

Iowa County, Iowa
Policy Manual

Title: Workforce Expansion & Reduction	Reference #: HR034
Subject: Human Resources	Date Effective/Revised: 8/2/2024
Department (s): All	Approved By: Board of Supervisors

FULL-TIME EMPLOYEES

Any increase or decrease of the total number of Full-Time Employees in any department shall be approved by the Board of Supervisors.

Department Heads may fill existing vacant Full-Time positions when a vacancy occurs without Board of Supervisors approval, such as when an employee resigns or retires. Departments heads shall notify the Board of Supervisors monthly of any job vacancies or new employees.

PART-TIME AND TEMPORARY EMPLOYEES

Department Heads may increase or decrease the total number of Part-Time and Temporary Employees within their department without Board approval, as long as total wages remain within the allocated department budget.

Department Heads may fill existing vacant Part-Time and Temporary positions when a vacancy occurs without Board of Supervisors approval, such as when an employee resigns or retires. Departments heads shall notify the Board of Supervisors monthly of any job vacancies or new employees.