

Iowa County, Iowa  
Policy Manual

Title: Earnings and Hours of Work	Reference #: HR013
Section: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

### **Work Schedules**

In general, the work schedule of employees will not change from week to week. However, varying conditions in work load and demand of the public may necessitate a change in the work schedule. If it is necessary for the Department Head to change the normal work schedule, every effort will be made to give the employee as much notice as possible. Nothing in this section shall be constructed as a guarantee of the number of hours an employee will be scheduled to work.

Regular full-time employees who are classified as exempt employees under FLSA **are not** eligible for overtime.

### **Inclement Weather**

The closure of a County office, as determined by the Department Head, is usually announced over radio and television. (Employees are not expected to report to work under these conditions). When the offices are not closed (even though the weather is inclement), employees who are unable to report to work because of weather shall use earned compensatory time, vacation, or leave of absence without pay.

### **Breastmilk Expression**

An employee who is nursing a child up to one year old may take a break for a reasonable period of time for the purpose of expressing breast milk any time she needs to express milk. The County will make a location available to the employee (other than a bathroom) that is shielded from view and free from intrusion from coworkers and the public for purposes of expressing milk. If a suitable location cannot be identified for a nursing mother in a particular location, please contact the Department Head or immediate supervisor as soon as possible to discuss viable alternatives.

### **Paydays and Pay Period**

Employees of Iowa County are normally paid by the end of the working day every other Friday. All payroll information must be into the Auditor's Office by 12:00 p.m. the Monday prior to payday, or any otherwise noted early deadline. The Fair Labor Standards Act requires that a record be kept of all hours worked by non-exempt employees. Therefore, all non-exempt employees must record their hours worked for each pay period on a form provided by their Department Head. All employees hired prior to July 1, 2007, have the option of receiving their paycheck by electronic deposit. All employees hired on or after July 1, 2007, are required to receive their paycheck by electronic deposit.

### **Salary Deductions**

Deductions from paychecks fall into two groups- those required by law and those the employee specifically authorizes. Under existing law, the County must deduct payments for federal and state income tax, and the employee contributions for IPERS and Social Security. Other deductions are made only when authorized by the employee. IPERS and insurance premiums are withheld before taxes are figured.

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If an employee receives compensation in a paycheck for an amount greater than the amount to which the employee is entitled, the excess amount of compensation will be deducted from future paychecks provided to the employee.

**Overtime**

Periodically, overtime work is necessary to maintain County operations. In most cases, there are a sufficient number of employees available to make overtime work optional. Occasionally, however, the Department Head may require an employee to work overtime. If the employee is classified as a non-exempt employee under the Fair Labor Standards Act, the employee will be compensated for all overtime hours in the form of compensation or compensatory time at the rate of one and one half times the employee's regular hourly rate of pay. Employees who are classified as exempt employees under the Fair Labor Standards Act are not eligible for overtime. Vacation hours, compensatory time and sick leave hours shall not be counted as work time for the purpose of determining overtime. Holiday hours shall count as work time for the purpose of determining overtime. All overtime and compensatory time must have the prior written approval of the Department Head or his or her designee. Compensatory time may not accumulate to more than seventy-five hours.

Upon termination of employment, the employee will receive payment for any compensatory time not used.