

Title: Amendment to County Policy Manual	Reference #: SO 001
Section: Departmental	Date Effective/Revised: 7.2.21
Department (s): Sheriff's Office Employees	Approved By: Board of Supervisors

COUNTY HANDBOOK AMENDMENT CONCERNING EMPLOYEES OF THE IOWA COUNTY SHERIFF'S OFFICE

Employee will refer to anyone employed by the Iowa County Sheriff's Office, either full time, part time, or temporary, unless specified otherwise.

Employer will refer to the Sheriff of Iowa County and the County of Iowa.

Immediate Family Will be the definition set forth by the U.S Department of Labor, currently consisting of husband, wife, father, mother, father-in-law, mother-in-law, children, son-in-law, daughter-in-law, brother, sister, grandchildren, grandparents, brother-in-law, sister-in-law, step-parent, step-child, step-brother, or step-sister. This may change as USDL standards change.

Civil Service Employee: All appointments to classified Civil Service position shall be conditional upon a probationary period of not more than twelve months, and where such deputy sheriff, if necessary, attends the Iowa Law Enforcement Academy or a regional training facility certified by the director of the Iowa Law Enforcement Academy during which time the appointee may be removed or discharged by the sheriff. No person shall be considered a civil service employee that is not a full time, certified peace officer in the State of Iowa.

A probationary period of not less than six months or more than 12 months for previously certified Iowa peace officers shall take place, during which time the appointee may be removed or discharged by the sheriff.

Non-Civil Service Employee: A new employee in the Communications/Jailer/Civil classifications shall serve a probationary period of 8 months. The Sheriff may extend the training period by 2 months, if deemed necessary. If the employee is not performing satisfactorily after 10 months of training, the Sheriff may discharge the employee.

HOURS OF WORK

Determination of daily and weekly hours of work shall be made by the Sheriff.

The normal work day shift for all classifications is five days at 8 hours per day. A variant may be four day work weeks at 10 hours per day. Shifts may be changed at the discretion of the Sheriff.

Except in emergencies, the Employer shall give the employee at least 2 work days' notice of any changes in the work schedule. The Employer will make a reasonable attempt to notify the employee by phone or electronically of a schedule change if the employee is scheduled off the two days prior to the schedule change.

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OVERTIME

If an employee works overtime, the Employer shall not send the employee home early on subsequent shifts in an effort to avoid payment of overtime unless mutually agreed upon by the employee and the Sheriff or their shift supervisor.

Overtime for employees will be compensated the rate of 1 ½ times for all hours worked in excess of their scheduled shifts, be it 8 or 10 hours or 40 hours in a week. Overtime can be compensated either in pay or as comp time.

Part time employees will be compensated either in pay or comp time at the rate of 1 ½ times for all hours worked in excess of 40 hours in any pay period.

All overtime must be approved by the Sheriff, his designee, or the employees' supervisor.

Overtime shall not be used to reward or punish employees. No employee shall be paid or otherwise compensated more than once for work performed, nor shall pay, compensation, or benefits be pyramided.

Paid leave for vacations will not count as time worked for the purpose of computing overtime unless the employee, after returning from vacation, is scheduled to work hours that will create overtime, after the vacation had been scheduled.

The Employer shall not replace vacation hours with hours worked to avoid paying overtime.

Holidays that fall on an employee's scheduled day off will count as time worked for the purposes of computing overtime.

Overtime compensation for a Deputy shall be figured on the yearly salary divided by 2080 hours. Overtime compensation for Communication Operator/Jailer and Jailers shall be figured on the hourly wage at the time of overtime at the rate of 1 ½ times.

If an employee works on a holiday, which puts the employee's work week into overtime of 40 hours, it is the discretion of the Employer to compensate that employee with comp hours that would be figured at 1 ½ times the hours worked.

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HOLIDAYS

The following shall constitute holidays:

New Year's Day	Labor Day
Martin Luther King Jr's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Easter Sunday	Day After Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
2 Floating Holidays	

Each holiday will be granted on the day the holiday actually occurs. The Employer has the right to determine this date in the event of any ambiguity. The floating holidays shall be taken at a time that is mutually agreeable to the Employer and the employee.

Full time employees shall be paid for each of the holidays listed above occurring during the period in which the employee is actively at work.

An employee required to work on any recognized paid holiday shall be paid 1 ½ times the employee's rate of pay for all hours worked, plus the paid holiday. Holiday pay will be at the employee's appropriate rate of pay.

If a paid holiday falls on an employee's day off, in lieu of the holiday pay, the employee, at the Employer's discretion, may receive comp time, which would be what their normal scheduled shift is, 8 or 10 hours.

An employee on layoff is not eligible for holiday pay.

If a recognized paid holiday falls during an employee's vacation, the employee will be paid the employee's regular rate of pay for the holiday and a vacation day shall not be used.

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VACATIONS

Full time employees shall accrue annual vacation leave credit, based on regular full time equivalent service and prorated on a pay period basis. Annual vacation shall be accrued as follows:

YEARS OF CONTINUOUS SERVICE

REGULAR VACATION

Start date through 4 years	10 days	= 3.08 hrs pay period
Beginning of the 5 th through 11 years	15 days	= 4.62 hrs pay period
Beginning of the 12 th through 19 years	20 days	= 6.15 hrs pay period
Beginning of the 20 th through 24 years	22 days	= 6.77 hrs pay period
Beginning of the 25 th years	25 days	= 7.69 hrs pay period

Vacation time may not be accumulated to more than twice the entitlement.

A Communications Operator/Jailer may not use vacation time in the first 6 months of employment unless approved by the Employer.

The scheduling of vacation leave is dependent upon the judgement and discretion of the Employer. The Employer may require the rescheduling of vacation leave when, in the Employer's judgement, it is necessary for the efficient operation of the office.

A day's vacation pay will be at 8 or 10 hours straight time depending on employee's scheduled hours to work.

Upon termination, resignation or layoff from the county service, an employee shall be paid for all unused vacation at the time of termination; however, an employee who quits without a minimum of 2 weeks advance notice to the Employer, or is discharged for proper cause, shall forfeit vacation pay earned, but not taken during that year.

COMPENSATORY TIME

The choice between compensatory time and pay shall rest with the Sheriff.

The employees recognize the importance of their positions and agree that if the amount of compensatory time gets too great, the employee and Sheriff will meet immediately to resolve the problem.

All comp time is to be scheduled by mutual agreement of the Sheriff and the employee.

With the permission of the Sheriff, comp time may be carried over in the form of time off, but will have to be used first, in lieu of vacation. No pay outs of carried over comp time will occur.

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CALL BACK

An employee called back after the employee's regular shift or before the employee's regular shift for reasons beyond the employee's control, shall be paid a minimum of 2 hours pay at the employee's straight time hourly rate. Such hours will not constitute a day's work for the purpose of calculating overtime.

COURT TIME

Employees will be called upon to be available for trials, depositions, official hearings or pre-trial conferences in connection with criminal matters of which this office is involved. Employees may also appear in similar matters concerning civil actions in which this agency has received an official subpoena, where the employee may be involved as either the arresting officer, investigator or a material witness.

The employee will not be given any additional pay if the time spent occurs during the normal working hours of the employee.

An employee required to appear for any of the above on the employee's off duty hours will be paid for all hours at the appropriate rate of pay with a minimum of 2 hours pay or as compensatory time.

PATERNITY LEAVE

Paternity leave shall be granted to an employee for a period of not more than 3 days for the delivery of a child. This leave shall be deducted from the employee's sick leave.

RE-EMPLOYMENT

It will be at the discretion of the Employer if a former employee will be granted the same pay, and/or benefits that they left employment with.

PERSONNEL FILES

Personnel files will be held by the Employer at the Iowa County Sheriff's Office. Generally, only supervisors of the Iowa County Sheriff's Office who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own files may send a written notice to the Sheriff.

LEAVES OF ABSENCE WITHOUT PAY

A leave of absence without pay for up to 6 months may be granted by the Employer for illness and other legitimate reasons as determined by the Employer.

The Sheriff may, at his/her discretion, authorize a paid and/or unpaid leave of absence for an employee to attend a school for the purpose of training in subjects related to the work of the employee and which will benefit the employee and this agency.

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If an employee is required to attend a school, the Employer will pay all necessary and reasonable expenses. Such expenses will not exceed those allowed by the Board of Supervisors. The Sheriff will determine whether the training is necessary and beneficial to the office. No employee shall attend any training, at county cost, without first receiving permission by the Sheriff.

An employee shall not accumulate seniority after the first consecutive 30 days of unpaid leave of absence.

LEAVES OF ABSENCE/PAID SICK LEAVE

Full time employees shall be entitled to accrue sick leave based on the full time equivalent and the hours worked. Employees shall accrue 12 days of sick leave annually, and sick leave can accumulate to a maximum of 960 hours.

Sick leave may be used for the following reasons:

Personal illness or injury, which renders the employee unable to perform the duties of his/her position.

Illness of a member of the employee's family, necessitating the employee to be in attendance.

Medical, dental, or optical appointments, which cannot be scheduled during non- working hours.

A medical doctor's written verification of illness or injury may be required by the Employer for substantiation of an illness or injury.

Except in cases of emergency, when an absence due to sickness is necessitated, the employee shall notify the Employer at least 2 hours prior to the beginning of the employee's scheduled reporting time.

In case of sickness or disability, the employee may use the employee's accumulated sick leave with pay up to the time disability insurance takes over. In addition to disability insurance, the employee, upon written request, may use the employee's accumulated sick leave to supplement the disability pay. The disability benefit and the sick leave received shall not exceed the employee's regular pay.

Personnel of the Iowa County Sheriff's Office will be allowed to voluntarily donate accumulated sick leave time to a co-worker when the co-worker's sick leave and vacation time has been exhausted and the co-worker has an illness that requires additional time off of work for illness. The maximum number of hours an employee can donate to a co-worker for this purpose will be 40 hours per calendar year.

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An employee may use sick leave to the extent it is available to supplement any payment received for an on-the-job injury for the Employer. If an employee elects in writing to use sick leave in any period for which an employee is receiving workers compensation benefits for an on-the-job injury for the Employer, the Employer shall pay to such an employee the difference between the amount received from workers compensation and 80% percent of the employee's regular pay. An employee may elect in writing to use sick leave to the extent it is available during the statutory waiting period. Any amounts paid by the Employer to the employee shall be charged against the employee's accumulated sick leave.

Up to 5 days sick leave (total per calendar year) may be used for the temporary emergency care of ill or injured members of an employee's immediate family.

FUNERAL LEAVE

Upon request to the Sheriff, all full-time employees will be allowed 5 days off with pay in the case of death in his or her immediate family as defined by the U.S. Department of Labor. The 5 days do not have to be consecutive, but must be used within 12 months.

Employees will be allowed one day off in the case of a death in the extended family. Extended family shall include the following: uncle, aunt, niece, nephew, first cousin, or guardian.

In the event of a death of the employee's fellow worker who was currently employed at the Iowa County Sheriff's Office, the employee may take up to 1 day funeral leave with pay to attend the funeral. The Employer can deny such leave to an employee if the Employer determines a need to maintain an efficient number of qualified employees to provide county services.

SENIORITY

Seniority defined, is an employee's length of regular full time continuous service with the Iowa County Sheriff's Office since an employee's most recent date of hire.

A part time employee who works a minimum of 1200 hours per year, shall accrue seniority on a pro rata basis of 2080 hours for each year.

Seniority shall be administered on a job classification basis.

After the first consecutive 30 days of unpaid leave of absence, seniority shall not accumulate.

When the working force is to be reduced, the Sheriff will select the job classification that is to be reduced. The employee, in that job classification, with the least qualifications and ability will be removed first. When qualifications and ability are relatively equal, in the judgement of the Sheriff, the employee with the least seniority in the job classification affected will be removed. In all cases, part time, temporary, and probationary employees will be laid off prior to any full-time employee.

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On recall from layoff, an employee will be returned to work in the reverse order of layoff, if qualified to perform the work available. A part time, temporary, or probationary employee has no recall right.

An employee to be recalled after being on layoff shall be notified as far in advance as possible by notice in writing, sent by certified mail, return receipt requested, to the last address shown on the employee's record. It is the employee's responsibility, at all times, to keep the Employer informed of the employee's current address and phone number while the employee is on layoff. The employee must respond to such notice within 3 days after receipt thereof and must actually return to work within 10 days after receipt of notice, unless the notice of recall specifies a later date. In the event the employee fails to comply with the notice of recall in the time set out above, the employee shall be considered to have quit voluntarily.

An employee shall lose seniority and the employment relationship shall be broken and terminated as follows:

Employee quits.

Employee is discharged for proper cause.

Employee engages in other work while on personal leave of absence or gives a false reason for obtaining personal leave of absence.

One day per year of absence without notice to their supervisor, unless evidence satisfactory to the supervisor, the Sheriff, or his designee is presented that the employee was physically unable to give notice.

Failure to secure proper leave of absence or failure to return by the expiration date of leave of absence granted. In cases of emergency, the period of leave may be extended by the Sheriff.

Failure to report to work within 10 days after being notified to return to work following layoff, when notice of recall is sent to employee's last known address, according to Employer's records will lose recall rights. It is the employee's responsibility to keep the Employer informed of their current address and phone number.

Seniority rights will be forfeited after the continuous period for any reason for one year or for a period equal to the employee's seniority, whichever is shorter. The time limits may be extended by mutual agreement of the Employer and employee.

Employee retires.

UNIFORM ALLOWANCE

The Employer will provide all uniforms and equipment necessary to do the service of the county.

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WAGES

Deputy Sheriff's including Civil Deputies:

Starting

After 3 months

After 6 months

After Prob. 1 year

After 2 years

After 3 years

Major

Captain

Lieutenant

Sergeant

If an applicant has had prior experience, the Employer, at his discretion, may grant the applicant up to an additional 10%, provided that the Deputy Sheriff's pay not exceed 82% of the Sheriff's salary.

A Sergeant's annual base salary shall not exceed 85% of the annual base salary of the Sheriff's salary.

K9 and Narcotics Officers shall receive an additional \$100 per month above their regular rate of pay.

Communication Operator/Jailer:

Full Time -

Probationary Period

After 6 months

After 8 months

After 1 year

After 2 years

Part time employees pay will be dependent on experience and left to the discretion of the Employer.

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Jailers:

Full Time

Probationary Period

After 8 months

After 1 year

After 2 years

The head dispatcher and head jailer shall be paid an additional \$1.00 per hour more than the highest dispatcher's rate to include shift differential.

Civil Assistants:

Starting

Shift Premium:

A shift premium of 35 cents per hour will be paid to employees who are assigned to work second or third shift, or any shift that begins at or after 12pm. Other shifts shall not be eligible for shift premium if employees work into the second or third shift. This shift premium covers the classification of Deputy Sheriffs, Communication Operator/Jailers, and Jailers.

MEALS

If an employee is required to attend school or travel for work purposes for over three hours (but not spend the night), the Employer shall pay for one meal up to \$10.00 (subject to payroll taxes).

LONGEVITY

Hourly paid full-time employees shall receive the following longevity pay as set out in the schedule below at the beginning of each year.

2 thru 4 years	-	\$.30 per hour over base wage
5 thru 9 years	-	\$.40 per hour over base wage
10 thru 14 years	-	\$.50 per hour over base wage
15 thru 19 years	-	\$.60 per hour over base wage
20 thru 24 years	-	\$.70 per hour over base wage
25 thru 29 years	-	\$.80 per hour over base wage
30 thru 34 years	-	\$.90 per hour over base wage
35 thru 40 years	-	\$1.00 per hour over base wage

Longevity pay shall be for the actual time worked for the Employer. However, if a full-time employee is discharged for proper cause, all prior longevity would be lost. If an employee leaves

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employment in good standing and were subsequently rehired by the Employer, said employee should receive credit for prior years of service earned prior to the employee leaving his employment, for the purpose of longevity pay only.

Additional Guidelines

Attendance and Punctuality – see handbook

Performance Evaluation Procedures shall be conducted by the Sheriff and/or command staff as determined necessary to affect a positive performance by the employee.

The dress code of this office will be determined by the Sheriff for each classification. At no time shall an employee wear open toed shoes during working hours. This dress code will be in accordance with Iowa State Sheriff and Deputies Association standards whenever applicable. This provision is also stated in the Iowa Code.

All Official travel shall follow the Iowa County Sheriff's Travel policy (attached for reference). This travel policy shall be strictly enforced.

Work schedules and assigned duties shall be at the entire discretion of the Sheriff. Seniority may be taken into consideration, but ultimately the Sheriff will maintain authority over schedules and assignments

Grievance Procedures

In the event an employee wishes to grieve the method in which these policies were carried out, they will follow the following procedure:

- 1) The employee will verbally bring the grieved situation to the attention of their immediate supervisor and a remedy will be presented by the supervisor.
- 2) In the event the grieved situation was not remedied to the satisfaction of the employee, the employee will present their grievance to a member of the command staff under which they work (Sergeant, Lieutenant, Captain or Major for patrol and civil employees; Head jailer or Jail Administrator for Jailers; Dispatch Supervisor or Head Dispatcher for Communications employee) in writing.
- 3) When the grievance is not remedied to the satisfaction of the employee after these steps, they shall present the complaint to the sheriff in writing. A meeting will then take place between the grieved employee, the immediate supervisor and the sheriff in an attempt to resolve the situation. The Sheriff shall then determine what the appropriate course of

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action will be. The Sheriff's decision will be final and the Sheriff's decision will be presented to all involved personnel in writing.

Changes of Policies contained herein

In the event any policy mentioned in this document changes, the changes will be brought to the attention of all Iowa County Sheriff Employees immediately in writing.