

Iowa County, Iowa  
Policy Manual

Title: Job Vacancies	Reference #: HR005
Subject: Human Resources	Date Effective/Revised: 7/27/2018
Department (s): All	Approved By: Board of Supervisors

### **Job Openings**

Whenever a vacancy occurs in a regular full-time or part-time job within a department, the opening will be posted on the courthouse bulletin board for 10 days. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Department Head within said posting period. The Department Head will select the applicant who will fill the opening. Iowa County reserves the right to use other recruiting sources to fill open positions at their discretion.

In addition to the mandatory job posting, all Department Heads and Elected Officials are encouraged to publicly advertise all available positions in local newspaper/advertisers, on the county website and/or trade organization websites with the Workforce Development Center or through other means of public posting.

### **Veterans Preference**

Pursuant to Iowa Code Section 35C.1, any honorably discharged veteran, as defined by Iowa Code Section 35.1(2), shall be entitled to preference in appointment and employment over other applicants of no greater qualifications.

The County will observe the requirements of the Iowa Code with regard to the employment of persons who are entitled to a veterans preference.

### **Re-Employment**

All former employees of Iowa County are considered new hires and have no accumulated benefits from previous employment except as mandated by law. Transfer of an employee from one department to another department of the County shall not be considered re-employment and accrued benefits such as vacation, sick leave, personal leave, and compensation time will transfer with the employee.

### **Background Checks**

For all new prospective regular full time and part-time employees the County will complete at its expense a complete criminal background check, and driving record check. For all new prospective temporary and seasonal part time employees the checks will be optional.

After a conditional offer of employment has been made, the County may investigate worker's compensation claims through the Iowa Workforce Development. The County may only use the information gathered through a worker's compensation investigation when an injury might interfere with one's ability to perform required duties or would pose a significant risk of substantial harm that cannot be reduced or eliminated with a reasonable accommodation. Under the Federal American with Disabilities Act, the County cannot and will not use medical information or the fact an applicant filed a workers' compensation claim to discriminate against applicants.

Iowa County, Iowa  
Policy Manual

Title: Job Vacancies	Reference #: HR005
Subject: Human Resources	Date Effective/Revised: 7/27/2018
Department (s): All	Approved By: Board of Supervisors

### **Physical Examination**

At the County's expense, prospective employees may be required to satisfactorily pass a medical examination and drug screen before hiring is finalized. Prospective employees may also be required to satisfactorily pass a Physical Capacity Profile (PCP) test. Physical examinations and PCP testing will be conducted post-conditional offer of employment and will be conducted by a physician designated by the County, unless otherwise approved by the Board of Supervisors. Results of the examination, as well as other pertinent information, shall be documented and provided to the County.

### **Employment of Relatives**

It is the County's policy to hire the best qualified person available for each position. Relatives of current employees are eligible for employment with the County, subject to limitations of state law governing the employment of relatives of public officials and employees and the terms of this policy. This policy applies to all County departments and all categories of employment, including full-time, part-time and temporary classifications.

To avoid the appearance of favoritism and difficulties in administering discipline, the County will not hire, appoint, transfer, promote or otherwise place an individual in a position that involves the supervision of, or by, a family member. For purposes of this policy only, "family member" includes the individual's mother, father, grandparent, spouse, brother, sister, son, daughter, grandchild, great-grandchild, niece, nephew, aunt, uncle, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

If a supervisory relationship between family members is created by the marriage of two employees, the two employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the decision cannot be made by the two employees in a timely manner, length of service in the department will be the deciding factor and the least senior employee will be transferred if possible. Otherwise, the employment of the least senior employee will be terminated. The Board of Supervisors may waive this policy to the extent permitted by law, if it determines it is in the best interest of the County.