

Iowa County, Iowa  
Policy Manual

Title: Attendance	Reference #: HR019
Subject: Human Resources	Date Effective/Revised: 7/1/2016
Department: All	Approved By: Board of Supervisors

Positions within the County exist because it is necessary to assure the smooth and efficient handling of daily business activities. An employee is expected to be at work on time each business day. In the event an employee will be absent or late due to illness, accident or for other reasons, the employee shall inform the Department Head as soon as possible so arrangements can be made if necessary.

**Outside Employment**

An employee shall not become involved in any activity that impairs attendance or efficiency in the performance of their duties as an employee of Iowa County.