



# Chariton Valley

PLANNING & DEVELOPMENT

**COUNCIL OF GOVERNMENTS**

**EMPLOYEE MANUAL**  
**2013**

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## ACKNOWLEDGMENT

I hereby acknowledge receipt of the Chariton Valley Planning and Development Council of Governments (hereinafter referred to as Chariton Valley) Employee Manual and understand its contents. I understand that the handbook is intended to provide an overview of Chariton Valley's personnel policies and does not necessarily represent all such policies in force. I agree, as specified in the Manual, my employment with Chariton Valley, may be terminated by the employee or the employer at any time, and with or without notice by me or Chariton Valley. Employment at Chariton Valley is at will. I understand that no one at Chariton Valley has authority to make any arrangement with me contrary to the foregoing. This manual supersedes and cancels all prior manuals and/or Chariton Valley policies.

This Employment Manual specifically does not represent contractual terms of employment. It is, rather, an explanation of employment policy subject to change by Chariton Valley. No change in employment policy will be effective unless it is executed in writing by an authorized Chariton Valley representative. Chariton Valley may at any time, in writing, add, change, or rescind any policy or practice at its sole discretion, without notice. I have also read the sexual harassment policy and agree to comply by its terms, including the duty to report any violation promptly.

When the provisions of this policy are in conflict with the Code of Iowa, the Code of Iowa will prevail.

\_\_\_\_\_  
Employee Name (Please Print)

Date:

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

\_\_\_\_\_  
Executive Director Name (Please Print)

Date

\_\_\_\_\_  
Executive Director Signature

## **INTRODUCTION AND DISCLAIMER**

The contents of this Employment Manual summarize present Chariton Valley programs and policies and are intended as guidelines only. We have always emphasized that outstanding employees are the key to the successful operation of Chariton Valley. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This employee manual will familiarize you with the various aspects of working for Chariton Valley. We encourage you to use it as a valuable resource for understanding Chariton Valley. We feel it will also be a useful reference document for all employees. If you have any questions, please do not hesitate to ask them of either the Executive Director or any Chariton Valley Board Member.

Chariton Valley reserves the right to alter, modify, amend or terminate the provisions of this Manual at any time. The provisions of these policies and other policies do not establish contractual rights between Chariton Valley and its employees.

**THIS MANUAL IS EFFECTIVE THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

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Chariton Valley Board Chairman

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Chariton Valley Board Vice- Chairman

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Chariton Valley Board Treasurer

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Chariton Valley Board Director

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Chariton Valley Board Director

## GENERAL INFORMATION

### EMPLOYEE DEFINITIONS:

Employees: all persons who receive wages or salaries from Chariton Valley.

1. **Regular Full-time Employees:** Regular full-time employees are those who are scheduled to work at least forty (40) hours in a week, and are subject to evaluation periods. The usual work week consists of five (5) days of eight (8) hours each day, Monday through Friday. In some situations, a more flexible schedule is needed. Any change in schedule may only be made with the approval of the Executive Director or the Chariton Valley Board Chairman.

All regular full-time employees are eligible for all employee benefits, including IPERS, paid vacations, paid holidays, paid sick leave, etc.

2. **Regular Part-time Employees:** Regular part-time employees are those who are scheduled to work less than thirty-two (32) hours per week. These employees are not eligible for employee benefits.

3. **Exempt Employees:** An exempt employee is a salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of time off (compensatory time) or salary.

4. **Non-Exempt Employees:** A non-exempt employee is one who is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation in the form of time off (compensatory time) or salary.

Overtime for employees shall be granted compensatory time off, at the rate of time and one-half (1 1/2) for each hour worked in excess of forty (40) hours in any work week. For the purpose of computing overtime pay, all holiday hours, vacation hours and sick hours for which an employee is compensated shall be regarded as hours worked, if the employee is required to work by necessity or on an emergency basis, as determined by the Executive Director and/or the Board of Directors. Except for emergencies, any work in excess of the normal work period must be approved in advance by the Executive Director and/or the Board of Directors.

The accumulation of 300 hours of compensatory time must be brought to the attention of the Policy Board of Directors as a potential liability concern. Employees may request a cash payment of up to 30 days (240 hours) no more than twice annually and the Policy Board of Directors must approve. Pay of hours can be from compensatory time or vacation/annual leave hours.

### DUTIES AND RESPONSIBILITIES:

Major duties are described in the formal Job Descriptions for each employee position. Each employee will receive a copy of the appropriate job description at the time of hire.

#### **SUPERVISION:**

Job performance of each employee will be monitored by the Executive Director, as reviewed by the Chariton Valley Board of Directors. An annual performance evaluation for each employee will be conducted by the Executive Director and/or the Board of Directors. In the event an employee needs more intensive supervision, evaluations may be conducted more frequently.

#### **EQUAL EMPLOYMENT OPPORTUNITY:**

It is the policy of Chariton Valley to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped; and to administer its programs in a manner which does not discriminate against any person because of race, creed, color, religion, sex, disability, national origin, handicap, age, political affiliation or citizenship.

Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by Chariton Valley because of race, creed, color, religion, sex, national origin, age, handicap, political affiliation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by the Chariton Valley Executive Director and/or the Board of Directors. In addition, employees may pursue the grievance policy set out hereafter.

#### **OUTSIDE EMPLOYMENT:**

An employee shall not become involved in any activity which impairs attendance or efficiency in the performance of their duties as an employee of Chariton Valley. An employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with duties as an employee of Chariton Valley.

#### **LAYOFFS:**

If and when it becomes necessary to reduce the number of employees, consideration will be given to the needs of the Employer, the employees' qualifications, past performance, ability to perform the work required, and ability to get along with other employees and the public which they serve.

While on layoff, an employee is not eligible for holidays or any other benefits. Vacations, sick leave and seniority do not accrue during a layoff.

#### **CODE OF CONDUCT:**

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal and state grant funds in compliance with applicable federal and state standards, regulations, and laws.

##### **1. Application**

The Code of Conduct applies to all officers, employees, or agents of Chariton Valley Planning and Development Council of Governments, Centerville, Iowa engaged in the award and /or administration of contracts supported by federal or state grand funds.

## 2. Requirements

No officer, employee, or agent of Chariton Valley Planning and Development Council of Governments shall participate in the selection, award, or administration of a contract supported by federal or state grant or loan funds, if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/Her partner; or
- d. An organization which employs, or is about to employ any of the above, has financial or other interest in the firm selected to award.

The Chariton Valley Planning and Development Council of Governments' officers, employees, or agents shall neither solicit nor accept gratuities, favors, and anything of monetary value from contractors, potential contractors, or subcontractors.

Violation of the Code of Conduct will invoke penalties and sanctions consistent with applicable federal and state laws.

## **BENEFITS:**

### **Sick Leave:**

1. Sick leave can be used only for bonafide sickness, which may include pregnancy, or non-work related accidental injury of the employee, and medical, dental and optical appointments. For purposes of this paragraph, immediate family shall be interpreted to include spouse and children. Extended use of sick leave for immediate family may be used at the discretion of the Executive Director and/or Board of Directors.
2. Sick leave with pay shall accumulate at the rate of four (4) hours per pay period, providing the employee is compensated for at least fifteen (15) days in that month. An employee can accumulate up to a maximum of one hundred twenty (120) days. After an employee reaches 120 days of accumulated sick leave, an employee may convert further earned sick leave into vacation.
3. Employees shall forfeit all accumulated sick leave upon separation from employment for any reason, including voluntary resignation.
4. Any employee who requests sick leave shall notify the Executive Director and/or the Chairman of the Board of Directors as early as possible on the first day of absence.
5. A medical verification of illness or injury may be required by Chariton Valley for any absence in excess of three (3) workdays.
6. Sick leave shall be charged by actual hours used, with one-half (1/2) hour increments, with a minimum of one half hour charged. Absences of more than one-half (1/2) hour shall be charged to the next highest one-half hour.

**Family and Medical Leave Act**

When applicable, the FMLA will supersede regulations with temporary disabilities or illnesses. The COG adopts the regulations of the FMLA in its entirety and will provide such leave subject to other COG, State, or federal requirements. Covered employees of FMLA are those that have worked for the COG for at least 1 year and have worked at least 1,250 hours over the 12 months prior to FMLA leave starting. The employee may receive up to a maximum of 12 weeks of leave for FMLA eligible causes during any consecutive 12-month period. Eligible FMLA purposes include:

- Birth of a child and care for a newborn child;
- Placement with the employee of a child for adoption or foster care;
- Care for the employee’s spouse, son, daughter, or parent with a serious health condition; and
- An employee’s own serious health condition that makes the employee unable to perform his/her own job.

Employees must provide advance leave notice, except in emergency situations, provide medical certification as the need for FLMA leave and provide an anticipated dater of return. During the term of the leave, employees must provide medical re-certification at least once every 30 days after the initial certification of FMLA and provide an exact return date to their immediate supervisor prior to the return to the workplace. Employees must use accrued vacation and sick leave during FMLA leave prior to receiving unpaid leave. Any employee contribution for medical premiums must be paid during the absence if these cannot be recovered through payroll deduction. The Executive Director/Board of Directors will provide a “Notice of Rights Under FMLA” within 2 days following the receipt of a leave notice from an employee and will not interfere with the exercise of any right provided under FMLA. Employees may be requested to provide medical clearance from a physician before returning to work.

**Vacations:**

1. All full-time employees are eligible for vacation, which permits the employee to be absent from work for personal reasons during the workday without loss of pay. Full-time employees will accumulate annual leave per pay period as follows unless otherwise authorized by the Board of Directors:

Less than 3 years of service -	4 hours
4 years of service, but less than 10yrs -	6 hours
11 years of service or more -	8 hours

2. Request for vacation shall be submitted by the employee to the Executive Director and/or the Board Chairman.

3. When the employee terminates employment with Chariton Valley, she/he will be paid for any accumulated unused vacation up to the date of termination.

4. Pay out request for vacation time not used. No more than 30 days per increment and no more than twice annually. Must have Board approval.



### **Holidays:**

1. Regular full-time employees are eligible for ten (10) paid holidays as listed:

New Year's Day	(January 1)
Martin Luther King Jr's Birthday	(3rd Monday in January)
President's Day	(3rd Monday in February)
Memorial Day	(last Monday in May)
Independence Day	(July 4)
Labor Day	(1st Monday in September)
Columbus Day	(2nd Monday in October)
Veterans Day	(November 11)
Thanksgiving Day	(4th Thursday in November)
Christmas Day	(December 25)
2. If the holiday falls on Sunday, Monday is taken for the holiday. If the holiday falls on Saturday, Friday is taken for the holiday.
3. To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday unless excused by the Executive Director and/or Board Chairman.
4. An employee on layoff or leave of absence is not eligible for holiday pay.

### **Funeral**

All regular full-time employees shall be allowed paid time off at regular rate of pay, not to exceed three (3) workdays as normally scheduled for the employee, in case of the death of the employee's parent, spouse, child, grandchild, grandparent, In-law or legal ward for attendance at the funeral and for other purposes directly arising out of said death. In the event of death of an employee's immediate relative, all regular full-time employees shall be allowed paid time off at the regular rate of pay for up to one (1) day as normally scheduled for attendance at the funeral.

### **LEAVE OF ABSENCE:**

A leave of absence is an extended period of time absent from work without loss of employment. Leave of absence is without pay.

**Medical:** A Medical leave of absence may be granted to employees in any of the following circumstances:

- a) When incapacitated for duty by sickness, injury, or confinement for medical, dental, or optical treatment;
- b) In the event a member of the immediate family, defined as a spouse, parent or child is afflicted with a disease, illness, or disability, any of which requires care and attendance of the employee;
- c) When, through exposure to contagious disease, the presence of the employee at work would jeopardize the health of others. "Contagious disease" is defined as a disease subject to quarantine or requiring isolation of the patient by health authorities having jurisdiction.
- d) Pregnancy related issues, including the birth of a child and care for a newborn child. A medical leave of absence is at the discretion of the Executive Director and/or the Board of Directors. A medical leave is limited to 60 days.

### **Military**

A Military Leave of Absence will be allowed for an employee who is drafted for service in the armed forces or a reservist called up for active duty is eligible for military leave of absence. Leave shall be granted in accordance with Section 29A.28 of the Code of Iowa.

### **Jury Duty**

A Jury Duty Leave of Absence will be granted to an employee serving on jury duty. An Employee must present Chariton Valley with the jury fee, excluding mileage and meal expenses, and the employee will be paid his/her regular wages.

Please contact the Executive Director and/or the Board Chairman promptly after receiving notification to appear. When released from jury duty during the employee's normal working hours, the employee shall promptly return to work within one (1) hour unless approval is obtained.

### **Administrative Leave**

Administrative Leave is defined as an absence from regular duty which has been administratively authorized and which does not result in charge against leave of any kind or loss of salary. An absence of this kind is not entered on time and attendance records. The following are examples that may warrant administrative leave:

- Physical examination for employment with the COG or for induction or enlistment in the active armed services.
- Employees volunteering as blood donors without compensation.
- First aid treatment.
- Injury in line of duty when the employee is not hospitalized or sent home.
- Voting and registration in communities where employees maintain voting residence, if voting registration hours render absence from duty necessary.
- Absence for inclement weather.
- Early dismissal of employees due to hazardous weather conditions or working conditions.
- Employees who are pallbearers or involved in the color guard of any funeral will be granted necessary time off, up to a maximum of one (1) day, at the discretion of the Executive Director.

### **Unpaid Leave**

The Executive Director/Board of Directors may grant unpaid leave of absence to an employee not to exceed four (4) weeks who needs time off for personal reasons only when all annual and personal days of leave have been exhausted. The Board of Director's may grant additional time off in excess of four weeks. During unpaid leave, an employee:

- Receives no compensation.
- Does not earn vacation or sick leave.
- Does not collect sick leave benefits.
- Does not contribute to retirement programs.

## COMPENSATION POLICIES:

### Wage Compensation:

**Pay Period.** Pay period consists of two weeks (10 working days) beginning on a Sunday and ending on Saturday. Employees will be paid bi-weekly on Tuesday. If Tuesday is a holiday, the employee will be paid on Wednesday.

**Pay Discrepancies.** Employees are responsible for reporting any discrepancy immediately to the Executive Director/Board of Directors. Paycheck errors are generally corrected in the next regular paycheck.

**Time Sheets.** Time sheets shall be completed in detail by employees and submitted to the Executive Director and/or the Board of Directors bi-weekly on Monday prior to payday.

**Wages.** Employee wages will be established by the Board of Directors at the time of employment.

**Pay Increases.** Employees shall be eligible for an annual pay increase at beginning of the fiscal year. Employees shall complete a self-evaluation form in an honest, objective manner not more than one (1) month prior to the date. The Executive Director/Board of Directors shall complete an employee evaluation of each COG employee at the beginning of each fiscal year (July). The Executive Director/Board of Directors shall consult with the employee's immediate supervisor (if applicable) in completing his/her evaluation of an employee.

The Executive Director/Board of Directors shall meet personally with each employee and discuss these evaluations. The Executive Director shall then formulate a final evaluation. Salary increases will take effect at the beginning of the fiscal year or may be made retroactive to that date if necessary. Annual salary increases are not guaranteed, but are based on the available funds and job performance. Annual increases will also reflect the annual cost of living increase and will be in comparison to agencies of similar size and services. All decisions are made are final and may not be appealed.

**Payroll Deductions.** Deductions for federal and state income withholding tax are made routinely on the basis of the number of exemptions claimed by the employee. Additional deductions shall be made for Social Security tax and IPERS. Further deductions from any employee's paycheck may be made upon an employee's written request and the consent of the Board of Directors. All requests made by the employee concerning payroll deductions must be written, signed, and kept on file. Deductions also may be made based upon Court Orders such as for Garnishment proceedings and Child support Withholdings.

1. **Social Security.** The Chariton Valley deducts the required amount of Social Security from your salary, matches it with a designated amount, and forwards the total to the Social Security Administration.
2. **Iowa Public Employee's Retirement System (IPERS).** Starting with your first paycheck, it is mandated by law that deductions for retirement be made from each paycheck. The Employer also pays an amount designated by law based on your gross pay.

**GARNISHMENT POLICY:**

Garnishment/Attachment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from Chariton Valley. While Chariton Valley does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders.

In doing so, the employee will be contacted to explain the details of garnishment and how it affects wages. Employees are encouraged to resolve these matters privately to avoid Chariton Valley's involvement.

**Changes in Basic Personnel Records:** THIS IS THE EMPLOYEE'S RESPONSIBILITY! Chariton Valley strives to maintain up-to-date personnel files on all employees. It is important to keep your records timely because this information is used for benefit of administration, continued insurance notices under COBRA, notification in case of emergency, etc. We respect your right to have the information on your records treated confidentially. Any changes SHALL be reported promptly by the employee to the Executive Director. Contact the Executive Director and/or Board Chairman if there are any changes in your:

\*\*Home address, telephone number, emergency contact, marital status, number of dependents, and/or military status

You may review your personnel file by contacting the Executive Director and/or Board Chairman and arranging a time to do so. Certain additional information, such as medical records are kept in separate files.

**WORKERS' COMPENSATION**

As required by law, Chariton Valley Planning & Development Council of Governments provides workers' compensation insurance for the payment of wages lost and medical expenses incurred due to illness or injury sustained in the course of employment. Employees are required to report a work-related injury or illness to the Executive Director regardless of its perceived severity. Reports should be made within 24 hours of the occurrence or immediately upon the employee's awareness of an occupational injury or illness.

Workers' compensation insurance generally does not cover injury or illness caused by gross negligence, intoxication, willful intent to injure one's self, or the willful act of a third party. Incident reports are required to be submitted for all work-related incidents regardless of the nature, severity, or cause of an injury or illness.

Generally, CVPD will not make a commitment of payment for wages or medical services/treatments associated with a reported incident. The Executive Director will provide confirmation of a reported incident upon inquiry and will ensure the filing of the appropriate forms. No further information or commitment shall be made without proper authorization from the insurance carrier.

Neither CVPD nor the insurance carrier will be liable for the payment of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Chariton Valley Planning & Development Council of Governments.

#### **MISCELLANEOUS:**

1. **Education and Training:**

Employees may be required to attend seminars and in-service meetings in their field.

2. **Training and Educational Reimbursement.** Chariton Valley will reimburse employees for training and education expenses that have prior approval of the Executive Director and/or Board Chairman, and in conformity with the policy relating to reimbursement of expenses. Evidence of successful completion of training should be filed in the employee's personnel file by the Executive Director.

3. **Per-Diem Rate Policy.**

The Chariton Valley Planning and Development Council of Governments organization will conduct business using the per-diem rate that is tied to the U.S General Services Administration (GSA). This rate is published under GSA website. If an employee travels within/out of the state for any length of time longer than one (1) day this may deem eligible for GSA per-diem rate which shall be approved by Executive Director, to conduct official business. Should the employee request reimbursement related to the travel time, the current per-diem rate or current Board Policy for reimbursement shall apply.

#### **REIMBURSABLE EXPENSES:**

1. **Lodging, Meals, Registration.** When overnight travel is required, with the Executive Director's approval, the employee will be eligible for reimbursement of expenses. Chariton Valley will reimburse the employee for actual cost of lodging. Original receipts for lodging, meals and registration must be provided to the Executive Director to receive reimbursement. However, all travel must have prior approval of the Executive Director and/or Board Chairman.

2. **Mileage.** If an employee uses a personal vehicle, with the Executive Director's approval, to conduct official business, the employee will be reimbursed at the current rate per mile established by the IRS as the current federally approved rate.

#### **RESIGNATIONS:**

Upon the decision of an employee to resign, a written resignation should be submitted to the Executive Director and/or Board Chairman, stating the reason for resigning and the termination date. This written notice should be submitted at least fourteen (14) calendar days in advance of the final workday to provide the Employer with adequate time to fill the position. Employees shall be compensated for accrued wages, earned vacation, holiday(s), up through the last day of employment. An exit questionnaire will be completed by the departing employee and exit interview will be held with the Executive Director.

### 1. Return of Property

Employees are responsible for all property, materials, or written or information issued to them. Employees must return this property (i.e. credit cards, equipment, keys, manuals, vehicles, employee handbook and other written materials) to CVPD immediately at the time of the termination or upon request. Chariton Valley Planning & Development Council of Governments may take action against individuals failing to return CVPD property as requested or required, including the withholding of pay as permitted by law and/or legal action.

### **ACCEPTANCE OF GIFTS:**

Employees may not accept gifts as a result of their employment with Chariton Valley.

### **DRESS CODE:**

What we wear to work is a reflection of the pride we have in our employment. To favorably impress the citizens we serve, it is important for all employees to present a businesslike appearance. However, in case there are some questions, here are some guidelines.

- Clothing must not constitute a safety hazard.
- All employees should practice common sense rules of neatness, good taste and comfort.

**CREDIT CARD USE:** For those employees that are authorized to use the CVPD credit card, only business related expenses may be charged to that credit card and the employee is accountable for any items that cannot be legitimized as a business expense. Employees with a CVPD credit card who terminate from this employer are accountable for settling any non-business related outstanding balances owed upon termination.

### **WHISTLEBLOWER POLICY**

CVPD council of Governments will not tolerate unethical and/or illegal conduct related to its activities. Employees having a reasonable belief or suspicion that fraud or inappropriateness exists within the COG should report such suspicion to the Executive Director or a member of the Board of Directors. The communication may be anonymous and either verbal or in written form.

Even if the report is unfounded, a “whistleblowing” employee will not suffer punishment or repercussions for making the report. Such repercussions may include, but are not limited to, firing, demotion, suspension, and harassment, failure for consideration for promotion or any other form of discrimination.

The Executive Director or Board of Directors member will communicate each complaint received to the Chairperson on the Board of Directors. The Board of Directors will then investigate the complaint and take appropriate action. If no action is necessary, a memo of the reason(s) why will be prepared for distribution to the board and concerned staff.

### **CONFLICT OF INTEREST ACTIVITIES:**

Employees will not engage in any activity judged to be a conflict of interest by Chariton Valley. The employee will not engage in any activities, including political.

## **GRIEVANCE PROCEDURE:**

### **Step 1 - Informal Review:**

As a matter of general policy, the Executive Director will provide an open door policy and a receptive ear for the discussion and review of employee grievances concerning conditions of employment.

In the event the employee wishes to lodge a grievance, he or she will, within 3 (three) working days of the incident being grieved, discuss the incident with the Executive Director, notifying the Director that the discussion is the first step in the grievance procedure. There is no requirement for the employee to submit the grievance in writing at this point.

The Executive Director must inform the employee within 3 (three) working days of the response to the informal grievance from the employee of the decision on the matter. These time limits may be extended by mutual consent of the parties concerned.

### **Step 2 - Formal Executive Director Review:**

If the employee disagrees with the Executive Director's decision, the employee may appeal the grievance to the Executive Director within 3 (three) working days.

At this point the employee must submit the grievance in writing, identifying it as such and stating the nature of the complaint. The Executive Director will investigate the grievance and will notify the employee in writing of the decision within 5 (five) working days of receipt of the grievance. These time limits may be extended by mutual consent of the parties concerned. The Executive Director shall submit copies of all written grievances to the board of directors.

### **Step 3 - Board of Directors Review:**

If the employee disagrees with the Executive Director's decision, the matter may be submitted in writing to the Chariton Valley Board of Directors within 5 (five) working days of receipt of the response.

The Board will notify the employee in writing within 14 (fourteen) working days unless there are extenuating circumstances. These time limits may be extended by mutual consent of the parties concerned.

## **DISCIPLINARY PROCEDURES:**

The principle objective of any disciplinary action shall be to improve the performance and efficiency of the employee. Any action by an employee which reflects discredit on Chariton Valley, or is a direct hindrance to the effective performance of the employee's job functions, constitutes improper employee conduct and shall be considered cause for disciplinary action.

Chariton Valley maintains a progressive disciplinary system which may include all or part of the following steps, unless otherwise covered by law:

### **Oral warnings and reprimands**

The Director may give the employee a verbal warning and may place a written notation of this in the employee's personnel file.

### **Written reprimands**

The Director may issue a written warning to the employee identifying what the employee did, when it happened, what is expected in the future, and subsequent consequences if violations continue. A copy will be placed in the employee's personnel file.

### **Suspension**

Employee may be suspended without pay for a period of time to be determined by the Director. A copy of the suspension shall be placed in the employee's personnel file.

### **Discharge**

Employee will be discharged from employment with Chariton Valley. A written report will be placed in the employee's personnel file. The Director shall notify the Board of Directors of all discharges.

In ALL cases, management reserves the right to adjust its actions to suit the circumstances. The Employer reserves the right to skip steps, suspend or discharge immediately depending on the severity of the employee's conduct.

## **COMPUTER USAGE:**

### **INTERNET/INTRANET AND ONLINE SERVICES USE POLICY:**

Chariton Valley authorizes the use of the Internet/Intranet and online services for the support of all employment tasks. Use of the Internet is public and a privilege, not a right, which may be revoked at any time for unacceptable use. Chariton Valley retains the right to keep, retrieve and monitor all access to Internet/Intranet and online service activity. Chariton Valley employees should have no expectation of privacy related to any internet, intranet, cell phone or text messaging equipment being provided by the employer.

Access to the Internet has been provided to Chariton Valley employees for the benefit of the employer. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the employer's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the employer's public image, the following guidelines have been established for using the Internet.

Employees accessing the Internet are representing Chariton Valley. All Internet use and communications should be for professional reason and for employer business only except for incidental personal use described below under this section. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Employees should realize they have no reasonable expectation of privacy in using the Internet/Intranet. Internet Relay Chat channels may be used to conduct official Chariton Valley business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-Mail may be used for Chariton Valley business contacts.

Incidental personal use is allowed (as with the Chariton Valley phone system), but should be performed on the employee's own time (breaks, lunch period, etc.). No privacy of data/communication should be assumed. All appropriate use guidelines as contained in this policy shall be adhered to.



Also, the employer, due to the employee's incidental personal use, should incur no incremental cost.

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-employer business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the employer network or the networks of other users. Intentional introduction of, or experimentation with, malicious code such as computer worms or viruses is prohibited. It must not interfere with your productivity. Remember, if you can't discuss openly in a public forum your use of the Internet, consider it unacceptable use. Examples of improper use include but are not limited to: political activity, illegal entry into restricted networks.

**PROGRAMS:** Only licensed software that is approved by the Executive Director/Board of Directors is allowed to be installed on the COG owned computers.

**SECURITY:** CVPD computers and licensed software will be password protected and the password will be changed every 90 days. Complete system backup will be preformed monthly.

#### **DRUG FREE WORKPLACE:**

It is the policy of Chariton Valley to provide and maintain a drug-free workplace for all its employees. It is also the policy to make employees aware of the dangers of drug abuse and to provide employees assistance with recovery from drug abuse problems.

Chariton Valley recognizes the use of illegal drugs or abuse of controlled substances or alcohol in the workplace is detrimental to its employees' health and to their effectiveness as employees. Employees have a right to work in a drug-free environment and to work with persons free from the effects of drugs and alcohol. Drug and alcohol abuse in the workplace interferes with and reduces the operational efficiency of Chariton Valley and undermines the public's trust in its functions.

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance on the employer's premises or while conducting the employer's business is prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have other legal consequences.

Chariton Valley recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use the Employee Advisory Resource (EAR) Call toll-free 1-800-328-1952.

To comply with the Drug-Free Workplace Act of 1988, all employees are required to report any conviction under a criminal drug statute for violations occurring on the employer's premises or off the employer's premises while conducting employer business. A report of a conviction must be made to the Executive Director within five (5) days after conviction.

Compliance with the terms and reporting requirements of this policy is required as a condition of employment of all employees.

## **SEXUAL HARASSMENT AND RETALIATION POLICY:**

It is the policy of Chariton Valley that all employees are to enjoy a work environment free from all forms of discrimination, including sexual harassment.

Sexual harassment, whether by supervisory or non-supervisory personnel, is specifically prohibited. Chariton Valley will NOT tolerate sexual harassment. Sexual harassment in any form is an abuse of individual dignity that damages employee morale, threatens work relationships, subverts the public interest and is illegal.

Sexual harassment includes offensive flirtation, unwelcome sexual advances or propositions, verbal abuse of a sexual nature, sexually graphic or degrading comments about an individual or his/her appearance, the display of sexually suggestive objects or pictures and any offensive or abusive physical contact of a sexual nature.

Sexual harassment does not refer to occasional compliments which are socially acceptable. It does refer to conduct which has the purpose or effect of unreasonably interfering with an individual's work environment. Such behavior debilitates morale and, therefore, interferes with our work effectiveness. No employee, either male or female, should be subjected to such unsolicited and unwelcome sexual overtures or conduct.

In addition, no one should imply or suggest that an applicant's or employee's cooperation (or refusal to cooperate) with requests of a sexual nature will have any effect on that individual's employment, assignment, compensation, advancement, career development or any other condition of employment.

If you encounter conduct which you believe violates this policy against sexual harassment, follow the following steps:

1. Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors should immediately bring the problem to the attention of the Chairperson of the Board of Directors or the Executive Director.
2. Inquiries and/or complaints will be investigated immediately by a person designated by the Board of Directors. All complaints will be handled in a timely and confidential manner. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.
3. Investigation of a complaint will normally include conferring with the parties involved and any apparent witnesses. Employees shall be guaranteed an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.
4. Any employee determined by impartial investigation to have harassed another employee will be subject to appropriate disciplinary procedures, up to and including termination.
5. A nonemployee who subjects an employee to sexual harassment in the workplace will be informed of the employer's sexual harassment policy by the Executive Director or the Board Chairman; other action may be taken as appropriate.

There will be no retaliation against any employee for filing a complaint, or against any person for participating in this complaint procedure, unless an investigation determines the individual made a fraudulent complaint. Each complaint will be investigated, and confidentiality will be maintained to the extent it is consistent with effective investigation. If sexual harassment is found, action will be taken to end the harassment and prevent future recurrence of the misconduct. Any employee who is found, after appropriate investigation, to have engaged in sexual harassment of another employee will be subject to appropriate sanctions depending on the circumstances, up to and including termination.

**PREPARED BY:**

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