Layoff & Furloughs Policy**

**Compensation**

Linn County as an employer is committed to providing a competitive compensation package based on comparison to similar employees in the public and private sectors. Compensation is based on an assigned job classification that has a pay range. Each occupational group has a pay plan. The pay plans are available in the Collective Bargaining Agreements or Policies and Procedures for Management, Non-bargaining and Confidential personnel.

**Work Week**

The workweek runs Saturday through Friday. Employees are paid biweekly through the Friday preceding pay day.
Pay Day

Paychecks are distributed biweekly, every other Friday, unless the pay day would fall on a County holiday at which time the paychecks are distributed the preceding work day. Federal and state income taxes, Social Security (FICA), mandatory wage withholding, and retirement system contributions will be deducted from your check as required by law.

Other voluntary deductions will be made only at your written request. These could include: health, dental, vision, supplemental life insurance premiums, deferred compensation and flexible spending deductions.

The County has a good faith commitment to comply with the FLSA and make proper payroll deductions. If an employee believes an improper deduction or overpayment has been made they are encouraged to contact the Auditor’s Office payroll staff or Human Resources. The County is committed to reimbursing the employee for any improper deductions.

Pay is distributed on the Friday morning of pay day. Direct deposit funds are available to you after 8:00 am on pay day. Linn County does not make pay advances.

Health and dental insurance premiums will be split and applied to the first two checks of the month, if applicable.

The last pay day of each month includes your premium deduction for any other applicable benefit.

Direct Deposit

Direct deposit is a safe and efficient way of handling your pay check. Direct deposit is required for all employees. You will have your net pay deposited directly to an account (maximum of four accounts) at the financial institution(s) of your choice. You are required to provide a voided check or documentation from your financial institution with your bank name, your name, account number and routing number. Employees can change their direct deposit at any time through Dayforce.

Dayforce Self Service Portal

Linn County does not distribute paper pay check stubs. You may use Dayforce to access your paystub.

In addition to pay check stubs, you can get a copy of your year-end W-2, update your home address and home email, and view your tax filing status, direct deposit information and your monthly insurance contributions.

view_earning_statements.pdf (linncounty.org)

Employee Withholding Allowance Certificate (W-4)

All new hires are required to present their original Social Security card to the Human Resources Department for completion of the federal and state W-4’s for tax withholding. The Social Security card is required to ensure that your W-4 accurately reflects Social Security’s records. Copies will not be accepted. If a new employee is unable to furnish his/her Social Security card, the Auditor’s Office will take a standard deduction of single with zero (0) exemptions. The standard deduction will continue until the employee
provides Human Resources with their Social Security card and completes the W-4’s.

A duplicate Social Security card can be obtained at:

- How to replace your Social Security Card
- or contact the Social Security Office at their toll-free number; 1-800-772-1213
- or visit the Social Security Office located at 3165 Williams Blvd SW

**Filling out the W4 through Dayforce**

You can change your withholding at any time by completing a new W-4 through Dayforce.

**Name Change**

If you change your name, you must present a new Social Security card to the Human Resources Department to update their employment file and complete new W-4’s.

**Social Security**

The County will deduct the required amount of Social Security tax (FICA) and Medicare from your biweekly salary as required. For current percentages and maximum taxable salary amounts, visit the IRS website at:

**Rate Limits (IRS)**

**BENEFITS**

As a regular full-time or part-time employee regularly scheduled to work 20 or more hours each week, you are eligible for a variety of group benefit plans. Part time employees (working 20 or more hours each week) will pay prorated premiums according to the number of hours you are regularly scheduled to work per week.

You have thirty-one (31) days from your date of hire to enroll in the various benefit plans. Your coverage is effective on the first of the month following your date of hire.

There is an annual open enrollment in November of each year for all of your benefits.

Examine all group benefits materials carefully in order to make informed decisions.

Group benefit information can be found at [www.linncounty.org/benefits](http://www.linncounty.org/benefits)

- AFSCME Employees Benefits
- Confidential Employees Benefits
- Conservation Employees Benefits
- County Assessor Employees Benefits
- County Attorney Employees Benefits
- Deputy Sheriff Employees Benefits
Management Employees Benefits

Group Health Insurance

The County provides comprehensive health insurance through Wellmark Blue Cross and Blue Shield's Alliance Select PPO (Preferred Provider Program).

The benefit year for Wellmark is January 1 – December 31.

The group health insurance is a self-funded plan with an Administrative Services Only Agreement with Wellmark Blue Cross and Blue Shield.

A copy of the Wellmark Blue Cross and Blue Shield Benefits Certificate is available here: [BCBS Certificate](#)

Group Dental Insurance

The County provides dental insurance through Delta Dental's PPO and Premier Plan of Iowa.

The benefit year for Delta Dental is July 1 – June 30.

A Copy of the Delta Dental Benefits Certificate is available at [Delta Dental Certificate](#)

Qualifying Events

An employee who previously waived coverage on the group health or dental plan may request to enroll due to a qualifying event. These individuals, referred to as "Special Enrollees," must be enrolled within thirty one (31) days following the qualifying event. You must notify the Human Resources Department to complete appropriate paperwork.

Notification:

- An in person visit: Human Resources Office
  935 2nd Street SW, Cedar Rapids
- A phone call: 319-892-5120
- An email: Human.Resources@linncounty.org

Benefit applications for newborns and newly adopted children must be submitted within sixty (60) calendar days of the event.

The effective date of health and dental coverage changes, excluding divorce, is the first of the month following the date of the employee's signature on the application. The qualifying event for divorce is the
first of the month following the divorce, not the date the employee reports the change to HR. The qualifying event of the birth of a child requires the effective date of coverage to be retroactive to the first of the month the child was born.

A qualifying event also allows you to make changes to your Flexible Spending Account.

It is your responsibility to notify HR of a qualifying event so the appropriate paperwork can be completed. It is not the responsibility of the Human Resources Department to remind employees of deadlines or of the process to complete the appropriate paperwork following qualifying events.

Qualifying events which are mandated by the federal Health Insurance Portability Accountability Act of 1996 (HIPAA) due to loss of eligibility for group coverage under another employer plan are:

- Legal separation/Divorce/annulment/dissolution of marriage (coverage terminates the first of the month after the signed court order)
- Death
- Termination of other employment with another employer
- Reduction in work hours
- Termination of employer contributions toward coverage
- Termination of COBRA benefits under another plan
- Loss of Title XIX benefits
- Loss of eligibility for Medicaid or SCHIP

A change in family status due to:

- Marriage
- Birth of a child (coverage is retroactive to the first of the month of the birth)
- Adoption or placement for adoption of a child

Additional qualifying events authorized by Linn County:

- Return from a military leave of absence
- Employee change of status
- Employee obtains a part time status of regularly scheduled for a minimum of twenty (20) hours/week
- Employee goes from a part time to full-time status (employee can enroll in coverage or switch from a single to family plan)
- Reduction in work hours from a full-time to part-time status (employee may elect to switch from a family plan to a single plan or drop coverage)
- Dependent unmarried child (greater than 26 years) resumes full time student status
- Legal Guardianship of a stepchild or foster child
- Addition of a natural child by court order

Children are eligible to remain on your group insurance plan until the end of the month of their twenty-sixth
(26th) birthday regardless of student status, marital status, where they reside, or current health/dental coverage under another plan.

If it becomes necessary to pay all or part of the group insurance premium or flexible spending account deductions without payroll deduction, the payment may be in the form of cash, personal check, cashier’s check or money order payable to Linn County Treasurer and submitted to the Payroll Department in the Auditor's Office by the first of each month for that month of coverage.

Any errors made relative to insurance premiums or flexible spending account deductions will be adjusted accordingly either in the employee’s favor (refunding premiums) or in the County’s favor (deducting missed premiums). Repayment arrangements will be made between the affected employee and the Payroll Department on a case-by-case basis.

COBRA - Continuation of Benefits under Federal Consolidated Omnibus Budget Reconciliation Act of 1986

COBRA continuation coverage is a temporary continuation of coverage available to you and your dependents when health, dental and flex coverage would otherwise end because of a life event.

If you’re an employee, you’ll become a qualified beneficiary if you lose your coverage under the plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct, or you are on an unpaid leave of absence and responsible for your full monthly premium.
- If you are the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events;
  - Your spouse dies;
  - Your spouse's hours of employment are reduced;
  - Your spouse's employment ends for any reason other than his or her gross misconduct;
  - Your spouse becomes entitled to Medicare benefits (under Part A, Part B or both); or
  - You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both); or
- The parents become divorced or legally separated from the parent-employee;
- The child stops being eligible for coverage under the Plan as a "dependent child."
You or your eligible dependents will have sixty (60) days from the date your coverage is lost or you are notified of the right to elect COBRA continuation of coverage, whichever is later, to inform the Linn County Human Resources Department that COBRA continuation coverage is desired. You or your eligible dependents will be responsible for paying the applicable premium plus a 2% administrative fee for COBRA continuation of coverage.

The maximum continuation of coverage under COBRA is eighteen (18), twenty-nine (29) or thirty-six (36) months, depending upon the qualifying event.

A COBRA election will be available to you ONLY if you notify HR within sixty (60) days after the later of: (1) the date of the qualifying event; and (2) the date on which the qualified beneficiary loses (or would lose) coverage under the terms of the Plan as a result of the qualifying event.

Being offered COBRA continuation coverage doesn't limit your eligibility for Marketplace coverage or for a tax credit. You can apply for Marketplace coverage online or by calling 1-800-318-2596 (TTY 1-855-889-4325). To special enroll in a Marketplace plan, you must select a plan within 60 days before or after losing your job-based coverage. In addition, anyone can enroll in Marketplace based coverage during an open enrollment period, If you need health coverage in the time between losing your job-based coverage and beginning coverage through the Marketplace (for example, if you or a family member needs medical care), you may wish to elect COBRA coverage from your former employer's plan. You then will have health coverage until the Marketplace coverage begins.

Through the Marketplace, you can also learn if you qualify for free or low-cost coverage from Medicaid or the Children's Health Insurance Program (CHIP). You can apply for and enroll in Medicaid and CHIP at any time. If you qualify, your coverage begins immediately. Visit healthcare.gov or call 1-800-318-2596 (TTY 1-855-889-4325) for more information or to apply for these programs. You can also apply for Medicaid by contacting your state Medicaid office and learn more about your state's CHIP program by calling 1-877-KIDS NOW (543-7669) or visiting https://www.insurekidsnow.gov/.

**Group Life Insurance and Accidental Death and Dismemberment**

Madison National Life Insurance Company

Linn County covers eligible employees with a base life and accidental death and dismemberment policy. The base plan of your policy is covered in your Collective Bargaining Agreement, or Management, Non-Bargaining, or Confidential Personnel Policies and Procedures. In addition, employees may purchase supplemental coverage in $10,000 increments up to $300,000. The first $150,000 of supplemental coverage does not require evidence of insurability. Supplemental coverage greater than $150,000 is underwritten and requires approval from Madison National Life based on medical history.

An employee can purchase life insurance for their spouse of 50% of what they elect. Supplemental life insurance can be purchased in increments of $5,000 for their spouse. The first $25,000 of supplemental coverage for the spouse does not require evidence of insurability.

An employee can buy supplemental life insurance for their unmarried dependents under the age of 26. The life insurance coverage amount is $15,000 per covered dependent.
The cost of supplemental coverage is based on the employees’ age on December 31st and adjusted each January 1st.

A copy of the group life insurance plan is available at:

- AFSCME & Conservation
- Deputy Sheriff
- Management, Confidential, Non-Bargaining, County Attorneys, Sergeants, Elected Officials

**Group Short Term Disability (STD) Insurance**

Madison National Life

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 the employee's pay after completion of a fourteen (14) day waiting period. The coverage is intended to bridge the Long Term Disability elimination period. An employee may choose to use their accrued sick leave during an extended illness or apply for Short Term Disability without exhausting their sick leave banks.

An employee would be responsible for paying their benefit premiums while on STD, as this income replacement benefit is paid by Madison National Life.

The County pays the Short Term Disability insurance monthly premiums for eligible employees.

To submit a claim for consideration, go to [https://www.madisonlife.com/disability/online-forms/](https://www.madisonlife.com/disability/online-forms/) and file your claim.

Visit [https://www.linncountyiowa.gov/1581/Short-Term-Disability](https://www.linncountyiowa.gov/1581/Short-Term-Disability) for more information.

If you have further questions regarding STD, please contact HR at 319-892-5120 or email HR@linncounty.org

**Group Long Term Disability (LTD) Insurance**

Madison National Life

Eligible employees are automatically enrolled in the group Long-Term Disability insurance plan at no charge. The monthly benefit after the elimination period is 66 2/3% of salary. The elimination period is covered in your Collective Bargaining Agreement or the Management, Non-Bargaining, or Confidential Personnel Policies and Procedures.

A copy of the LTD plan is available at:

- AFSCME LTD
- Conservation LTD
- Deputy Sheriff LTD
- Management, Confidential, Non-Bargaining, County Attorneys, Sergeants, Elected Officials LTD
See Employee Resource Guide - Time Away From Work to request a Long Term Disability claim packet.

Visit [https://www.linncountyiowa.gov/1299/Long-Term-Disability](https://www.linncountyiowa.gov/1299/Long-Term-Disability)

**Group Vision Insurance**

VSP (Vision Service Plan)

Employees are eligible to enroll in individual or dependent coverage. Vision Insurance is a voluntary benefit. The employee is responsible for payment of the full premium.

Copies of the VSP Certificate are available at: [VSP Certificate](#)

**Group Flexible Spending**

Prime Benefits

Linn County offers an Internal Revenue Service (IRS) Section 125 plan which includes deduction on a pre-tax basis for health, dental and vision insurance premiums and pre-tax deductions for Non-covered medical costs and dependent care reimbursement accounts.

Medical reimbursement can be used for qualifying health care expenses not covered by insurance for yourself and any tax dependents. Eligible expenses may include deductibles, co-insurance, co-payments, orthodontia, vision, etc.

Dependent care reimbursement is used for reimbursement of eligible day care expenses.

- [Medical Flex Claim Form](#)
- [Dependent Care Flex Claim Form](#)

**Group Retirement Plan**

Public employment provides employees with the Iowa Public Employees Retirement System (IPERS). Participation is mandatory for all public employees. The County is required to deduct a specified amount from your gross pay based on percentages specified by IPERS. Your deduction is contributed on a pretax basis for federal and state income tax purposes. In addition, Linn County contributes a specified amount to IPERS on your behalf.

Each biweekly payroll, you will see the IPERS deduction on your payroll stub.

Even if you do not retire under IPERS, the contributions you make will always be your money. If you leave public employment before normal retirement age, you may withdraw your contributions and any accumulated interest or you may leave them in your account and retire when you reach normal retirement age as defined by IPERS.

You must be a vested member of IPERS to be eligible to receive a monthly retirement benefit. If you remain in public employment for at least seven (7) years, or you’ve reached age 65, you will be a vested member of IPERS. As a vested member, you are entitled to a retirement benefit.

Your retirement benefit is calculated using your years of service in public employment and your highest
five years of covered wages.

For current rates and more information on IPERS visit their website at https://www.ipers.org/home or contact them at 1-800-622-3849.

- **New IPERS Members**
- **Welcome to IPERS video**

Employees are responsible for designating their beneficiaries directly with IPERS and can make changes to their beneficiaries on the IPERS website.

### Deferred Compensation Plan – Section 457

You have the opportunity to defer a portion of your compensation on a pre-tax basis as a means of providing supplemental retirement benefits. Employees are allowed to enroll at any time but must follow all County, State and Federal requirements. There is no employer contribution to Deferred Compensation.

You can find more information on deferred compensation below:

[Deferred Comp documents](#)

### Employee Assistance Program (EAP)

From time-to-time, all of us feel the stresses of daily living. Most of the time we manage successfully; however, there are times when some outside help might be welcomed or needed. Linn County contracts with Mercy Cedar Rapids to provide an Employee Assistance Program (EAP) for employees and immediate family members to receive professional and confidential counseling services with regard to alcohol and substance abuse and other personal problems. This program is designed to provide employee education coupled with counseling services for assessment, referral, and aftercare follow-up.

Employees may contact the EAP staff by calling 398-6694 or 1-800-383-6694 to schedule an appointment. Appointments can be in-person or virtual via phone or video.

The initial referral may be a self-referral, a referral by another family member, or mandatory referral by a supervisor. Once a referral is made, the first five (5) assessments or counseling are without charge to the employee. If a determination is made that treatment is necessary, the cost of treatment is borne by the employee, or in some cases, by the County health insurance plan for the employee and covered dependents.

All contacts with EAP staff are confidential. No information is given to County departments or the Human Resources Department, with the exception of aggregate quarterly statistics to determine if the program is being used effectively.

[EAP Brochure](#)

### Employee Well-Being and Health Awareness

Linn County partners with Health Solutions to create a supportive, positive work environment by promoting a healthy lifestyle for County employees.
Benefits include but are not limited to:

- Wellness Rewards Program – an opportunity to engage in activities and behaviors that result in reduced health risk, improved health status and a better quality of life and earn a $500 monetary reward and a monthly health insurance premium discount for earning 1,000 points during the fiscal year.
- Annual Health and Safety Fair
- On-Site Fitness Centers (membership fee is $15/year)
- Fitness Reimbursement for participation at a local fitness center [Fitness Reimbursement Policy and Form](#)

More employees participating in the program means greater savings on health insurance claims, not to mention better health for those employees.

The Wellness Rewards Programs runs on a fiscal year July 1 through June 30.

[Wellness Rewards Program Info](#)
Linn County Employee Resource Guide - Other Information

Communications

Linn County strives to keep employees updated with information that is helpful or of importance to our workforce. Information is posted through the following means of communication:

County Internet Site: www.linncounty.gov

County Intranet Site: https://intranet.linncounty.org/

Human Resources Internet Page

Linn County Facebook

Linn County Twitter

Linn County eNews

Employee Newsletters:
The Linn County Link - emailed bimonthly from HR

Linn County Healthy Step - emailed bimonthly from HR

Bulletin Boards: located in designated areas of County buildings

Email: email blasts from Human Resources or the Board of Supervisors

Cancellations

Cancellations will be broadcast on KCRG television and WMT radio at least one (1) hour prior to an
Work Rules

Each department/office may also have a set of work rules and procedures that are specific to their department/office. Please ask your supervisor for further details.

Tuition Reimbursement

The Board of Supervisors encourages employees to take advantage of educational opportunities through courses, programs, or degree studies that relate to present or future County job responsibilities or assignments.

Regularly scheduled full time and part time (20 hrs/week or greater) employees are eligible for Training Assistance and Tuition Reimbursement. Reference the Training Assistance and Tuition Reimbursement Program Policy for policy provisions.

Training Assistance & Tuition Reimbursement Program Policy

Recognition

Employees are recognized for their continuous years of service to Linn County, for Exemplary Service to the County and upon their retirement from County employment. HR sends quarterly email reminders requesting nominations for Exemplary Service. Reference the Employee Recognition Policy for policy provisions.

Employee Recognition Policy

Work Related Travel

If your position requires you to travel for a work assignment (one-day or overnight) Linn County complies with Internal Revenue Service rules for reimbursement (including per diem and mileage reimbursements). The Fair Labor Standards Act (FLSA) determines pay when an employees is traveling. Reference the Travel Policy for policy provisions.

Travel Policy

Employment of Relatives

It is the policy of Linn County to prohibit the employment of a relative of an elected official, department head or other supervisory employee in an organizational unit over which the supervisory employee exercises jurisdiction or control.

The term "relative" as used in the above paragraph shall include the following relationships: father, mother, son, daughter, sister, brother, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law,

**Gifts**

The Iowa Gift Law applies to all Linn County employees. The law prohibits County employees and their immediate family members from receiving gifts worth over $2.99 in any given day from “restricted donors” pursuant to Code of Iowa, Chapter 68B.22(j).

**Credit Union**

All employees working for Linn County and their immediate family members are eligible to join METCO Credit Union, 115 8th Avenue, Cedar Rapids. Some of the many services provided include share accounts, payroll deduction, consumer loans and holiday account.

---

**Attachments**

*Policy Stat- Other Information.pdf*

**Approval Signatures**

<table>
<thead>
<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley Phillips: HR Culture Coordinator</td>
<td></td>
<td>07/2020</td>
</tr>
</tbody>
</table>
Employee Resource Guide - Retirement Resignation

Employee Resource Guide- Retirement/Resignation

Retirement/Resignation

To retire in good standing, it is expected that you will submit a letter of resignation to your elected official/department head at least two weeks (14 days) prior to your departure date. Your written resignation should include the effective date. Management employees must notify the appropriate department head or Board of Supervisors at least thirty (30) days prior to the desired date of retirement.

Upon separation of employment any Management, Non-bargaining, Confidential, County Attorney, Elected Official, Deputy of Elected Official and Sergeant who was employed on 9/12/20 (the date on which the County switched from a paid through same day as payday to a paid through the preceding Friday on payday) shall have forty (40) hours deducted from their remaining Short Term Leave balance or from their hours worked during their last pay period. This amount is prorated for part time employees.

Insurance

Group benefits will terminate the end of the month of your retirement as long as you have three (3) paid days in that calendar month.

You can use vacation and carry your vacation into one additional month for the purpose of extending your group insurances (3 paid days in the last calendar month of employment). For example: if you retire 1/15/24 and start using your vacation pay, you can continue using vacation pay through February 3, 2024 to get group benefits for Feb 2024. Group benefits would then terminate February 29, 2020. You would be paid out for any remaining vacation balance.
Vacation

Your vacation will be prorated from your last anniversary date through your retirement date and paid to you on your final payroll check.

Longevity (AFSCME Bargaining Unit)

If you work past your anniversary date, you are eligible for longevity pay on your final payroll check.

Health and Dental Insurance Extension

If you are under the age of 65:

Eligible for a State Extension of coverage

- Allows you and your eligible dependents to remain on Linn County’s group health and dental insurances until the first of the month of your 65th birthday.
- A new application is required.
- Employee pays current monthly premium via ACH automatic withdrawal to the Auditor’s Office/Payroll on the first working day of each calendar month.
- If you elect the State Extension coverage and use less than thirty six (36) months of coverage your eligible dependent is then eligible for a COBRA contract for the difference of thirty six (36) months and the time covered under your State Extension contract (a new contract is required).

If you are over the age of 65:

Eligible for COBRA

- Allows employee (and eligible dependents) to remain on the Linn County’s Group Health and Dental for a maximum of eighteen (18) months or up to thirty-six (36) months. Contact HR for additional details.
- A new application is required
- You pay current monthly premium plus a 2% administrative fee via an ACH automatic withdrawal to the Auditor’s Office/Payroll on the first working day of each calendar month.

If you or your dependent is age 65 or older, currently enrolled in the group health insurance and carry Medicare A/Hospital Coverage (this is free when someone turns 65), loss of coverage from a group plan is an event date with Social Security to enroll/purchase Medicare B without a penalty. You need to contact the Social Security Office and inform them of your event date. Social Security may provide a form for Human Resources to complete verifying coverage.

If you have questions or concerns about purchasing a Medicare Supplemental Plan, help is available at:

Senior Health Insurance Information Program (SHIIP)

Unity Point/St Luke’s (319) 369-7475
Mercy Hospital (319) 861-7884

**Supplemental Insurance Plans –**

- Wellmark offers Medicare Supplemental Coverage including a prescription drug supplement – *(800) 336-0505*
- Delta Dental offers a Retiree Direct buy plan – *(877) 423-3582 ext.3*
- VSP offers a direct buy at VSP.com

**Group Life Insurance and Accidental Death and Dismemberment Extension**

Madison National Life Insurance Company

You will be offered an Individual Life Conversion Request with Madison National Life Insurance of your existing group coverage.

**IPERS**

You should contact IPERS at (800)-622-3849 or visit [www.ipers.org](http://www.ipers.org) and request a Retirement Packet.

There is a page in the packet that HR completes. HR will not complete this page until you have submitted your written resignation.

IPERS has a retirement calculator available on their web page to calculate scenarios (using different date options) when exploring retirement.

If you terminate employment in January, your first IPERS payment will be the last working day in February even if you receive a payroll check in February.

**Holiday Pay**

To qualify for holiday pay, you must work or use paid leave for the full scheduled work day immediately preceding and following the holiday unless excused by the Employer for good cause. However, exempt employees who terminate employment on a holiday do not need to be on pay status for the day following the holiday to receive holiday pay for their last day.

If you are a continuous operation employee, you will be paid the balance of your Holiday Bank for the holidays celebrated prior to your retirement. If you have used holiday bank hours for holidays not yet celebrated in the current fiscal year, prior to your retirement, you shall have these holiday hours deducted from your final pay check.
### Attachments

- Policy Stat- Retirement - Resignation.pdf

### Approval Signatures

<table>
<thead>
<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bradley Phillips: HR Culture</td>
<td>07/2020</td>
</tr>
<tr>
<td></td>
<td>Coordinator</td>
<td></td>
</tr>
</tbody>
</table>
Employee Resource Guide - Time Away From Work

Holidays

Linn County provides you with twelve (12) paid holidays per year.

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day
- Personal Holidays (if eligible)

Refer to your Collective Bargaining Agreement or Policies and Procedures for celebration of holidays and compensation.

A copy of the current year holiday calendar is available here: [Holiday Calendar](http://linncounty-hr.policystat.com/policy/14015123/)
Vacation/Short Term Leave

You will accrue vacation based on a schedule of consecutive years of service based on your Collective Bargaining Unit, or Management, Non-Bargaining, or Confidential Personnel Policies and Procedures. Regularly scheduled part time employees accrue vacation on a pro-rated basis. You may use accrued vacation time with your supervisor's prior approval.

The maximum vacation/short term accrual is two years accumulation on your anniversary date of employment.

Example for AFSCME Bargaining Unit employees: New hire on July 1, 2023

July 1, 2023 – +80 hours

July 1, 2025 – two year anniversary accrual +80 hours

Your balance = 160 hours

You used 40 hours of vacation during 7/1/20 – 6/30/21

Your balance = 120 hours

July 1, 2026 – three year anniversary accrual +80 hours

You forfeit 40 hours of vacation because your balance is greater than the allowed maximum of 160 hours (80 hours x 2 years accrual) on their anniversary. If employee leaves before their one year anniversary, any vacation used prior to termination must be recouped from last pay check.

Further information on vacation accruals, scheduling, and payout of vacation can be found in your Collective Bargaining Agreement, or Management, Non-Bargaining, Confidential Personnel Policies and Procedures.

"J" Time

AFSCME bargaining unit employees are eligible for up to forty (40) hours of unpaid leave each fiscal year the granting of which shall be subject to the operational requirements of the department. Use of "J" time is governed by the vacation rules of the department.

Sick Leave/Long Term Leave

You will accrue Sick Leave or Long Term Leave monthly based on your Collective Bargaining Agreement, or Management, Non-Bargaining, Confidential Personnel Policies and Procedures. Regularly scheduled part time employees accrue sick leave on a pro-rated basis.

You may be eligible to convert some of your unused sick leave balance to vacation leave if you meet the requirements of your Collective Bargaining Agreement. The form to request conversion for AFSCME and PPME employees is below:

Paid Leave Conversion
Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) guarantees you the right to take leave without loss of employment or status for the birth, adoption, or foster placement of a son or daughter, your own serious illness, or to care for a seriously ill son, daughter, spouse, or parent.

FMLA allows you up to 12 weeks per fiscal year (July – June) away from work. You are eligible if you have worked for at least one year and for 1,250 hours during the previous twelve (12) months and meet other eligibility requirements. FMLA is not an additional type of leave; it is a way of designating leave you already have. Your paid time (sick leave, vacation, workers’ compensation, etc.) will run concurrently with FMLA. Employees are required to take sick leave during FMLA use.

Please reference the Family Medical Leave Policy and/or contact Human Resources at 892-5120.

FMLA Policy

Intermittent FMLA Reporting Guidelines

If you need additional time away from work (paid or unpaid) at the conclusion of your FMLA leave, you must make written request to your department head setting forth the reason for the leave and approximate length of time off desired. Such request shall be answered by the department head after consultation with Human Resources.

Workers' Compensation/FMLA

To report a work related injury, contact Linn County Risk Management at 892-5200. The Risk Management Department will assist you in filing your claim.

Time off while on Workers’ Compensation runs concurrently with Family Medical Leave. The Risk Management Department will assist you to complete the FMLA request form.

Jury Duty

Refer to your Collective Bargaining Agreement, or Management, Non-Bargaining, Confidential Personnel Policies and Procedures for details regarding reporting for jury duty and returning to work. If you are called to and report for jury duty and you, by virtue of such duty, lose time from work, you shall receive for each day of jury duty performed the difference between your normal straight time earnings for the day and the jury fee (excluding mileage and other expenses) to which you are entitled. To receive payment you will need to submit the court pay stub to the payroll processor in your department.

Bereavement Leave

You are eligible for paid leave due to the death of a member of their immediate family. Information concerning specific situation, time limits, and eligibility is available in your Collective Bargaining Agreement, or Management, Non-Bargaining, Confidential Personnel Policies and Procedures.
Military Leave

You shall be entitled to military leave benefits provided under the Iowa Code Chapter 29A and the Federal Selective Service Act, which includes a leave of absence for the period of active service without loss of status and pay during the first thirty (30) days of leave each calendar year. Proof of service must be submitted to your department head.

Unpaid Leave of Absence

If you need to request an unpaid leave of absence, you must, at your earliest possible time, make written request to your department head setting forth the reason for the leave and approximate length of time off desired. Such request shall be answered by the department head in consultation with Human Resources. For an unpaid medical leave of absence request, the request must include a statement from a treating provider specifying the duration of leave and the likely progress for recovery.

During an unpaid leave of absence, you:

- Will not receive compensation from the county.
- Will not accrue vacation or sick leave any month during which you did not work or have at least three (3) days of paid leave.
- Must pay all group insurance premiums falling due any month during which you do not have at least three (3) paid days.

If you are on an unpaid leave of absence, for any full calendar month you may continue on the group insurance(s) by making payment arrangements with the payroll department in the Auditor’s Office and paying the full premium cost on or before the 1st of each calendar month for that month of coverage. You will be offered a COBRA extension of health and dental coverage (see COBRA in the Benefits section).

Short Term Disability (STD)

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 the employee’s pay after completion of a fourteen (14) day waiting period. The coverage is intended to bridge the long term disability elimination period. You may choose to use your accrued sick leave during an extended illness or apply for Short Term Disability without exhausting your sick leave banks.

You are responsible for paying your benefit premiums while on STD as this income replacement benefit is paid by Madison National Life and therefore no benefit premiums will be deducted.

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

To submit a claim for consideration, go to https://www.madisonlife.com/disability/online-forms/ and file your claim.

If you have further questions regarding STD, please contact HR at 319-892-5120 or email...
Long Term Disability (LTD)

If you have a disabling condition beyond the elimination period of your policy and are not receiving pay, you may be eligible for a monthly payment from the group long term disability carrier. Refer to the Long Term Disability section in the Group Insurance Policy (PM-028) and contact Human Resources at 319-892-5120 for further information.

Donated Leave

If you have a disabling or confining illness or injury and have exhausted all paid leave, excepting only a maximum of forty (40) hours of accrued vacation, you may request a donation of time from other employees.

- A request to receive donated leave shall be turned in to Human Resources.
  - [Request to Receive Donated Leave Form]
- The maximum request for Donated Leave is sixty (60) calendar days or until LTD eligibility.
- Employees can only donate vacation, personal days, or comp time. Sick leave cannot be donated.
- Donated leave shall not count toward the accrual of any leaves.
- The Donated Leave Program can be utilized no more than once in a six (6) month period.
- Employees can only donate to employees in their same bargaining unit. Managers can donate to all employees.

Reference your Collective Bargaining Agreement, or Management, Non-Bargaining, Confidential Personnel Policies and Procedures for details or contact HR at 319-892-5120.

Additional Insurance Allowance

The Linn County Board of Supervisors recognizes that, from time to time, employees may be faced with serious health issues. The County offers excellent health insurance as well as the ability for working employees to bank significant amounts of sick, vacation or paid leave hours which can be used to cover wages and insurance premiums during periods of time when employees may be unable to work. The County also covers the employer portion of the health insurance premium while an employee is on paid or unpaid FMLA leave status (up to twelve (12) weeks or four hundred eighty (480) hours). Long-term disability (LTD) insurance is available for employees with disabling or confining illnesses who may have exhausted their paid leave balances.

Circumstances may arise where an employee is not able to return to work and has exhausted their FMLA coverage and his/her sick leave bank (or paid leave bank). Because the Board is sympathetic towards employees who are struggling with serious health issues and because they understand the high cost of health insurance especially when the employee is responsible for paying the full premium, an extension of health insurance coverage for three (3) months may be granted in the following circumstances:
• An employee has a disabling or confining illness or injury; and
• An employee has exhausted his/her FMLA coverage; and
• An employee has exhausted his/her available paid leave hours with the exception of up to forty (40) hours vacation (or paid leave) saved to use if they are able to return to work following recovery, and
• An employee must continue to pay their share of the monthly premium during the three (3) month period.

The granting of additional insurance coverage is independent of an employee's employment status and does not, in any way, provide a guarantee of continued employment. Additional insurance coverage is not connected to an individual department's decision to authorize or deny unpaid leave for an employee. The opportunity for additional insurance coverage is a once in a lifetime allowance for an eligible employee. Note: If only one (1) month of coverage is needed, the employee does not have access to another two (2) months at a future point in time.

If you wish to submit a request for an additional insurance allowance, he/she should complete the Linn County Additional Insurance Allowance Request form (below) and submit it to the Human Resources Department.

**Additional Insurance Request Form**

### Approval Signatures

<table>
<thead>
<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Matthew Cerruto: Human Resources Coordinator</td>
<td>02/2023</td>
</tr>
</tbody>
</table>