



Agenda
General Government Committee
Thursday, February 6, 2020 – 5:00 p.m.
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
County
Wisconsin**

For information regarding access for the disabled, please call 935-0399.

Any subject on this agenda may become an action item.

1	Call to order.
2	Roll Call.
3	Approve the agenda for this February 6, 2020 meeting.
4	Approve the minutes of the January 16, 2020 meeting.
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.
6	Resolution for Elected Officials Salaries for the 2021-2024 term.
7	Employment Activity Report.
8	Consider Iowa County Policies 110, 422, 425, 426, 427, 427.1 and 1309.
9	Set date and time for next meeting. (March 5, 2020 at 5:00 p.m.)
10	Adjournment.

Posting verified by the County Clerk's Office: Date: 1/30/20 Initials: GK



**Unapproved Minutes
General Government Committee
Thursday, January 16, 2020 – 5:00 pm
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin**

**Iowa
County
Wisconsin**

1	Chair Ronald Benish called the meeting to order at 4:57 p.m.
2	- Roll Call. Members present: Supervisors Ronald Benish, Stephen Deal, Curt Peterson and James Griffiths, who arrived after roll call. Sup. Judy Lindholm was excused. - Others Present: Allison Leitzinger, Bruce Haag (5:14pm), and Larry Bierke.
3	Sup. Griffiths moved to approve the agenda for this December 5, 2019 meeting and the minutes of the December 5 th , 2019 meeting. Sup. Peterson seconded the motion. Carried. Aye-4 Nay-0
4	Public Comments: None.
5	Sup. Peterson moved to go into Closed Session pursuant to section 19.86(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Sup. Griffiths seconded the motion. Carried at 4:58 PM. Aye-4 Nay-0.
6	Sup. Griffiths moved to return to Open Session. Sup. Deal seconded the motion. Carried at 5:24. Aye-4 Nay-0.
7	Sup. Deal moved to authorize the County Administrator to negotiate up to Tier 4 of the MTO plan if candidate maintains their registered nursing license. Sup. Peterson seconded the motion. Carried. Aye-4 Nay-0
8	The next meeting date is February 6, 2020 at 5:00 p.m.
9	Sup. Griffiths moved to adjourn the meeting. Sup. Deal seconded the motion. Carried. Aye-4 Nay-0 Meeting adjourned at 5:26 p.m.
Minutes by Larry Bierke	

AGENDA ITEM COVER SHEET

Title: Resolution for Elected Officials Salaries for the 2021-2024 Term

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Salaries need to be established and set before April 15, 2020 for the 2020 election of County Clerk, Register of Deeds and Treasurer.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution for Elected Officials Salaries for the 2021-2024 Term
2020 Wage Data

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations Director

2/3 VOTE REQUIRED:

☐ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

RESOLUTION NO. _____

**ESTABLISHING THE 2021-2024 COMPENSATION
FOR THE
REGISTER OF DEEDS, COUNTY TREASURER AND COUNTY CLERK**

TO THE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the General Government Committee hereby recommends the annual salaries for the Register of Deeds, County Treasurer and County Clerk for the Years of 2021-2024 as listed below.

NOW THEREFORE, BE IT RESOLVED, that the General Government Committee recommends that the salary schedule for elected officials listed below be adopted and adhered to, effective January 1, 2021 in accordance with Wisconsin State Statutes.

Elected Official	2020	2021	2022	2023	2024
Register of Deeds	\$58,027 1.5%	\$61,942 \$3,000 1.5%	\$62,871 1.5%	\$64,128 2%	\$65,411 2%
County Treasurer	\$58,027 1.5%	\$61,942 \$3,000 1.5%	\$62,871 1.5%	\$64,128 2%	\$65,411 2%
County Clerk	\$60,118 1.5%	\$62,542 1,500 1.5%	\$63,480 1.5%	\$64,750 2%	\$66,045 2%

Dated this 6th of February, 2020

Respectfully submitted by the Iowa County General Government Committee

Treasurer 2020 Wages

Iowa and 10 next smaller Counties

	Population	2020
Sawyer	16418	\$ 56,502.00
Lafayette	16741	\$ 56,885.31
Richland	17516	\$ 62,327.00
Green Lake	18760	\$ 67,899.00
Langlade	19160	\$ 56,984.00
Adams	19973	\$ 69,800.00
Taylor	20321	\$ 54,564.00
Kewaunee	20445	\$ 65,132.00
Jackson	20529	\$ 59,626.00
Vilas	21683	\$ 60,728.00
Iowa	23715	\$ 58,027.00

Iowa and 10 next bigger Counties

	Population	2020
Iowa	23715	\$ 58,027.00
Waushara	24369	\$ 63,528.34
Juneau	26576	\$ 60,000.00
Door	27483	\$ 65,333.86
Lincoln	27838	\$ 63,022.00
Trempealeau	29472	\$ 66,856.10
Vernon	30759	\$ 56,433.54
Clark	34679	\$ 55,224.00
Oneida	35254	\$ 63,243.00
Green	36851	\$ 58,759.00
Oconto	37553	\$ 62,010.00

Register of Deeds 2020 Wages

Iowa and 10 next smaller Counties		
	Population	2020
Sawyer	16418	\$ 56,502.00
Lafayette	16741	\$ 56,885.31
Richland	17516	
Green Lake	18760	\$ 67,898.59
Langlade	19160	
Adams	19973	\$ 69,800.00
Taylor	20321	\$ 54,564.00
Kewaunee	20445	\$ 65,132.00
Jackson	20529	\$ 59,526.00
Vilas	21683	\$ 60,728.00
Iowa	23715	\$ 58,027.00

Iowa and 10 next bigger Counties		
	Population	2020
Iowa	23715	\$ 58,027.00
Waushara	24369	\$ 61,543.81
Juneau	26576	\$ 60,000.00
Door	27483	\$ 65,333.86
Lincoln	27838	\$ 63,022.00
Trempealeau	29472	\$ 68,856.10
Vernon	30759	\$ 56,433.54
Clark	34679	\$ 56,743.30
Oneida	35254	\$ 63,243.00
Green	36851	
Oconto	37553	\$ 62,010.00

County Clerk 2020 Wages

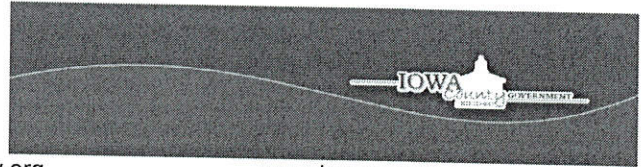
Iowa and 10 next smaller Counties		
	Population	2020
Sawyer	16418	\$ 56,502.00
Lafayette	16741	\$ 56,885.31
Richland	17516	
Green Lake	18760	\$ 71,708.99
Langlade	19160	
Adams	19973	\$ 69,800.00
Taylor	20321	\$ 54,564.00
Kewaunee	20445	\$ 65,132.00
Jackson	20529	\$ 62,535.00
Vilas	21683	\$ 60,728.00
Iowa	23715	\$ 60,118.00

Iowa and 10 next bigger Counties		
	Population	2020
Iowa	23715	\$ 60,118.00
Waushara	24369	\$ 63,528.34
Juneau	26576	\$ 60,000.00
Door	27483	\$ 65,333.86
Lincoln	27838	\$ 63,022.00
Trempealeau	29472	\$ 68,978.52
Vernon	30759	\$ 64,611.90
Clark	34679	\$ 60,883.68
Oneida	35254	\$ 63,243.00
Green	36851	
Oconto	37553	\$ 62,010.00

EMPLOYEE RELATIONS

The Courthouse
222 North Iowa Street
Dodgeville, WI 53533-1564

Phone: (608) 935-0374
Fax: (608) 935-0325
allison.leitzinger@iowacounty.org



www.iowacounty.org

TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: January 30, 2020
RE: Employment Activity Report

Outlined below is the employment activity for December 2019 and January 2020:

- Highway Section Maintenance Patrol – New hire started January 30.
- Corporation Counsel – Interviews scheduled for week of February 10.
- 4H Internship – First review scheduled for February 14.
- Dispatcher/Correctional Officer (2 vacancies) – 1 candidate in background check process; New recruitment for 2nd vacancy with an application deadline of February 10.
- Environmental Services – Maintenance: Interviews conducted on January 17.
- Patrol Deputy – Selection process in progress.
- Public Health Director – New hire starts on March 18.
- ADRC Taxi Driver and Substitute Drivers – New hire started January 15.
- Highway Equipment Operator – Internal promotion effective December 23.
- Bloomfield Healthcare Director of Nursing – First review scheduled for February 7.
- Bloomfield Healthcare Cook – ongoing recruitment.
- Bloomfield Healthcare Health Unit Coordinator – Ongoing
- Bloomfield Healthcare Certified Nursing Assistants — 1 new hire started January 22; 2 new hires expected to start within next 3 weeks; ongoing recruitment.
- Bloomfield Healthcare Registered Nurse/LPN – ongoing recruitment.

AGENDA ITEM COVER SHEET

Title: County Policies

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Attached are several policies that have been written by a team of department heads for you to consider. All of these policies have been reviewed by the Department Heads and all have had an opportunity to have their comments incorporated.

RECOMMENDATIONS (IF ANY):

Staff would like the General Government Committee to consider the policy ideas and suggest changes or modifications.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached are the policies for your review

FISCAL IMPACT:

The fiscal impact varies for each policy.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

2020 Proposed Policies

“Batch Atlanta”

- A. 110 AED – CRP Policy
- B. 422 Limited Term and Seasonal Hiring
- C. 425 Voluntary Leave Policy
- D. 426 Background Checks
- E. 427 Telecommute Policy
- F. 427.1 Work from Home Policy
- G. 1309 Drone Policy



Non-compulsory Hands Only Cardiopulmonary
Resuscitation/Automated External Defibrillator and Stop the
Bleed Training

Date Originated: 4/20/10

Date of Modification: 2/??/20

Policy Number: 110

1. Purpose:

To provide the public a sense of confidence and security that Iowa County Government is committed to their safety and well being through the establishment of a Hands Only Cardiopulmonary Resuscitation (Hands-Only CPR)/Automated External Defibrillator (AED) and Stop the Bleed (STB) Employee Training Program.

To establish a policy that defines the County Government's role and commitment toward establishing and sustaining a Hands-Only CPR/AED and STB training program for its employees.

To establish procedures for the scheduling of Hands-Only CPR/AED and STB training.

2. Organizations Affected:

All County Departments with employees who are not required by their job description to be trained in Hands-Only CPR, AED or STB. For these employees this training is not compulsory.

3. Policy:

- a. Hands-Only CPR/AED and STB training will be offered during regular work hours. Iowa County Emergency Management will pay all class costs associated with instructors and class materials.
- b. Estimated class time lengths will be provided in the class offering announcement.
- c. Classes will be offered each January/February time period. Employees will be encouraged to repeat the training annually. There is no certification for the Hands-Only CPR/AED or STB.
- d. The department of Emergency Management will be responsible for the scheduling of classes, obtaining instructors and necessary funding for costs associated with the training.
- e. The county will utilize Instructors that are county employees when possible.
- f. Maximum class size will be determined by the instructor(s).

4. References:

5. Procedure:

Scheduling of Classes:

- a. Emergency Management will arrange for instructors to deliver the training and schedule classes.
- b. Employees will be responsible for scheduling their attendance with their respective department head/manager/supervisor.

Funding:

- a. Emergency Management will be responsible for including in its annual budget, an amount necessary to sustain the Hands-Only CPR/AED and STB program for non-compulsory occupations.



Limited Term and Seasonal Hiring

Date Originated: 2/??/2020
Date of Modifications:
Policy Number: 422

1. PURPOSE:

The purpose of this policy to establish practices relative to the hiring of limited term employees and seasonal employees at Iowa County.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees and Elected Officials.

3. POLICY:

- A. Each Iowa County Department Head has the authority to hire limited term or seasonal employees. These employee positions are not subject to County Board approval or any position limitations.
- B. Any department head that decides to move forward with the hiring of a seasonal or limited term employee must ensure that proper funding levels exist in their approved department budget. No limited term or seasonal employee may be hired if said hiring impacts the department budget in a way that requires a budget amendment. All budget amendments must be approved by the County Board PRIOR to any employee hiring.
- C. The Highway Department generally hires seasonal staff to assist with summer and winter operational activities and fill-in for managed time off replacements. Winter Seasonal positions have a base requirement of possessing a Class ABCD Commercial Driver's License. Summer Seasonal positions have a base requirement of possessing a State of Wisconsin Motor Vehicle Driver's License D. The Department fills seasonal positions with the following structures:
 - 1. Part-time seasonal staff - are hired to fill-in or work portions of days or portions of weeks in lieu of a 40 -hour week. Staff are available and work on a preset, pre-arranged schedule based on weekly activity.
 - 2. Part-time as-needed seasonal staff – are hired on the basis of being on-call and ready to assist the department as needed. These employees are typically utilized for winter operations and deployed to help or assist on an event by event on-call basis, as needs arise.
 - 3. Full-time seasonal staff – are hired to work on a regular 40-hours per week basis for a limited term in any given annual period.
- D. Wages.
 - 1. It is Iowa County's policy that any limited term employee be compensated at 90% of Step 2 of the Iowa County Compensation Pay Plan for the position they are filling.
 - 2. All Highway Department seasonal employees are compensated at Step 3 of Grade G of the Compensation Pay Plan. A returning seasonal employee

shall move up one step each year he/she works for Iowa County until they max out at "control point".

4. REFERENCES:

Policy 401 – Section 4.

5. PROCEDURES:

A. Hiring Process:

No Department may hire a seasonal employee without following the hiring procedures identified in policy 401. All members of the workforce must have an opportunity to apply for seasonal positions.

Limited Term employees may be hired from an established pool of candidates maintained by the Employee Relations Department.

B. Variance: The County Administrator is hereby authorized to waive portions of this policy should an unusual situation arise.



Voluntary Leave Donation

Date Originated: 02/??/2020
Date of Modifications:
Policy Number: 425

1. PURPOSE:

The purpose of the Voluntary Leave Donation is to establish an equitable way of allowing employees to donate their accumulated Managed Time Off or Vacation with others in need of additional paid leave due to a qualifying medical emergency.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees.

3. POLICY:

This policy allows Iowa County employees to voluntarily donate earned paid time (MTO - Managed Time Off) to other County employees who have exhausted their available paid time and are experiencing a qualifying medical emergency.

"Medical Emergency" is defined as a medical condition of an employee or an employee's family member that meets the requirements of the Federal Family and Medical Leave Act (FMLA) for a Serious Health Condition. Birth or placement of a child for adoption or foster care is not eligible under this policy.

"Family Member" is defined as an employee's spouse or domestic partner; employee's children, including adopted, step and foster children; and employee's parents.

To be eligible to receive donations, Recipient must:

- A. Employees must have a minimum of one (1) year of employment with Iowa County.
- B. Submit a County's FMLA NON-FMLA Leave Request Form and show necessary certification of a "Serious Health Condition" or medical certification from a physician.
- C. Have exhausted all paid time (MTO, Traditional Sick Leave, Medical Leave Bank, Personal Holiday and Compensatory Time).
- D. Not be receiving a Worker's Compensation benefit.
- E. Not be receiving any other wage or salary replacement benefits from Iowa County including 3rd party insurance carriers.
- F. Fill out an Iowa County Voluntary Leave Donation – Confidential recipient Request Form and indicate the number of days needed not to exceed 30 business days per application. Donations will only be allowed up to the number specified. Requests are to be submitted directly to Employee Relations Department within fifteen (15) days of the qualifying event.
- G. Maximum hours recipient can receive in a calendar year is 240 hours.

Recipient must be in an active status and is not eligible to receive donations prior to four weeks of a resignation/retirement notice received.

To be eligible to donate paid time, Employee must:

- A. Have at least eighty (80) hours earned paid time available (MTO – Managed Time Off/Vacation). The maximum amount of paid time an employee can donate in a calendar year is 40 hours.
- B. Be in-pay status.
- C. Not be subject to a wage garnishment, wage assignment or child support wage assignment.
- D. Sign and submit an Iowa County Voluntary Leave Donation – Confidential Donation Request Form to the Finance Department.

Employees may not donate paid time within four weeks prior to a resignation notice received.

4. REFERENCES:

Policy 414 FMLA

Policy 401 Employee Handbook – Section 6 Managed Time Off

5. PROCEDURES:

If the recipient meets the requirements above, the Voluntary Leave Group will meet to determine how much time is granted. All personal information (name, department and reason) will be redacted from the form.

The donated time will go into the Voluntary Leave Fund. The maximum amount of hours the Voluntary Leave Fund can have at one given time is 240 hours.

When a Request for Voluntary Leave Assistance is approved, Employee Relations will communicate the need for Voluntary Leave Donations to the Finance Department.

Iowa County will not provide to the Recipient who the donating employees are.

A. Voluntary Leave Group

The Voluntary Leave Group will consist of five (5) employees as grouped below:

2 – Department Head

1 – Managers

2 – Non-Management Employees

The Employee Relations Director will participate in the Voluntary Leave Group in a resource capacity.

The Employee Relations Department will send out an inquiry to obtain interested employees. All interested employee names will be grouped by categories above and employees will be randomly drawn for selection by the County Administrator. Selected employees will be part of the group for one (1) year (January – December).

B. Guidelines

Donation of paid time will be credited hour for hour and will be paid out at the Recipient's hourly wage. Donating employees will not be taxed on time donated. Managed Time Off (MTO) does not accrue while using donated time. Finance Department will track all

donated time. Recipient will start receiving donated pay on the date the Request for Voluntary Leave Assistance is approved or the effective date if after the approved date.

An employee may not directly or indirectly make any attempt to intimidate, threaten, or coerce any other employee for the purpose of soliciting leave. Employees, who violate this policy, may be subject to disciplinary action, up to and including termination.

DRAFT

Iowa County Voluntary Leave Donation
Confidential Donation Request Form

Employee Name: _____ Department: _____

Hours of Managed Time Off (MTO)/Vacation being donated: _____

I, _____ verify that I meet the following (Check all that apply):

- _____ I have been at least eighty (80) hours earned paid time available (MTO)
_____ I have not exceeded the forty (40) hour limit in donating.
_____ I am in an active pay status
_____ I am not subject to a wage garnishment, wage assignment or child support wage assignment.

I understand that my donation is voluntary and confidential. I understand that my leave balance will be decreased by the amount contributed and the donated leave cannot be retrieved in anyway. I understand that I am not donating my leave to a specific employee, and that all donations are placed into the Voluntary Leave Fund. I certify that I was not intimidated, threatened, or coerced by any employee to donate time into the Voluntary Leave Fund.

Employee Signature: _____ Date: _____

Return completed form to the Finance Department.

To be completed by the Finance Department

Meets all the requirements listed in the Voluntary Leave Donation Policy. Yes/No

Total Hours in Voluntary Leave Fund: _____

Donation Request Approved: _____ Donation Request Approved: _____

How much time approved and type or denied because: _____

Transfer Date: _____ Total Hours available in Voluntary Leave Fund after Transfer: _____

Finance Signature: _____ Date: _____



BACKGROUND CHECKS

Date Originated: 02/??/20

Date of Modifications:

Policy Number: 426

1. PURPOSE:

To ensure that Iowa County provides services in a safe environment, complies with those laws and regulations which require Iowa County to conduct criminal background checks on applicants as a condition of employment for certain positions and complies with those laws and regulations which prohibit discrimination against job applicants and current employees based upon arrest and conviction records which cannot be lawfully considered when making employment decisions.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees and volunteers.

3. POLICY:

A criminal background check shall be performed on each new hire for an Iowa County position or volunteer. Criminal background checks shall be conducted on candidates recommended for hire prior to the extension of an offer of employment or volunteer assignment.

A. Definitions

- a. Arrest Record: Information indicating that an individual has been arrested, apprehended, taken into custody, detained, questioned, held for investigation, charged, or tried.
- b. Conviction Record: Information indicating that, pursuant to any law enforcement or military authority, an individual has been:
 - i. Convicted of any felony, misdemeanor or other offense;
 - ii. Less than honorably discharged
 - iii. Fined;
 - iv. Imprisoned;
 - v. Paroled;
 - vi. Placed on probation;
 - vii. Placed in a Deferred Prosecution Program or
 - viii. Placed on extended Supervision
- c. Criminal Charge: A Criminal complaint, information or indictment filed in a state, federal, tribal or military court of law.

- d. Criminal Conviction: A conviction punishable by a state, federal, military, tribal, or local law enforcement or correction agency.

B. Wisconsin Caregiver Law

Wisconsin law requires criminal history background checks on persons responsible for care, safety, and security of children, and vulnerable adults. This mandate includes licensed individuals, employees, prospective employees and other specified persons affiliated with care giving entities or providers. Criminal convictions related to the harm of another human being are generally a bar from employment for positions within health care settings. Iowa County is bound to check applicant's criminal history before hire and the criminal history of current employees at least every four (4) years. Iowa County requires to conduct caregiver criminal background checks of applicants who, if hired, will have unsupervised access to vulnerable populations due to their positions with Iowa County.

C. Special Circumstances

Certain Iowa County departments, such as the Iowa County Sheriff's Office, District Attorney's Office and Information Technology Department have developed an enhanced background check process.

4. REFERENCES:

Wisconsin Statute: 111.335

The Caregiver Law: Wisconsin Statute 50.065

5. PROCEDURES:

A. Notices on Job Postings

Employee Relations will be responsible for including the following notice in job positions: "Applicants are subject to a criminal background check".

B. Conducting Criminal Background Checks

Criminal background checks will be conducted and managed within the Employee Relations Department. Background checks will be completed by utilizing the Wisconsin Department of Justice, Crime Information Bureau electronic database.

Out of State Background Checks: Iowa County will check out-of-state backgrounds if the applicant is not a resident of Wisconsin, or if at any time within three (3) years preceding the date of search, the applicant has not been a resident of Wisconsin, Iowa County shall make a good faith effort to obtain from any state in which the applicant is a resident or was a resident.

Fingerprint Background: When Fingerprint background checks need to be completed, Iowa County will provide this check.

Iowa County recognizes that databases may include information that is irrelevant to the employment decision-making process. For example, some databases include information about arrests where the charges have been dismissed/dropped as well as information about civil cases such as divorces and financial suits. However, it is the policy of Iowa County not to consider such information when making employment decisions.

C. Determining if a Criminal Record is Substantially Related to the Position
Everyone is presumed innocent until guilt is proven beyond a reasonable doubt, Iowa County will not hold arrests that do not result in a conviction or a plea agreement against an employee or applicant. Furthermore, Iowa County recognizes that the existence of a conviction is not always an automatic exclusion from employment. Therefore, it is the policy of Iowa County to review each applicant's/employee's criminal background on an individual, base-by-base basis, using the following factors to determine whether there is a substantial relationship between the pending charge or conviction and the position.

- a. The offense(s) themselves, in particular, the nature and severity of the offense(s), including but not limited to:
 - i. The statutory elements of the offense(s) (including the requisite level of intent) and where these elements are related to the position;
 - ii. The amount of time which has elapsed since the last offense occurred;
 - iii. The number of offense(s) and whether there is a pattern;
 - iv. The type(s) of offense(s) (i.e. felony, misdemeanor, traffic, other);
 - v. Whether the State or Federal government has determined that the nature of the offense(s) must be or may be treated as a complete bar to employment in the position.
- b. The position itself, and in particular, the duties, responsibilities and circumstances of the position, including, but not limited to:
 - i. Whether the duties, responsibilities and circumstances of the position offers opportunities to commit new offenses;
 - ii. The level and scope of the position's autonomy/discretionary authority and supervision by superiors;
 - iii. The level and scope of the position's responsibility to supervise subordinate staff;
 - iv. The level and nature of the position's contact with the general public;
 - v. The extent to which the job requires the truth and confidence of the general public and/or public officials;
 - vi. The sensitivity of the data or records for which the position is responsible and/or to which the position has access.

- c. The individual himself/herself, and in particular, the individual's age at the time of the offense(s), his/her record of behavior in other circumstances, and performance in other recent jobs.

Once the criminal background check is completed, is the policy of Iowa County to review the results and act as follows:

1. If no criminal, record found, then the applicant progress to the next stage of the application process. Iowa County may offer an appointment contingent upon the successful completion of a criminal background check; in these contingent offers, it does need to be stated that the offer will be withdrawn or terminated if the results of the individual's criminal background check are unacceptable.
2. If the criminal background check discloses a criminal history, but, using the criteria set forth in Section 3 (C), there is not a substantial relationship between the offense(s) and the position, then the applicant progresses to the next stage of the hiring process.
3. If the criminal background check discloses a criminal history, and, using, the criteria set forth in Section 2 (C), there is a substantial relationship between the offense(s) and the position, the Employee Relations Director or his/her designee will inform the applicant of the contents of the record check, inform the applicant that Iowa County has determined that there is a substantial relationship between the offense(s) and the position and inform the application of the non-selection decision.
4. Recordkeeping. All information gathered during a criminal background check will be shared on a "need to know" basis and will be kept in the recruitment folder.



TELECOMMUTING POLICY

Date Originated: 2/??/20

Date of Modifications:

Policy Number: 427

1. PURPOSE:

The purpose of this policy is designed to provide guidelines that employees may participate in home telecommuting. Telecommuting may be supported to meet operational requirements and when determined to be in the best interest of Iowa County.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees and specifically Department Heads and Managers.

3. POLICY:

Iowa County is committed to creating a work environment and culture where the needs of our clients, employees and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location. Iowa County offers employee the ability perform certain job duties away from the central work site. This policy refers to those employees working set scheduled shifts from a remote work area.

Occasional work off-site including work while traveling on County business does not constitute telecommuting.

A. DEFINITIONS:

- a. Telecommuting means working one or more days each work week from home instead of commuting to their worksite.
 - i. Iowa County will only allow up to three (3) days per week for Telecommuting days.
- b. Voluntary means employees choose to request a telecommuting arrangement.
- c. Worksite means the Iowa County worksite where they employee would be required to work when not telecommuting.

4. REFERENCES:

5. PROCEDURES:

A. Eligibility

- a. The determination that a position may or may not be appropriate for a telecommuting is made on a case-by-case basis at the department level with approval from the County Administrator
- b. Departments evaluate whether a position is suitable for telecommuting based on the nature of the work that is being performed. Generally, requests to telecommute should be considered when:
 - i. The employee's duties can be fulfilled within the telecommuting structure.
 - ii. Telecommuting fits with the needs of the department.
 - iii. Telecommuting provides for space savings or increased productivity.
 - iv. The employee has demonstrated and sustained meets expectation reviews, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
- c. Request to telecommute should not be considered when:
 - i. The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
 - ii. The employee's current job description requires frequent supervision, direction or input from others who are onsite.
 - iii. The employee's job duties require that the employee provide frequent supervisions, direction or input to other employees who are onsite.
 - iv. The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
 - v. The employee has a documented attendance/tardy problem.
 - vi. The employee has less than one year of services with Iowa County.

B. Request Process

- a. An employee requesting a telecommuting arrangement should submit a written request to their immediate supervisor.
- b. The employee's direct supervisor and/or department head must review and approve the request prior to the review and approval of the County Administrator.

C. Expectations

- a. Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.
- b. Employees who telecommute must comply with all Iowa County policies and department work rules.

- c. Employee who telecommute are expected to have regularly scheduled work hours and to be fully accessible during those work hours.
- d. Employee must provide the following equipment/services for telecommuting at their own expense:
 - i. High speed internet (25 megabit or higher)
 - ii. Phone service
- e. The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- f. All meetings with clients and or visitors conducting business with Iowa County shall not be held in the employee's telecommuting location.

D. HIPAA

- a. Employees in a telecommuting arrangement must comply with all Iowa County policies and procedures concerning the handling of Protected Health Information, Confidentiality, as well as use of computers, internet and email.
- b. It is expected employees fully review and are familiar with these policies, policies 410 and 418.
- c. Employees will limit consumer specific information in their possession outside of County offices to that necessary to perform their duties.
- d. The employee's signed Iowa County acknowledgements remain in full effect while telecommuting.

E. Travel Expenses

- a. If an employee is telecommuting and during the workday they come in to the worksite for required business related purposes, the time traveling from the employee's home to the worksite must be treated as job site travel, and the employee's travel time must be counted as hours worked and compensated accordingly plus mileage.
- b. If an employee is required to come to the worksite at the beginning of their normal work schedule and on a normally scheduled telecommute day, the time traveling from the employee's home to the worksite is not treated as job site travel.

F. Equipment

- a. Departments will work with the Information Technology Department to purchase a laptop if a laptop is not already assigned.
- b. All telecommuting work needs to be done under the County software VPN (Virtual Private Network).
- c. Iowa County requires employees to have the following in order to telecommute:
 - i. High speed internet (25 megabit or higher)

- ii. Telephone
 - iii. Monitoring Application System
- d. The County will not provide or reimburse employees for items in 5 (F)(b).
- e. All equipment provided by Iowa County will remain the property of Iowa County and is subject to the same business use restrictions as if located at the organization's on-site work location.

G. Liability

- a. The County will not be liable for damages to the employee's property resulting from participation in the telecommuting program.
- b. Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under Iowa County's workers' compensation.
- c. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with Iowa County's Employee Handbook policy 401, Section 6.10.
- d. The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors while conducting business with Iowa County at the employee's telecommuting location.
 - i. By participating in the telecommuting arrangement, the employee agrees to hold County harmless against any and all claims including injuries to others at the telecommuting location.

H. Telecommuting Agreement

- a. An agreement between the telecommuting employee and the department is required, and will be placed in the employee's personnel file.
- b. The telecommuting agreement may be modified or terminated at any time.
- c. In all cases, telecommuting agreements must be renewed annually.



AD HOC TELECOMMUTING

Date Originated: 02/??/20

Date of Modifications:

Policy Number: 427.1

1. PURPOSE:

The purpose of this policy is to establish standards and guidance for occasional Ad Hoc telework.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees.

3. POLICY:

Iowa County recognizes the potential benefits to providing flexible working arrangements that will assist employees and Iowa County with balancing the demands of work.

Iowa County may allow employees to work from home on an Ad Hoc basis due to operational requirement, efficiencies and productivity demands of the position.

A. DEFINITIONS:

- a. Ad Hoc Telework: Work performed outside the office on an occasional, one time, or irregular basis and is usually driven by the situation.

4. REFERENCES:

427 Telecommuting Policy

5. PROCEDURES:

A. ELIGIBILITY

To be considered for ad hoc telecommuting, an employee must meet the following eligibility requirements:

- a. Permanent employment status;
- b. Has a current meets expectations review;
- c. Has access to suitable technology for telecommuting;
- d. Is in a role that is suitable for telecommuting.

B. APPROVAL PROCESS

Each Department Head will establish a guideline for applicable Ad Hoc Telecommuting within their department.

Employees who are requesting Ad Hoc Telecommuting should request a meeting with their Manager and Department Head. Employees will be required to fill out an Ad Hoc Telecommuting Request Form and provide that to the Manager and Department Head during the required meeting.

Once the Manager and Department Head approve/declined an Ad Hoc Telecommuting request, the Department Head must notify the County Administrator and the Employee Relations Director.

C. Use of Equipment/Supplies

All employees must use Iowa County computers, and the VPN software for Ad Hoc Telecommuting work.

a. Internet, phone and data charges

Employee will be responsible for paying all expenses for internet, phone and other similar bills.

b. Iowa County Computers

Departments will work with the Information Technology Department to request a laptop, if a laptop is not already assigned.

i. Laptops will be signed out on a first come, first serve basis.

D. Travel Expenses

a. Travel time and/or mileage reimbursement is prohibited under the Ad Hoc Telecommuting policy.

E. Employee Responsibilities

Employees who telecommute have the following responsibilities:

a. Choosing a safe and private workspace for occasional telecommuting, free of hazards and distractions;

b. Communicating with their managers on work that is being performed and completed;

c. Being available by phone and email during the telecommuting hours that have been approved;

d. Adhering to the Ad Hoc telecommuting work hours;

e. Coding their time worked (and time not worked) accurately.

Employees will follow all other guidelines listed in Policy 427 – Telecommuting Policy.



Drone Policy

Date Originated: 2/??/2020
Date of Modifications:
Policy Number: 1309

1. PURPOSE:

The purpose of this Drone Policy is intended to guide employees of participating departments with pre-approved drone programs. This Policy applies to all departments participating in the County's drone program, including boards and commissions, employees, contractors, and volunteers. Elected officials, employees, consultants, volunteers, and vendors while working on behalf of the County are required to comply with this Policy.

2. ORGANIZATIONS AFFECTED:

This policy will impact all departments, agencies and divisions of Iowa County.

3. POLICY:

Iowa County is dedicated to embracing technologies that help improve its services while protecting the privacy and safety of its residents. The use of drones in the public interest is expected to benefit residents and visitors to the County through the more efficient use of County resources.

The term "drone" means an unmanned aircraft flown by a pilot via a ground control system, or autonomously through use of an on-board computer, communication links or other any additional equipment.

They can also be referred to as:

Unmanned Aerial System (UAS)

Unmanned Aerial Vehicle (UAV)

4. REFERENCES:

FAA – Federal Aviation Administration

5. PROCEDURES:

Departments may add requirements to the policy, but may not remove any requirements in this document, or use drones for any reason outside the "use cases" identified below. Any additional requirements need to be approved by the County Administrator.

The county drone policy must be reviewed by all drone operators and any individuals with access to drone data that may contain Personal Identifiable Information. Engaging in the unauthorized use of drones or activities that are inconsistent with this Policy may subject an employee to discipline.

- A. The purchase and ownership of all drones will be limited to the Sheriff and I.T. Departments.
- B. The operation of any drone will be performed by employees must have Federal Aviation Administration UAS certification and completed all department required training in order to operate the drone.
- C. Required information will be provided to County Clerk to make sure it is insured properly.
- D. All drones must be registered with the Federal Aviation Administration.
- E. All use of drones must follow the rules and regulations put forth by the Department of Transportation as well as the Federal Aviation Administration.
- F. All accidents must be reported in accordance to the rules and regulations of the National Transportation Safety Board and the Federal Aviation Administration.
- G. Departments that wish to have drone footage taken for specific uses may submit a request with either the Sheriff or I.T. department.
- H. The authorized use of a drone is allowed for the following use cases.
 - 1. Aerial review of areas affected by disasters or emergencies.
 - 2. Disaster Response: Assessment and District Surveys.
 - 3. Emergency Response: Building Fire Reconnaissance.
 - 4. Search & Rescue: Aerial or water borne drones.
 - 5. Training: Assessment and evaluation of emergency response operations.
 - 6. Construction Management: Inspection of project sites for contract and environmental compliance.
 - 7. Environmental Monitoring & Documentation: Vegetation type and health, wildlife, streams/reservoirs.
 - 8. Inspections: Surveys and assessments of properties and assets.
 - 9. Marketing: Capture video and still photographs.
 - 10. Construction Management: Inspection of project sites for contract and environmental compliance.
 - 11. Environmental Monitoring: Flora and fauna type and health, spills and leaks, erosion.

12. Mapping: Digital elevation models, land use maps, 3D models and contours.
13. Search & Rescue: Reconnaissance and assist during an emergency, both for water and land operations.