

Story County  
Board of Supervisors Agenda  
Via "Zoom" Meeting  
6/16/20

1. Originating From Administration Building, Story County Public Access Provided Via "Zoom" Meeting

SPECIAL NOTE TO THE PUBLIC: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via Zoom. **Members of the public can participate by using the information at the end of this agenda:**

2. CALL TO ORDER: 10:00 A.M.

3. PLEDGE OF ALLEGIANCE:

4. STATEMENT EXPLAINING WHY A MEETING IN PERSON IS IMPOSSIBLE OR IMPRACTICAL, PER CODE SECTION 21.8.1

5. ADOPTION OF AGENDA:

6. UPDATES ON COVID-19

- a) Staff

- b)Supervisors

7. PUBLIC COMMENT #1:

This comment period is for the public to address topics on today's agenda

8. DISCUSSION AND CONSIDERATION OF ITEMS BROUGHT BEFORE THE BOARD WITH REQUEST FOR IMMEDIATE ACTION:

9. AGENCY REPORTS:

- I. YSS Annual Report - Submitted Report Only

Department Submitting Auditor

Documents:

[STORY COUNTY BOARD OF SUPERVISORS LETTER.PDF](#)  
[2020 YSS.PDF](#)

10. CONSIDERATION OF MINUTES:

- I. 6/9/20 Primary Canvass Minutes And 6/9/20 Minute

Department Submitting Auditor

11. CONSIDERATION OF PERSONNEL ACTIONS:

12. CONSENT AGENDA:

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.)

- I. Consideration Of Agreement Between University Of Iowa Health Care And Story County

At The Rate Of 75% Of Provider's Standard Rates Of Charge

Department Submitting Sheriff

Documents:

[U OF I MEDICAL SERVICES AGREEMENT.PDF](#)

II. Consideration Of Revised Employee Handbook Effective July 1, 2020  
Consent

Department Submitting Human Resources

Documents:

[EMPLOYEE HANDBOOK 072020.PDF](#)  
[STORY COUNTY EMPLOYEE HANDBOOK REVISIONS 2020.PDF](#)

III. Consideration Of Amended FY20 Provider And Program Participation Agreement  
Attachment A With The Emergency Residence Project Effective 7/1/19-6/30/20

Department Submitting Board of Supervisors

Documents:

[ERP CONTRACT.PDF](#)

IV. Acknowledgement Of Sheriff Coverage Of Inmate Medical Costs At The University Of  
Iowa Health Care For \$53,128.73 (Un-Budgeted)

Department Submitting Sheriff

Documents:

[U OF I MEDICAL.PDF](#)

V. Acknowledgement Of Sheriff Purchase Of 10 AEDs For \$12,100.00 (Un-Budgeted)

Department Submitting Sheriff

Documents:

[AED UNBUDGED OVER 5000.PDF](#)

VI. Consideration Of Resolution #20-99, Setting A Date And Time For Public Hearing For  
June 23, 2020 At 6:00 PM For Feeding Operation Construction Permit Application And  
Master Matrix For Maxwell North, By Applicant Maxwell Farms, Inc., Located In The NE  
¼ SW¼ Section 17 Indian Creek Township  
Consent

Department Submitting Environmental Health

Documents:

[RESOLUTION 20 99.PDF](#)

VII. Consideration Of Resolution # 20-102, FY21 Pay Resolution

Department Submitting Human Resources

Documents:

[FY21 PAY RESOLUTION.PDF](#)

VIII. Consideration Of Utility Permit(S): #20-5024, 20-5030, 20-5031, 20-5035

Department Submitting Engineer

Documents:

[UT 20 5024.PDF](#)

[UT 20 5030.PDF](#)

[UT 20 5031.PDF](#)

[UT 20 5035.PDF](#)

13. PUBLIC HEARING ITEMS:

14. ADDITIONAL ITEMS:

- I. Discussion And Consideration Of Hiring Freeze Exception For Information Technology Computer Support Analyst Position - Barb Steinback And Alissa Wignall

Department Submitting Board of Supervisors

Documents:

[COMPUTER SUPPORT ANALYST.PDF](#)

- II. Consideration Of Contract With Gatehouse Media For FY21 For Publication Of Our Story For \$7,125 - Leanne Harter

Department Submitting Board of Supervisors

Documents:

[GATEHOUSE CONTRACT.PDF](#)

- III. Discussion And Consideration Of Resolution #20-103, Requiring Face Coverings To Be Worn In The Common Areas Of Story County Buildings In Preparation Of Reopening County Buildings To The Public - Lauris Olson

Department Submitting Board

Documents:

RESOLUTION 103.PDF  
ISAC.PDF

15. DEPARTMENTAL REPORTS:

16. OTHER REPORTS:

- I. Discussion And Direction For Signage Placed In The Public Areas Of The County Buildings - Joby Brogden

Department Submitting Facilities Management

Documents:

MAIN ENTRY CDC.PDF  
FLOORDECALS.PDF  
SEATED DISTANCE.PDF  
WELCOME STATIONS.PDF

- II. Discussion And Direction Of Occupancy Load For Conference And Meeting Rooms Under The Control Of The Board Of Supervisors - Joby Brogden

Department Submitting Facilities Management

17. UPCOMING AGENDA ITEMS:

18. PUBLIC FORUM #2:

Comments from the Public on Items not on this Agenda. The Board may not take any Action on the Comments due to the Requirements of the Open Meetings Law, but May Do So In the Future.

19. LIAISON ASSIGNMENTS, COMMITTEE MEETINGS UPDATES, AND ANNOUNCEMENTS FROM THE SUPERVISORS:

20. ADJOURNMENT:

21. Instructions For Participation In Meeting Discussions

**Join Zoom Meeting**

[HTTPS://ZOOM.US/J/98170920243?](https://zoom.us/j/98170920243?pwd=NGG0UUK1AGVXELL4UI9ORKVLDLRPDZ09)

[PWD=NGG0UUK1AGVXELL4UI9ORKVLDLRPDZ09](https://zoom.us/j/98170920243?pwd=NGG0UUK1AGVXELL4UI9ORKVLDLRPDZ09)

**Meeting ID: 981 7092 0243**

**Password: 446094**

One tap mobile

+13017158592,,98170920243#,,1#,446094# US (Germantown)

+13126266799,,98170920243#,,1#,446094# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

**+1 312 626 6799 US (Chicago)**

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

**Meeting ID: 981 7092 0243**

**Password: 446094**

Find your local number: [HTTPS://ZOOM.US/U/AEP6HKSCHQ](https://zoom.us/j/98170920243)

\*\*We ask that you mute your phone if possible. To request to speak when allowed on the agenda, participants must click "Raise Hand" if connected by smartphone or computer, or press \*9 if connected by telephone. All participants will be muted by the meeting host when not actually speaking. For additional information regarding How to Participate in Meeting Discussions, please visit Story County's website at: <https://www.storycountyiowa.gov/92/Board-of-Supervisors>

Audio recordings of all Board meetings will be posted on our website [www.storycountyiowa.gov](http://www.storycountyiowa.gov) shortly after the meeting is concluded. You may access these recordings at any time by clicking on the Meetings and Agendas button on the home page.

### **How to Participate in Meeting Discussions**

If you would like to watch a meeting as it happens and participate in the discussion, you can do so via Zoom ([www.zoom.us](http://www.zoom.us)). Zoom is a videoconferencing platform that works across different internet-enabled devices and standard telephones. Meetings that are being held via Zoom will have information at the top of the agenda regarding how to find the meeting in Zoom. Each meeting is assigned a meeting ID (sometimes called a "webinar ID") that you will need to use to access the meeting.

**Zoom video conferencing** – You can access the meeting by either clicking the link in the agenda, or by opening the Zoom application and entering the meeting ID number found on the agenda.

- Meeting participants will be able to watch and hear the meeting as it takes place. For portions of the meeting where public input is accepted, participants interested in speaking can press the button called "Raise Hand." This will notify the staff that you wish to speak. When it is your turn, staff will announce your name and notify you it is your turn to speak.
- You will need to press the "unmute" button and provide your comments. Once you are complete, you will be muted again by the staff.

**Zoom phone conferencing** – As an alternative to video conferencing, participants may call in to a phone conference using their touch-tone phone. Call-in telephone numbers are provided at the top of each meeting agenda (you can select from any of the phone numbers.) Unless otherwise indicated, the number is a long-distance phone number;

charges may apply depending on your telephone provider. Once you have dialed the telephone number provided, you will be prompted to enter the Meeting ID number (found on the agenda).

- During the meeting, you will be able to hear the discussion live, but will not be able to see any content (e.g., maps, text, or other visual materials) that may be displayed for video conference users. For portions of the meeting where public input is accepted, participants interested in speaking can press \*9 on their phone.” This will notify the staff that you wish to speak. When it is your turn, staff will announce the last three digits of your phone number and notify you it is your turn to speak. You will hear an automated announcement that your line has been unmuted, then you can begin your comments. Once you are complete, you will be muted again by the staff.
- 

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515) 382-7204.



June 11, 2020

Story County Board of Supervisors,

First, on behalf of more than 300 YSS'ers, our corporate and foundation and advisory boards, let me start by thanking Story County for unwavering support of YSS and our mission to create hope and opportunity by putting kids first.

The past three months, planning for and managing through the global pandemic have been extremely taxing to both the agency and especially to those we serve. We've seen increased needs related to mental health and substance use disorder. And while overall child abuse reports have gone down significantly (with schools closed and isolation), we're convinced that some young people are in fact experiencing more trauma, abuse, and neglect behind closed doors.

The pandemic has also exacerbated both a socio economic and racial divide that's impacted many across our county disproportionately. This divide has created the need for increased community support and services at a time that resources (for the County and nonprofit sector) are scarce. In addition, our ability to deliver services has been impacted as schools closed and we worked to curb the spread of coronavirus through social distancing.

Despite the adversity, our agency and staff have pushed through, innovated, and worked tirelessly to develop new methods to connect with clients and deliver on our mission. YSS stood up telehealth services for more than 1,000 behavioral health clients in less than a week. We moved our case management virtual. We developed electronic mentoring options. We adopted stringent practices across our residential program to remain operational and deliver on our commitment to serving our most vulnerable youth.

YSS remains open for business, working to identify and meet community needs. We are grateful for the continued support and flexibility provided by Story County through the Board of Supervisors and ASSET. Sandra King has played an instrumental role in helping us to adapt and ensure that the financial support was in place to support those most in need through the pandemic.

As we enter our 45<sup>th</sup> year of service to this county, the public-private partnership between YSS and Story County has been key to our success. The collaboration has brought best in class prevention, treatment, child welfare, and transitional services to meet the needs of Story County families, helping to make Story County one of, if not the very best county in the state for kids and families.

We are pleased to present the following annual report, detailing the impact we've created and the return on your investment in YSS. We're proud of these results, we're grateful for the partnership, and we look forward to continuing to ensure that YSS and Story County model the way by creating hope and opportunity by putting kids first.

Sincerely,

Andrew Allen  
President and CEO

**YSS HEADQUARTERS** 420 Kellogg Avenue, Ames, IA 50010 P:515-233-3141 F:515-233-2440

# YSS

## Report to Story County Board of Supervisors

### June 16, 2020

First, we would like to thank you for continuing to support our service to children, youth and families. We have developed a reporting format for each of the programs. The reports are attached and can be found as follows:

| Service                           | Program                                  | Page Number |
|-----------------------------------|--|-------------|
| <b>Kids Club</b>                  | <i>Elementary Program</i>                | 2           |
| <b>Mentoring</b>                  | <i>Mentoring K-8</i>                     | 4           |
| <b>IMPACT</b>                     | <i>Teen Club</i>                         | 7           |
| <b>Summer Enrichment Programs</b> | <i>Ames Summer Enrichment Program</i>    | 9           |
|                                   | <i>Nevada Food for Thought</i>           | 10          |
|                                   | <i>Collins/Maxwell Summer Enrichment</i> | 11          |
| <b>Prevention Programming</b>     | <i>Adolescent Pregnancy Prevention</i>   | 12          |
|                                   | <i>Child Abuse Prevention</i>            | 13          |
|                                   | <i>Substance Abuse Prevention</i>        | 14          |
|                                   | <i>Tobacco Prevention</i>                | 18          |
| <b>Youth Development</b>          |  | 19          |
| <b>Youth Employment</b>           |  | 20          |
| <b>Behavioral Health Services</b> | <i>Family Counseling and Clinic</i>      | 22          |
| <b>Rosedale Shelter</b>           | <i>Emergency Shelter</i>                 | 24          |
| <b>ATTACHMENTS</b>                | <i>A,B,C,D,E</i>                         | 26          |

#### YSS Overall Data

#### **Program Description:**

The Programs provided by YSS are Prevention, Treatment, Child Welfare and Transition in focus and vary from one-on-one services to evidence-based curriculum presentations to classrooms. Each report goes into more detail about the programs provided in Story County and also discusses the Impact of COVID-19.

#### **Number Served:**

The attached Reports provide data through the 3<sup>rd</sup> quarter of FY 2020 and may include more recent data.

#### **Outcomes:**

All programs provide measurements of success of the programs, many using pre and post surveying instruments developed by evaluators. Because of the timing of the report the data may include the end of last fiscal year information.

#### **COVID-19 Impact:**

The impact of the coronavirus pandemic has had an effect on all of our programs and is individually reported.

#### **Trends:**

Each program reports the trends that they are seeing in the specific program areas.

#### **Success Stories:**

Each program area has provided a success story to share the impact of the program.

#### **Attachments:**

Attachments for several programs are at the end of the report.

# Kids Club (Elementary)

**Program:** *Story-County Elementary Kids Club*

**Submitted By:** *Jennifer Schmit*

## **Program Description:**

Kids Club is a before school, after school and summer program for children in grades K-6. We provide programming at the Roland-Story Elementary and Ballard Elementary sites from 6:30 AM until school starts. At Roland-Story, Ballard, Gilbert Elementary, and Gilbert Intermediate sites we provide programming from the time school gets out until 6:00 PM. This includes early out and planned no school days. During the school year Roland-Story and Ballard 5<sup>th</sup> and 6<sup>th</sup> graders are bussed to the Elementary sites. During the summer we provide programming 5 days a week from 6:30 AM until 6:00 PM at all sites.

## **Number Served:**

325 children through May. We have 64 enrolled for the month of June. This is lower than normal due to COVID-19 and keeping group sizes small.

- Roland-Story Kids Club served 51 children through May and have 15 enrolled this June due to COVID-19.
- Gilbert Elementary Kids Club served 67 children through May and have 15 enrolled this June due to COVID-19.
- Gilbert Intermediate Kids Club served 88 children through May and have 15 enrolled this June due to COVID-19.
- Ballard Kids Club served 114 children through May and have 19 enrolled this June due to COVID-19.

## **Outcomes:**

Outcomes for 2018-2019 are as follows, 2020 data is not yet available

| Outcome  | Outcome Indicator  |       |
|--|--|-------|
| To provide a safe, stimulating, caring environment for K-6 <sup>th</sup> grade children during out of school hours | # of youth participating   | 65    |
| To promote positive interpersonal skills (Teacher Survey)  | % of participants maintaining or increasing positive social interactions             | 100%  |
| To provide an environment that promotes physical health (Child Survey)   | % of children maintaining or increasing their knowledge of healthy lifestyle choices | 96.7% |
| To provide academic enrichment (Teacher Survey)  | % of participants maintaining or increasing academic performance.                    | 94.1% |

## **COVID-19 Impact:**

Due to COVID-19, we had to close all of our programs starting March 17<sup>th</sup>. We are starting our Ballard program on June 8<sup>th</sup> and are in the process of getting an alternate site for our Gilbert and Roland-Story programs licensed. We will be operating out of a church in Slater for our Ballard program and are limiting our enrollment to 16 max a day. This is due to the recommendation for smaller group sizes.

March thru June 2<sup>nd</sup>, we have been sending our families weekly newsletters with fun activities and educational resources they can do with their families and kids while at home. We have been providing them updates along the way of where we were at in the process of finding alternate sites. We also did a Kids Club parade for our families and kids where our staff stood outside of the school with masks on and made thank you bags for all our kids and families. We supplied activities and little goodies in our bags that could be sanitized when they got home. We also provided each student with a mask.

Funding has been very hard during this time since we have not been able to open. We are experiencing a financial hardship during this time but are hoping to receive multiple grants to help support our families and the programs during this time. YSS has been able to secure the Payroll Protection Program which has helped tremendously!

## **Trends:**

This year is a little different now that we are dealing with COVID-19. In the beginning of the year, our trends were still the same with needing more behavioral support and one on one support. While that is still the case, we are also seeing that families just need affordable childcare. Even though we have a limited enrollment, families were taxed with finding alternate care due to the unknowns. Families have stepped up to help each other out. I have talked to several families who are really just missing that human interaction with others and being able to talk to their friends and teachers.

## **Success Stories:**

We have worked really hard with several of our students that needed more support while at Kids Club. We have developed specialized individual plans for each of those students and I am happy to report that each one of our students that needed more support have been doing so much better! Each one of them have had less outbursts and have been able to participate more in group activities!

We have received several thank you emails from parents expressing their gratitude to Kids Club during this pandemic. They have even donated money to our programs!

We had one parent that came and helped our Kids Club staff at one of our staff trainings. She is a mental health professional, so we wanted her to come in and provide some training for our staff. We talked to her at the end of the training and she thanked Kids Club for all they do. She said she gets more communication and support from Kids Club then she does the school.

We have a Prevention Curriculum called Lions Quest and we had a family reach out and say they loved it so much that they wanted to also do this at home. We printed off lessons and materials for that family so they could continue their lessons at home!

**Attachments:** Sample COVID-19 email. Attachment B

# Mentoring

**Program:** YSS Mentoring – Story County

**Submitted By:** Feleecia Watkins

## **Program Description:**

This year YSS Mentoring celebrated our 20<sup>th</sup> Anniversary. Over the past 20 years we have matched almost 8,000 youth with mentors. The YSS School Based Mentoring Program has been matching Boone and Story County children grades K – 8<sup>th</sup> with mentors since 1999. The YSS Community Based Mentoring Program has been matching youth since 2017. This year we partnered with the Webster City School District in Hamilton County to provide mentoring services for youth transitioning to middle school.

- School Districts served in Story County: Ames, Ballard, Gilbert, Nevada (K-2 grade only) and Collins-Maxwell.
- Community-Based Mentoring serves youth at Rosedale Shelter, Seven-12 House Residential Treatment Facility, Youth Recovery House (YRH) Residential Treatment Facility as well as the YSS Transitional Living Program (TLP).

## **Our outcome studies show:**

- Mentees show improvement in academic performance, as well as classroom behavior and attitude. In many cases, the students who experience the greatest difficulties show the greatest improvement.
- Participants show significant improvement in their feeling of being included at school and with friends.
- Participants feel that having a mentor results in improved grades, better relationships at home and with friends, and greater interest in school and learning.

## **Number Served:** Story County (2019-2020)

| School-Based          |            |
|-----------------------|------------|
| Ames                  | 102        |
| Ballard               | 29         |
| Gilbert               | 39         |
| Nevada                | 12         |
| Collins-Maxwell       | 12         |
| <b>Total Served:</b>  | <b>194</b> |
| <b>Total Waiting:</b> | <b>20</b>  |

| Community-Based         |                         |
|-------------------------|-------------------------|
| <b>Total Served:</b> 11 | <b>Total Waiting:</b> 0 |

## **Outcomes:**

As an important part of the program, YSS Mentoring works with an evaluator to measure program success, providing post surveys to mentees, mentors, teachers, and parent/guardians to ensure the mentee-mentor relationship meets the needs of youth.

At the time of this report our consultant has not completed the data findings for the 2019-2020 school year. Outcomes for the 2018-2019 school year included below.

### **Outcomes - 2018-2019 School Year**

- |            |  |                  |
|------------|--|------------------|
| <b>56%</b> | Mentees who improved their attitude and behavior   | (44% maintained) |
| <b>30%</b> | Mentees who improved their grades  | (70% maintained) |
| <b>52%</b> | Mentees who improved positive relationship skills  | (48% maintained) |
| <b>77%</b> | Mentees who self-reported improved self-esteem   | (22% maintained) |
| <b>98%</b> | Mentees who believe it is wrong for someone their age to use alcohol tobacco and other drugs |                  |

## Comments from End 2019-2020 End of Year Evaluations

### **Comments from Mentees: *What has having a mentor meant to you?***

- My mentor made me laugh. I had fun with her.
- It means someone to talk to and someone who encourages me to do things, like sports and homework
- It has helped me become a better young person. And to be more respectable of other people.
- It makes me feel more happy because she didn't care if I was crazy or not, and she was just the sweetest person I have ever met.
- It means to have someone at school you trust and to have fun and spend time together.

### **Comments from Parents:**

- My child has improved a lot working with his mentor these last 4 school years. I really appreciate his dedication to working with my child. I hope my child keeps building his strong bond with his mentor, because things can only get better for him.
- Our two children look forward to their mentor days each week. Having a mentor for my son this year has helped improve his behavior and emotional intelligence. It is nice for him to have someone else to seek advice from when dealing with friends and other typical childhood issues.
- My child has shown big improvement in social skills and being willing to get his work done. He has been more on task at school since he was given the opportunity to work with his mentor! Thank you so much for this wonderful opportunity!

### **Comments from Teachers:**

- I appreciate this program so much! Please continue the great work and the lasting relationships!
- Thank you for all that you do! This program makes a huge difference in the lives of our at-risk students. The kids love their mentors, and I enjoy seeing the positive connections they are making. We are very lucky to have the YSS mentoring program available in our district.
- Even during the COVID Break, the first thing my student told me when I called her was that she misses school and that her mentor wrote her a letter. That's pretty special.

### **Comments from Mentors**

- Great program! I am so glad I was matched this year and feel your program brings a lot of value to not only the mentees life, but to the mentor as well.
- Mentoring has been a great experience for me and it's just so much fun. Throughout the daily life of high school, I never really thought of myself as special or amazing but so my mentee I'm like a superhero somehow.
- This was my first year and it was amazing! The Gilbert Facilitator was always available to answer any questions that I had and always responded to me quickly. I love this program and am looking forward to it again in the fall!

## **COVID-19 Impact:**

The COVID-19 pandemic had a significant impact on our ability to provide mentoring services to Story County matches for the months of April and May. Due to school closures we were unable to match 8 students on our waiting list with recruited, screened and trained mentors. Social distancing restrictions meant matches were no longer able to meet in person and our annual bingo night event was cancelled. It was important for us to continue to support students even during a time when physical meetings could not take place. We ensured mentoring relationships were sustained in ways that were intentional and safe and worked with mentors and families to support connections. Matches engaged in handwritten letters and cards, video chats, emails and formal virtual mentoring during this time. In addition, program staff consistently provided resources to mentors and families through email and newsletters. In May, program staff pulled together items to create care packages full of snacks and activities for students. The most challenging task we faced during this time was making connections with families to check in with students and collect evaluation data.

## Success Story:

### **GILBERT MATCH**

At the beginning of the school year, the Gilbert facilitator was made aware of a first-grade girl who had cancer and was receiving chemotherapy treatment. A teacher in the school district was friends with a woman who had received a breast cancer diagnosis only a couple of months earlier and wondered if they would be a good match for each other, to support and lift each other up through the process.

The mentor is a 40-year old professor of education at Iowa State, although she took a sabbatical this year in order to fight the disease. The mentee missed quite a bit of school because the chemotherapy treatments were so hard on her body. The mentor and mentee's mother were in regular contact throughout the school year, so the mentor could go visit the mentee when both of them were feeling well enough to see each other at the school.

Once schools closed due to COVID-19, the mentor kept in contact with the mentee's parent. She has sent cards when the mentee is not feeling well. When she is feeling well, the mentor has visited the mentee at her house, and the mentee and her family visited the mentor at her house as well.

At the end of each school year, we ask the mentors, mentees, and mentee parent/guardian how they feel about the program and what they think of each other. Here is what these participants said:

- **Mentee:** My mentor makes me happy and feel loved.
- **Parent:** We could not be happier with our child's relationship with their mentor She empowered our child more than we could ever have imagined, and they will forever have a special bond. The horrors of cancer brought them together and has created a wonderful friendship.
- **Mentor:** I have loved getting to know my mentee this school year and am thankful that cancer brought us together. I feel that we have formed a special bond that I hope continues for many years to come.

## Trends:

We continue to have a growing need for funding. Each year our program ends with a list of students waiting. Funding does drive our capacity to serve youth. Although we have a great deal of support and commitment from High School students as mentors, we're always in need of more adult mentors, specifically males. Rural areas are the most difficult in terms of recruiting volunteers.

## Attachments:

Sample Newsletters, Attachments C,D,E

# Teen Club Afterschool Programs

**Program:** *IMPACT: Teen Club Afterschool Programs*

**Submitted By:** *Kalli-Ann Kennel*

## **Program Description:**

IMPACT is funded by Story County Juvenile Court Services and is offered at no cost to families. The afterschool program is for youth grades 6<sup>th</sup> – 8<sup>th</sup> grade in the Ballard and Collins-Maxwell School Districts. The program provides teens with a safe, fun, and healthy environment afterschool. IMPACT offers many opportunities for participants to explore their interests and expand their abilities in a variety of ways, including:

Community Service Learning: Participants are responsible for planning service-learning projects that they are interested in. These projects challenge students to address issues in their community and come up with solutions to better their community long term.

Homework Help: Each week students are given time to complete homework assignments. During this time youth have access to school resources and adult staff and volunteers for guidance.

Prevention Curriculum: Education programs are implemented throughout the program to prevent violence, tobacco, alcohol, substance abuse and promote healthy relationships. We also use a curriculum called TOP (Teen Outreach Program) that combines lessons with Community Service Learning. The lessons vary from learning about your community, what volunteering is, relationships, peer pressure and how to say no, self-confidence and bullying.

Field Trips & Guest Speakers: To enhance the program, we strive to offer fun and educational field trips and guest speakers.

Life Skills: Activities at Teen Club promote life skills in which youth will learn responsibility and self-sufficiency.

## **Number Served:**

Ballard Teen Club Afterschool Program hosted 14 youth during the 2019-2020 school year.  
Collins-Maxwell Teen Club Afterschool Program hosted 37 youth during the 2019-2020 school year.

## **Outcomes:**

### Ballard Teen Club:

- The students completed 69.5 hours of community service through March.
- The students completed 95% of the tasks associated with the community service projects.
- The projects included Halloween goody bags, holiday cards, and lots of cooking to benefit others.

### Collins-Maxwell Teen Club:

- The students completed 207.5 hours of community service through March.
- The students completed 100% of the tasks associated with the community service projects
- The projects included decorating for Red Ribbon Week, making goody bags for teachers for conferences, hosting an art sale, and raising money at a school dance.

## **COVID-19 Impact:**

Due to COVID, both Ballard and Collins-Maxwell School Districts closed. Impact Teen Club was also closed since we are an after-school program using the district buildings. Staff were no longer able to work. Neither site was able to reach full fidelity for TOP (Teenage Outreach Program). They require 12 lessons and 20 hours of individual community service learning. Ballard was able to reach 12 lessons before the closure, but Collins-Maxwell was not.

The program coordinator was able to host a couple Zoom calls and lead one TOP lesson for Collins-Maxwell. The majority of post-surveys completed was also impacted; surveys were sent home but not all were returned or filled out correctly.

## **Trends:**

Technology plays a very important role in the teen's everyday life. We struggled with cell phones and chrome books/laptops most of the year. Toward the middle of the year, we noticed the students were holding each other accountable when they were using their cell phones or chrome books during program hours which was a huge step for them! However, with the use of social media we are seeing bullying as well as students being co-dependent on technology.

We are serving more and more students that need one on one support during the school year. We are also seeing more students with anxiety and depression as well as academic IEPs.

## **Success Story:**

- A student who seemed to randomly attach to the facilitators side expressed that she loves to come to Impact after a stressful day and just have fun, and that she likes to be by the facilitators side when she has had a rough day and it makes her feel much better.
- The students went on an ice-skating field trip to celebrate their hard work on CSL this month/all year! For some of the students, it was their first time ever ice skating and with the help of our volunteers, they were skating on their own before we left the rink! And we were only there for 2 hours! Everyone had SO much fun on the field trip!
- One student who does not actively participate in CSL came to the middle school dance for the sole purpose of volunteering. He sat with staff at the table for the entirety of the night and actively did CSL.
- We implemented a daily mental-health check-in where students anonymously let the staff know how they are feeling that day. The options they have are "great, okay, meh, struggling, struggling and need a check-in, or in a dark place and need a check-in" Using this has helped staff know when kids are having a tough time and allows them to pull that student aside and talk to them one-on-one about what is going on and what they can help with. Because of this system, staff was able to know that one of our students was in a fight with his parents at home due to his grade slipping. Staff was then able to help him focus more on his schoolwork and paired him with a college student daily to help him stay on task!
- We had a new student join that had spent some time in Council Bluffs at a group home for behavior issues. She started Impact the first day she came back to Ballard schools. She jumped right in and had her first TOP lesson the first day she was on site. Her father approached staff that week and let them know how much they appreciate and enjoy the program.
- One student has been struggling with verbal and physical outbursts. We worked with her to ask for breaks and take deep breaths when she is upset. One day on site, she got frustrated, took a deep breath, and told staff that she needed a break. She excused herself to the hallway and to get a drink, and she was able to return within five minutes.
- We've been working with one youth for three years now on mental health and behavioral issues. When she gets upset, she runs from the classroom and hides. This quarter, when she was upset, she did not run from the room. She found a private space, took a break, and then talked with staff.



# Ames Summer Enrichment Program

**Program:** Ames Summer Enrichment Program      **Submitted By:** Kalli-Ann Kennel

## **Program Description:**

**2019:** The Ames Summer program has been changed to “Empower, Enrich, Excel”. It is a partially FREE 3-week program that is offered during the summer for students in Kindergarten-8<sup>th</sup> grade. The program runs from 7:30am-3:30pm, the first three weeks of June. The students receive breakfast and lunch daily. The program was created by several different agencies in the community. Some of those agencies include:

YSS, United Way of Story County, Reading Buddies, Ames Community School District, Volunteer Center of Story County, RSVP, Ames Public Library and Boys and Girls Club of Story County

The curriculum for the summer program has changed since programming is now all day. The Empower students (formally known as the academic summer school students) attend two summer school “sessions” or classes each day, and one session is their choice. Enrich students (formally known as the enrichment students) choose up to three sessions that they attend daily, for three weeks straight. The Excel students (formally known as the Super Summer students) also choose up to three sessions that they attend daily, for three weeks straight. The Excel students pay for programming, while the Empower and Enrich students do not pay.

Some of the sessions that were offered include:

Star Lab/Astronomy, Fit Fun, Explorations in language and culture, spoken word, service-learning projects, Adventures in Spanish, Coding for kids, Musical theatre, Hands on math, Entrepreneurship, Engineering exploration, Picture perfect painting, Animation, Robotics

## **Number Served:**

We have a total of 379 students enrolled in 2019.

## **Outcomes:**

2019

- We have 379 students enrolled
- We had 82% of our students who are enrolled in the free and reduced lunch program.

## **COVID-19 Impact:**

Ames Community School District decided to cancel programming for the summer of 2020.

## **Success Story:**

- We were able to get more volunteers this year. We had several volunteers that were consistent, so they were able to work consistently in the classroom and gain relationships with our students.
- We had a student who spoke Spanish and very little English. He was very upset and had gotten into a fight with another student. We tried to talk to him to understand what happened and why he was so upset but we were struggling to understand, as was he. We had a YSS staff member who spoke Spanish, so she came in and translated for us. We were able to help him and after that moment, he felt more of a connection with us. He always ran up to us and gave us a hug, smiled at us and would always wave at us. After just one week of program, his English was improving. BY the end of June, he was able to communicate with us more regularly.
- We had a student who would run out of the classroom and get overwhelmed. He would also try and get physical with students. We worked with him to use his words and come to a teacher when he is upset or needs a break. Instead of running away and getting upset with the other students, he went up to the teacher and asked if he could go on a walk.
- One of our students seemed really sad and quite all the time. We noticed that she loved helping other students and the site supervisor. so we worked her on her leadership skills and being more engaged with her peers. She really stepped up and did a great job helping the Kindergarten class! She would smile and really look forward to the afternoon. She was very sad when we had a week off of program.

# Nevada Summer Enrichment Program

**Program:** Nevada Food for Thought Program

**Submitted By:** Kalli-Ann Kennel

## **Program Description:**

The Nevada Summer Enrichment program is a FREE 6-week program that is offered during the summer for students in Kindergarten-8<sup>th</sup> grade. The program runs in the morning from 8:15-12:15 where they get both breakfast and lunch. The Summer enrichment program was created by several different agencies in the community. Some of those agencies include:

YSS, United Way of Story County, Reading Buddies, Nevada Community School District, Volunteer Center of Story County, RSVP, Nevada Public Library and Boys and Girls Club of Story County

### **2019:**

The curriculum for the summer enrichment program is planned around what the Library's curriculum is that year. There are 4 different areas that we focus on and those areas are:

**Theme:** During theme time we will be focusing on "A Universe of Stories", or space/astronomy. The students will get an opportunity to see the Star Lab, create galaxy jars, and go on several field trips.

**STEM (Science, Technology, Engineering, and Math):** We have partnered with Paragon International; we had partnered with Paragon for the last three years. Paragon has created lesson plans and experiments for the students along with providing funds for a field trip to Reiman Gardens. Some examples of experiments are making rockets, making their own 3D laser cut design, and really learning about sound, learning about kinetic energy, exploring the solar system and telescopes, using dry ice and seeing different experiments utilizing dry ice and many more

**Literacy:** We have a United Way Reading Corps member create lesson plans and do various literacy activities with the youth to strength all aspects of literacy. We also had reading logs where we tracked how many minutes each student read during program. We did give the students individual reading logs to take home and encouraged them to read outside of program. The activities they did were connected to space.

**Physical Fitness:** We partnered with Boys and Girls Club of Story County to provide our Physical Education for the students.

## **Number Served:**

We are serving 115 students in 2019.

## **Outcomes:**

### **2019**

- We had 57 of our students reached 75% or more attendance.
- We served a total of 1,925 meals this summer

## **COVID-19 Impact:**

Nevada School District decided to cancel programming for the summer of 2020.

## **Trends:**

This summer has been difficult with hiring. We have noticed a decrease in people that are applying for positions. We noticed this not only with our summer enrichment programs but with others in the childcare business.

## **Success Story:**

- The last day celebration went really well! The youth were able to rotate to different stations such as face painting, prizes, giant yard games, and Dance Revolution on the Wii.
- Two youth had struggles controlling their emotions and participating in class. The two buddied up and were always partners and kept each other on track. There was a huge difference in their behavior and are getting along and protecting each other from other peers who used to pick on them.

# Collins-Maxwell Summer Enrichment Program

**Program:** *Collins-Maxwell Summer Enrichment*

**Submitted By:** *Kalli-Ann Kennel*

## **Program Description:**

(The Collins-Maxwell Summer Enrichment program is a FREE 6-week program that is offered during the summer for students in Kindergarten-8<sup>th</sup> grade. The program runs in the morning from 8:15am-12:15pm where they get both breakfast and lunch. The Summer enrichment program was created by several different agencies in the community. Some of those agencies include:

YSS, United Way of Story County, Reading Buddies, Collins-Maxwell Community School District, Volunteer Center of Story County, RSVP, Collins Public, Grantwood AEA, One Heart Equestrian, Paragon International.

### **2019:**

The curriculum for the summer enrichment program is planned around what the Library's curriculum is that year. There are 4 different areas that we focus on and those areas are:

**Theme:** During theme time we will be focusing on "A Universe of Stories", or space/astronomy. The students will get an opportunity to see the Star Lab, create galaxy jars, and go on several field trips.

**STEM (Science, Technology, Engineering, and Math):** We have partnered with ISU 4H to provide a STEM curriculum for us. They will be coming in once a week to present this curriculum. We have also planned many experiments on the days where ISU 4H will not be present.

**Literacy:** Our literacy center was led by YSS lead teachers. We did give the students individual reading logs to take home and encouraged them to read outside of program. The activities they did were connected to the space theme.

**Physical Fitness:** We partnered with Boys and Girls Club of Story County to help us with our PE component last summer. They provided us weekly lesson plans for our teachers who then carry out the lesson plan. This summer, we are re-using the same plans and adding some content of our own.

## **Number Served:**

65 students in 2018.

## **Outcomes:**

### **2019**

- 55 students enrolled
- 128 volunteer hours generated by high school volunteers.
- 499 meals were served.
- 47.9% of youth in the program qualified for free and reduced lunch.
- 30 of the 55 students attended program at least 75% of the time.
- Youth read 5,968 minutes.

## **COVID 19 Impact:**

Collins-Maxwell Community School District has agreed to allow the enrichment program to continue with strict COVID guidelines and only allowing four classrooms to be used. This will impact the number of students we reach (closer to 40/45 rather than 60/65). The program will also be shortened from six weeks to just four.

## **Success Story:**

The last day celebration included Kona Ice! The site supervisor asked for donations from the community, and they were able to raise several hundred dollars so each youth, student volunteer, staff member, and several outside community members were able to get treated to Kona Ice!

## **Trends:**

We do struggle to get resources in Collins-Maxwell, so we have been lucky with our current partnerships which include, the Collins Public Library and Collins-Maxwell Community School District. We have been able to gain even more partnerships in 2019, including several field trips.

# Prevention Services: Adolescent Pregnancy Prevention

**Program:** *Adolescent Pregnancy Prevention*

**Submitted By:** *Taylor Nuehring*

## **Program Description:**

The Adolescent Pregnancy Prevention (APP) Program offers comprehensive prevention and intervention programming to youth and families in Boone and Story Counties. The APP Program's services include age appropriate, science-based, medically accurate comprehensive sexual health curricula to teach sexual responsibility and pregnancy prevention to both males and females, primarily in a classroom or group setting. Programming is available in a variety of settings, including schools, youth-serving agencies, social-service organizations, churches, hospitals, clinics, community groups, PTO/PTA organizations, and individual sessions.

## **Number Served:**

We have served 949 adolescents in Boone and Story counties

## **Outcomes:**

- YSS staff is still awaiting the full report of pre/post survey results from the University of Northern Iowa to assess outcomes for the 2019-2020 school year. This data will be made available to the Board of supervisors when it becomes available.
- 64% of total participants of Wyman's Teen Outreach Program completed at least 75% of the program.
- 26% of total participants completed at least 20 hours of community service learning.
- 96% of students who participated in programming said they agree or strongly agree that this program was good for their schools.

## **COVID-19 Impact:**

COVID-19 impacted our in-school programming as school was canceled for the rest of the year. During this time staff had to adapt and find ways that we could still get information out to the students. This included figuring out how to present via ZOOM meetings and giving teachers technical assistance to help ensure that they were getting materials and information that they missed. Teen Maze was canceled, and sexual health activities were not shared with 1200 youth.

## **Success Story:**

- After a class implementation this year, a student shared that they had a friend who had moved to their school from a different school who they befriended. When the new student told them a myth about sexual health, saying the student did not need to use condoms due to the fact that the partners were on birth control. The student who had received programming the previous year told the new student that this was false, and that birth control is not 100% effective and there is a risk of STDs when condoms are not used!
- The Teen Outreach Program group at Futures Alternative High School held an event, "An Evening of Making Brighter Futures" the goal was to raise money for AMP, to support youth transitioning out of foster care. The event was held at the Open Bible Church in Boone, on March 8<sup>th</sup>. Jonathan Stone was the guest speaker for the event. This event was put on by the students alone, and they raised about \$4,000!

## **Trends:**

- Students seem to remember programming from the previous year, during classes they will state that they learned that last year or remember learning that before.
- They are becoming more willing to talk about topics that have in the past been thought of as taboo.
- Students are asking more questions in the question box and in class, they want to have discussions in class about sexual health topics.
- STDs continue to rise among teens
- Teens are becoming more likely to talk to their parents or caregivers about sexual health.

# Child Safety

**Program:** *Child Safety*

**Submitted By:** *Taylor Nuehring*

## **Program Description:**

The Child Safety curriculum used in the 2018 / 2019 school year was updated to *Second Step's* Child Protection Unit from the Talking About Touching curriculum midway through the school year.

Talking About Touching is a science-based program for Kindergarten, First and Second Grade students teaching children to protect themselves from dangerous or abusive situations. This program also discusses basic safety issues such as fire safety, gun safety, bullying, how to ask for help, as well as safe/unsafe touches. There are approximately eleven sessions, each being 20-30 minutes. Also, staff provides community educational presentations and technical assistance to partners in addressing child abuse issues throughout Story County.

*Second Step's* Child Protection Unit curriculum provides a multi-layered approach to child safety. Students will be able to recognize, respond to and report unsafe situations. The curriculum teaches children self-protection and assertiveness skills to reduce their vulnerability to harm and abuse. Lessons extend beyond the classroom with materials and correspondence focused on parents to encourage further discussions of personal safety with their child. The Child Protection Unit takes an integrated approach to child safety by providing training for every YSS staff member who will be presenting the curriculum; this on-line training was also made available to interested classroom teachers. Each grade level (Kindergarten, First and Second Grades) has 6 lessons. Lesson topics include Ways to Stay Safe, The Always Ask First Rule, Safe and Unsafe Touches, The Touching Rule, Practicing Staying Safe, and a Review of the Safety Skills Taught throughout the course of the curriculum. The curriculum is developmentally sequenced and each grade builds upon the previous year's material and content.

## **Number Served:**

We served 168 students, kindergarten through second grade in Story County.

## **Outcomes:**

86% of participants gained or increased knowledge from the beginning of the program.

## **COVID-19 Impact:**

Due to COVID-19, we were not able to complete three implementations of the child safety programming. We hope to reach the students that we did not get to provide programming for, the following year.

## **Success Story:**

Students in all of the classrooms would get excited when we arrived for lessons. The students who had received programming the following year remembered what they had learned and building on what they had learned. The songs that we would play would encourage students to think about what we were teaching them, while having fun in the classroom.

## **Trends:**

Participants responded well to the new curriculum. The program that we use, the school counselors also use, so the participants are familiar with the procedure and puppets. They had good conversations with each other when discussing hard topics and were very open to thinking about what they could do if they were in different situations! Most teachers asked students to bring home the classroom activities to discuss with parents or trusted adults, and many students returned these to the teacher.

# Substance Abuse Prevention

**Program:** *Substance Abuse Prevention*

**Submitted By:** *Ryan Doyle*

## **Program Description:**

The YSS Prevention Department provides a number of efforts throughout the county. YSS offers and implements two science-based curriculums to Story County schools that address ATOD (Alcohol, Tobacco and Other Drug Use.) Community presentations and partnerships have proven to be an effective way to communicate and inform community members on substance abuse trends.

- Project ALERT is a science-based curriculum offered to Story County Schools. Project ALERT is a two-year, science-based, substance abuse prevention program for middle school students. It is designed and proven to effectively reduce the experimental and continued use of drugs by teens. Project ALERT's focus is on motivating non-use, learning to recognize pressures to use, and developing and practicing skills to resist these pressures. Project ALERT is delivered in Ames, Ballard, Nevada and Collins-Maxwell School Districts.
- Too Good for Drugs is another science-based program for first through third grade students designed to reduce risk factors and enhance protective factors related to ATOD use among students. Too Good for Drugs was scheduled to be delivered in Nevada, Collins-Maxwell and Colo NESCO School Districts.
- YSS also provides one time (or a short series of) educational ATOD presentations as requested. Prevention staff also strive to increase community awareness of Substance Abuse Issues through media efforts, community presentations and information tables at community events.
- Staff provide information and educational presentations to Iowa State health classes during both fall and spring semesters.
- Staff also provide technical assistance to ISU Greek Advisors and serve as advisor to an ISU fraternity in their health and wellness initiative and the ISU Health Promotion Club which works to promote local and state policies and laws which reduce the level of substance use and abuse.

There are a number of strong community partnerships that receive substance abuse prevention services including:

- Iowa State University,
- Children Well-Being Steering Committee
- Story County Prevention Policy Board
- Local businesses, schools, and healthcare providers.
- Prevention staffs provide technical assistance in the development of environmental strategies to address alcohol abuse, illicit drug abuse and nicotine use (including the use of vaping devices.)

This year Prevention staff were also involved in a number of local and statewide substance abuse initiatives including The Governor's Drug Policy Advisory Council, Story County Opioid Task Force, Story County Prevention Policy Board, Iowa Substance Abuse Supervisors Association (ISASA), Nevada Task Force, Story County Juvenile Justice Committee and Alliance of Coalitions 4 Change (AC4C). Staffs are active members of these state and local partnerships providing leadership and exploring impact state & local partnerships have on combating substance abuse issues.

## **Number Served:**

- Project Alert Served over 350 Ames Middle School Students, 41 Collins-Maxwell Middle School Students, 37 Ballard Middle School Students, and 23 Nevada Middle School Students, for a total of 451 participating youth in the 2019-2020 school year.
- 100 Collins-Maxwell Students were in attendance for a Red Ribbon Week assembly on substance use.
- Staff provided presentations on substances of abuse and refusal skills to eight sections of Ames Middle School eighth graders in collaboration with the Ames School Resource Officer each semester, with approximately 150 students each time. During the fall semester there were four presentations given on the first day of this rotation and another four on the second. The spring semester presentations were scheduled for after spring break but were cancelled because of COVID-19, after the school declined to have them delivered virtually.

- Staff provide a three-day program to Roland-Story eighth grade health students four times per year, two each semester. Three of the four cohorts were completed in person. The fourth cohort was completed virtually in April. A total of 77 Roland-Story eighth graders involved in this program addressing substances of abuse and family dynamics during the 2019-20 school year.
- During the fall semester staff presented two presentations to five Iowa State University Health classes/sections each, addressing the impact that substance abuse has on both physical and mental health. This involved approximately 130 students. These presentations were repeated to five additional sections during the spring semester, two of which were delivered virtually with another 163 Iowa State University students for a total of 293 students during the 2019-20 academic year.
- In December staff presented programs to three Iowa State University Greek houses involving 120 total students. These presentations addressed substance abuse and the impact it has on physical and mental health during finals week and the holidays. Alternative approaches to stress and anxiety were also presented.
- In February staff presented information on accessing resources available to 53 Iowa State University house managers and advisors regarding crisis intervention for members of fraternities and sororities. The following month staff presented similar and follow-up information to 15 house managers who were seeking more in-depth information and specific language to use with their members during crisis situations. In March and April staff worked with multiple university and community resources to create a resource guide for Greek advisors to address stress and anxiety brought on by the pandemic for both students and their advisors.

## **Outcomes:**

At the end of the academic year:

- 90.6% of Story County Youth Project ALERT participants who took a Pre and Post Knowledge Survey increased or maintained knowledge of the ATOD material presented.
- 98.9% of the 298 Story County Project ALERT participants who completed a customer satisfaction survey agreed that the project has a positive impact on teens in their school and community.
- Pre and post surveys were given to all presentations conducted in person to the Roland-Story, Ames High and Iowa State students. All of them reflected opinions where students maintained and/or increased their perception of harm to five of the drugs being discussed: alcohol, marijuana, over-the-counter medications, prescription medications and tobacco.

## **COVID-19 Impact:**

- Due to the social distancing requirements as well as the facilities closures that have been necessitated by COVID-19, Prevention staff began implementing virtual based starting March 17<sup>th</sup>. This has allowed them to continue delivering programs, as well as to continue collaborating with both statewide and local youth, policymakers, and other prevention professionals.
- Unfortunately, due to COVID-19, Prevention staff were unable to complete Too Good for Drugs programming scheduled for Nevada, Collins-Maxwell and Colo NESCO School Districts.
- Teen Maze was canceled, and substance use prevention activities were not shared with 1200 youth.

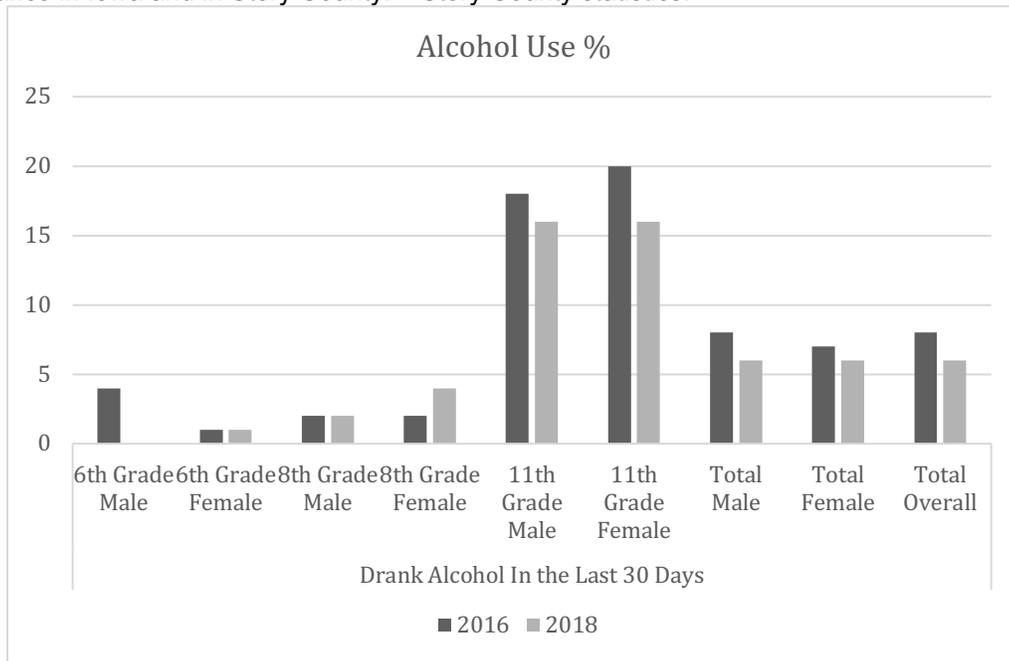
## **Success Story:**

- In the 2019-2020 school year, Prevention staff implemented digitized forms for all of the Project Alert programming at Ames Middle, Nevada Middle, Collins-Maxwell Middle, and Ballard Middle schools. With > 500 students and approximately 25 pages of paper (conservatively) for every student, in the form of handouts, surveys, and homework assignments, it saved an estimated over 4000 pages of paper.
- YSS Prevention was selected by the statewide group Alliance of Coalitions for Change to lead the new state-wide youth coalition AC4C Youth and coordinate youth across in substance abuse prevention efforts.

## **Trends:**

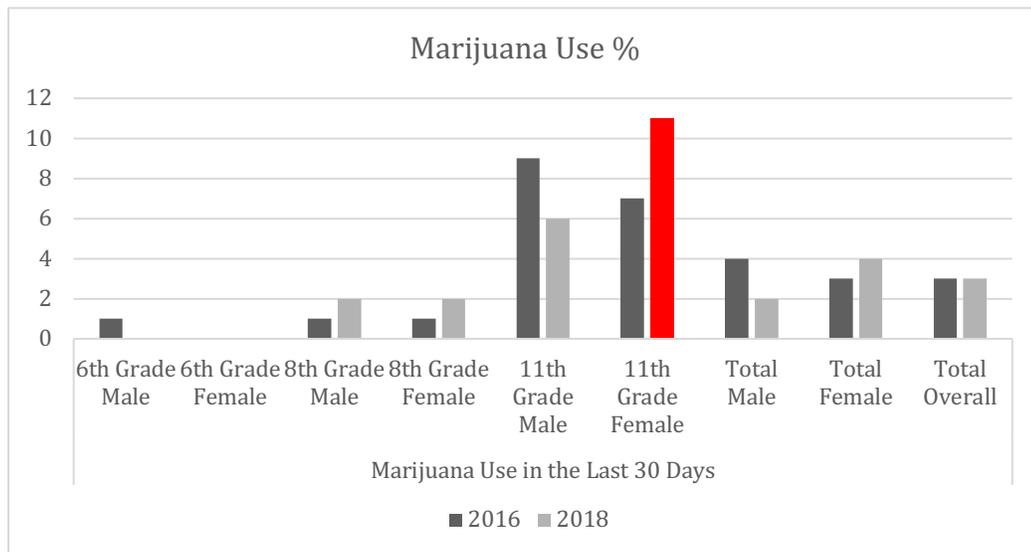
Students involved in Too Good for Drugs and Project ALERT programming are provided with take home activities that parallel and extend classroom goals. Each equips the young people with an opportunity for parents (or other trusted adults) to engage in dialogue regarding substance use. Research continues to demonstrate a clear connection between teen non-use and expressed disapproval of substance use by their parents.

Good News! Alcohol 30-day use rates among 11th graders are going down however alcohol continues to be the #1 abused substance in Iowa and in Story County. Story County statistics:



| Percentage of students who reported drinking at least one drink of alcohol in the past 30 days. |       |       |       |       |
|---|-------|-------|-------|-------|
|   | 2012  | 2014  | 2016  | 2018  |
| 6 <sup>th</sup> Grade   | 1.1%  | 1.3%  | 2.7%  | 1.1%  |
| 8 <sup>th</sup> Grade   | 5.0%  | 5.6%  | 2.0%  | 3.1%  |
| 11 <sup>th</sup> Grade  | 20.1% | 27.0% | 19.0% | 15.7% |
| All Grades  | 8.4%  | 13.0% | 7.8%  | 6.2%  |

Due to changes in marijuana laws in several states recently and as evidence in student feedback, students' perception regarding negative consequences of marijuana use is being challenged. More questions are being asked in the classroom in regard to marijuana use, and thus, the information covered in programming is all the more critical. Marijuana ranks second highest abused drug in Iowa and Story County. Also, important to note is the increase of 11<sup>th</sup> Grade Story County females reporting marijuana use in the last 30 days. Story County statistics:

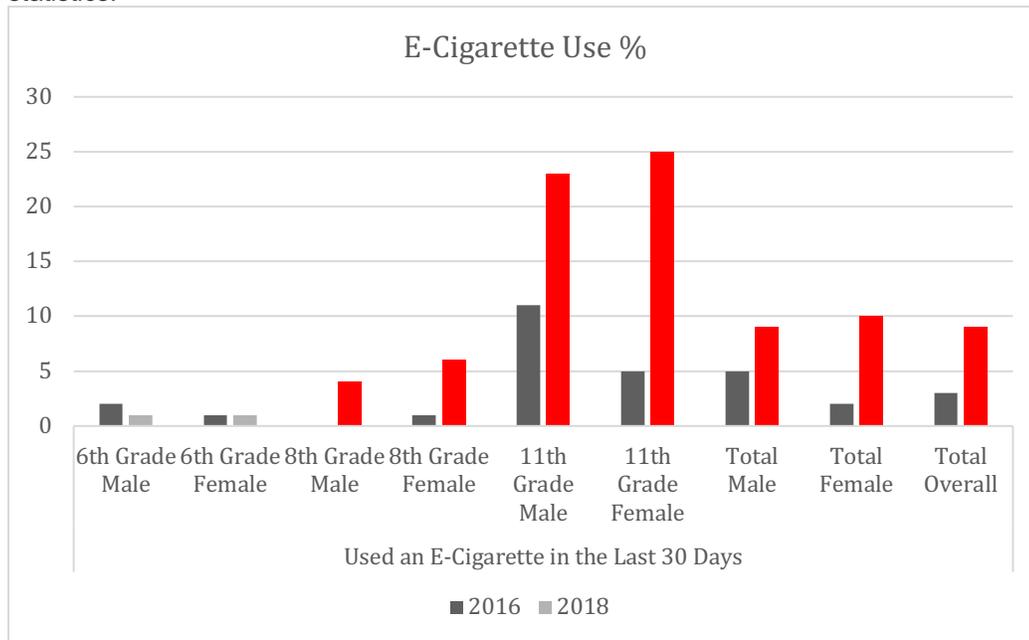


| Percentage of students who reported using marijuana in the past 30 days. |       |      |      |      |
|--|-------|------|------|------|
|  | 2012  | 2014 | 2016 | 2018 |
| 6 <sup>th</sup> Grade  | 0.3%  | 0.3% | 0.6% | 0.2% |
| 8 <sup>th</sup> Grade  | 2.6%  | 0.3% | 1.0% | 2.0% |
| 11 <sup>th</sup> Grade   | 13.2% | 9.5% | 8.5% | 8.2% |
| All Grades   | 5.2%  | 4.0% | 3.3% | 3.3% |

There is an increase of use of Electronic Smoking Device's (ESD's) among youth throughout the nation. This increased use leads to concerns about re-normalization of tobacco use and transition of youth from using ESD's to traditional cigarettes. In particular, JUUL, a new brand of electronic smoking devices, is growing in popularity with Story County youth. For Iowa in 2018, the e-cigarette vaping rate among 11th grade students was 22% and the any tobacco use rate, inclusive of e-cigarettes, 24%. In other words, the any tobacco use rate was just a few points above the rate of e-cigarette use-- more than 9 of every 10 11th grade students in Iowa who used any tobacco used e-cigarettes.

Note: Iowa Youth Survey did not begin collecting data on e-cigarettes until 2014; also, the questions in 2016 and 2018 were much more specific providing examples of vaping devices.

Story County statistics:



| Percentage of students who reported using e-cigarettes (vape-pens, JUUL, hookah-pens, e-hookahs, e-cigars, e-pipes, personal vaporizers or mods) in the past 30 days. |      |      |      |      |
|---|------|------|------|------|
|   | 2012 | 2014 | 2016 | 2018 |
| 6 <sup>th</sup> Grade   | -    | 2%   | 1%   | 1%   |
| 8 <sup>th</sup> Grade   | -    | 0%   | 1%   | 5%   |
| 11 <sup>th</sup> Grade  | -    | 8%   | 8%   | 24%  |
| All Grades  | -    | 4%   | 3%   | 9%   |

Source: Iowa Youth Survey. <http://www.iowayouthsurvey.iowa.gov/> 2018 IYS Story County pgs. 24, 41, 42. 2016 IYS Story County pgs. 25, 43, 44.

## **Attachments:**

None.

# Tobacco

**Program:** *Tobacco Prevention Services*      **Submitted By:** *John Rochford*

## **Program Description:**

Tobacco Prevention serves both youth and adults to educate, advocate, and facilitate tobacco prevention information and policies. The Tobacco Prevention Coordinator creates custom one-time presentations, serves as a guest speaker for curriculums such as Project Alert, leads the IDPH Tobacco Community Partnership grant initiatives, and is available upon request to provide information or guidance to organizations in the county. Tobacco Prevention has served wide variety of important county entities, including businesses, religious organizations, service clubs, county schools, and Iowa State University.

## **Number Served:**

436 Story County youth and adults attended one-time presentations or curriculum presentations.

## **Outcomes:**

- 96% of the attendees increased or maintained perception of harm after one-time presentations.
- 94% of attendees completing the updated surveys reported presentations made a positive impact on their lives.

## **Covid-19 Impact:**

- From mid-March to the beginning of June, Tobacco Prevention has not been able to carry out scheduled one-time presentations at local schools. We have also had trouble with connecting with local organizations, businesses, and other community centers for the Community Partnership grant. Additionally, the loss of Teen Maze has cost us valuable time educating youth. Teen Maze was cancelled, and tobacco specific education was not shared 1200 youth.

## **Trends:**

The ever-evolving nature of e-cigarettes as a product and as a topic still trends to this current time. However, during this past year both adults and youth seem to have had more of a baseline understanding of what e-cigarettes are, how they work, and what risks might be involved. This is most likely due to the fact that we as a prevention team have given out much information in the previous year and so much has been discussed nationally over the past few years. In the world of tobacco, e-cigarettes and other traditional tobacco substitutes will probably continue to trend.

## **Success Story:**

- An Iowa State student government member approached the Tobacco Prevention Coordinator in late January of 2020 to assist her with the process of passing a campus wide tobacco free nicotine policy. Both Tobacco Prevention Coordinator and student senator (along with Iowa State Student Health Department) collaborated source material, knowledge, and strategies to help secure a policy through. At the end of February, Tobacco Prevention members testified on behalf of the bill during a student government session. After about forty minutes, the student government passed the bill 24 in favor, 2 not and favor, and 1 abstention. Iowa State University campus's policy is now updated to restrict the use of all tobacco and nicotine free products. This achievement also counted for the Community Partnership grant.
- Through collaborating with Ames Middle School faculty, an ISTEP chapter was started. ISTEP stands for Iowa Students for Tobacco Education and Prevention. Though the group was new, they had multiple meetings and worked on a vaping prevention video to show internally to peers at the school!

# Youth Development

**Program:** *Youth Development*

**Submitted By:** *Ryan Doyle*

## **Program Description:**

Prevention staff provide support and technical assistance to a number of youth development / youth leadership programs in Story County. These programs work to empower students to become more involved in and advocate for youth issues. YSS staff offered support for meetings and activities. Youth members identify and carry out a number of projects during the school year to demonstrate that they and their peers can have fun without using drugs or alcohol. These projects include planning and participation in themed days for Red Ribbon Week as well as the Substance Abuse Prevention Youth Day on the Hill

Staff also assisted in hosting events for students during throughout the school year. These youth leadership programs also assessed needs in their home community and looked for ways to give back. Strong youth and adult partnerships were fostered throughout the academic year.

There were seven youth development / leadership programs YSS staff provided support to this academic year. These programs included:

- Ames Mayor's Youth Committee
- Collins-Maxwell CHAMPS
- Ames Middle School's Builders Club
- Iowa State University's Health Promotion Club
- Ames Middle School ISTEP
- AC4C Youth Advisory Committee

## **Number Served:**

- 32 youth participated in Ames Middle Builder's Club
- 8 youth participated in Ames Middle School ISTEP
- 16 youth participated in Collins-Maxwell CHAMPS
- 20 participants in the Iowa State University Health Promotion Club

## **Outcomes:**

- At the end of Quarter 3 (end of March 2020,) youth participants volunteered over 925 hours on youth development projects and meetings/collaboration efforts.

## **COVID-19 Impact:**

- Builder's Club, and Collins-Maxwell CHAMPS were unable to meet after March 2020 due to school closures.
- Story County youth participated in online meetings of the AC4C Youth Group

## **Success Story:**

- Ames Middle School Builder's Club participated in a very successful Youth Day on the Hill event. They met with legislatures to share their viewpoint on substance abuse including marijuana use and educate on impact marijuana has on them and their peers. Youth also shared alcohol trends in their home community with legislators.
- Through collaborating with Ames Middle School faculty, an ISTEP chapter was started. ISTEP stands for Iowa Students for Tobacco Education and Prevention. Though the group was new, they had multiple meetings and worked on a vaping prevention video to show internally to peers at the school!

## **Trends:**

Youth are leaders! Once provided opportunities to stretch their leadership, youth blossom. Many of the youth leaders involved in these youth development groups are involved in a wide variety of activities, which make it difficult for them to participate in all meetings/activities, but there continues to be a theme of appreciation for the ability for these group's ability to meet and work together on projects.

# Youth Employment

**Program:** Youth Employment

**Submitted By:** Julie White

## **Program Description:**

The goal of the Youth Employment Specialist is to work with youth and assist them in reaching their career goals. Anyone aged 14-24 looking for a job or to learn job skills is welcome to work with a Youth Employment Specialist. An initial individual meeting with the Employment Specialist is scheduled. In that meeting participants answer questions about goals, values, skills, past work experience, skills they would like to work on, etc.; identifying areas to improve upon. Then future meetings are scheduled to work with the Employment Specialist on the skills the participant wishes to improve upon. Those skills may include help with job searching, writing a resume and cover letter, and practicing interview skills. Participants may also choose to work on soft skills with the Employment Specialist including time management, stress management, communication skills, anger management, conflict resolution, teamwork, budgeting, and leadership skills. Group training on these same topics are also available.

Youth Employment Specialist works closely with the YSS Chemical Dependency Residential Treatment facilities, Seven-12 House and Youth Recovery House. Staff meet with clients weekly; weekly group activities include group lessons, one on one individual sessions, employer presentation, and/or college/site visits. Networks are being created to partner youth within their area of interest.

YSS Prevention Staff has actively been working with TMC Transportation in presenting the Future Ready Iowa summer internship opportunity to all Story County High School juniors and seniors. (prior to COVID-19)

The Employment Specialist also works with local businesses exploring the impact youth can have on the company. Also work with the businesses to notify youth of job openings through a monthly Job Listing.

## **Number Served:**

Approximately 908 Story County youth have been involved in Youth Employment Services. (Group and / or Individual Sessions.) The numbers are lower than the previous year, as a result of a break in services due to a change in staff.

## **Outcomes:**

There has been a total of 84 community outreach efforts to raise awareness of youth employment issues in Story County. These efforts include meetings with local employers, community collaborations, career fairs at schools and media efforts.

## **COVID-19 Impact:**

COVID-19 has impacted the Youth Employment Program in various ways:

- Staff is now conducting programming via Skype Business to YSS Residential Treatment facilities.
- Our online platform is a creative way to get information to youth.
- Staff has been sending more e-mails to area professionals who work with youth to provide extra resources.
- Staff is fostering more collaborative networks to see where extra support/services are needed at this time.
- Teen Maze was canceled and getting a job, interviewing and life skills were no shared with 1200 youth.

## **Success Story:**

- Future Ready Iowa and Governor Kim Reynolds recognized the partnership between TMC and YSS for their internship and driver training programs. The press conference was televised and was featured on the Future Ready website. TMC and YSS's Innovation Fund grant created ten paid work-based learning experiences for young people ages 14-24. Four internships are being planning for four high school youth. These will take place in the Ames TMC office and will focus on logistics and IT. For young adults age 23-23, TMC is offering paid training and job placement in OTR positions, including stipends and paid CDL training. TMC is willing to collaborate on bringing transportation/logistics training programs into Story County programs and schools during the fall semester as well as field trips and job shadowing. This program aligns with Future Ready Iowa's initiatives to help youth enter high-demand fields.

- Staff has successfully worked with TMC Transportation in engaging all Story County High schools to provide school administrators, counselor, and high school juniors and seniors with the Future Ready Iowa internship opportunity information. Before COVID-19, provided 5 interested story county youth with applications.
- Staff visited TMC Transportation's state of the art training facility in Ankeny.
- Staff has a spent a good amount of effort building good working relationships with counselors, administrators in the Story County High Schools with the goal to support more youth.
- One of the youth in YRH told staff that the Youth Employment classes were his favorite in treatment because he knows they will help him when he gets out.
- Staff engaged two Story County businesses with the opportunity to partner and provide summer internships for at risk youth. Together, there was a possibility of partnering to apply for a special grant, but due to the small size of the businesses we did not pursue this opportunity. However, these relationships are still intact and will be further forged as we move forward in looking at the possibility of summer internship opportunities for at risk youth.
- Youth Employment Program has built a collaborative relationship with Connect2Careers from Children and Families of Iowa.
- Staff is collaborating with the Chamber of Commerce to support at risk youth entering the workforce.
- Staff was asked to be a member of the Story County College Access Network (SCCAN) Leadership Team. SCCAN will provide awareness and coordination among existing resources, identify gaps, and develop solutions that will better prepare individuals for post-secondary educational opportunities and ultimately, careers. SCCAN is a multi-sector collaborative network that engages individuals, guardians, and partners to improve outcomes for career readiness and post-secondary opportunities through systemic awareness and engagement.

## **Trends**

- As a member of the Story County College Access Network (SCCAN) Leadership Team Member, there has been a collective observation on how to ensure youth are receiving the information that is available to them.

## **Attachments:**

None.

# Behavioral Health Services

**Program:** *YSS Family Counseling and Clinic*    **Submitted By:** *Andrea Dickerson*

## **Program Description:**

The YSS Family Counseling and Clinic, provides individual and family counseling, as well as medication management, substance use treatment, and Integrated Health Home services to the Story County community.

## **Number Served:**

- Story County Clients served in the Year: 857
- Story County Assessments completed in the Year: 704
- Story County Medication Appointments completed in the Year: 1837

## **Outcomes:**

Our No-Show Rate for Story County decreased from 22% to 21% for the entire year. This decline in the No-Show Rate translates to more clients consistently returning to continue their treatment and increased engagement between client and YSS provider.

Mental Health Assessments completed in Story County increased 6% over the previous year (18/19), and 58% increase over the previous year (17/18)

## **COVID-19 Impact:**

COVID19 forced the clinic to move all services to tele counseling. By late March all services were done virtually. This required providing information and tutorials to individuals on how to use the virtual platform, including how to create a private space in the home for the session. Some clients struggled due to the lack of internet and/or unreliable internet, so some services were audio only. Some clients initially chose to halt services but once it was apparent the pandemic was lasting longer than originally thought, most clients restarted services.

We have had extra expenses due to purchasing extra PPE supplies: gloves, cleaning supplies, masks, and sanitizer. There will be additional expenses as we prepare to reopen the clinic and keep the environment safe for everyone. We also purchased a therapy platform to facilitate play therapy virtually.

Some staff have been unable to work due to their own children not being in school. Not having face to face contact with colleagues has been difficult for several staff. Providing services 100% via tele counseling has been draining for the YSS providers. They are staring at the computer screen the entire day and engaging differently with their clients. Practicing self-care has been an area of focus in staff meetings and supervision.

## **Success Story:**

Similar to most communities, COVID19 has significantly impacted Story County residents through increased stress and anxiety, increased isolation, and increased uncertainty. By late March, 2020 the YSS Family Counseling and Clinic was providing services 100% via tele counseling, allowing both the YSS provider and the client/family to receive services in the safety of their homes. The No-Show Rate dropped dramatically, averaging less than 12% each week. We also admitted an average of 8 new clients each week. Our ability to quickly convert all sessions to tele counseling ensured that there was not any disruption to accessing services and continuing therapy.

## **Trends:**

The YSS Family Counseling and Clinic continues to grow. During the 2019/2020 FY a total of 663 mental health assessments were completed in Story County, which is a 33% increase over the previous year. Most of these assessments will result in long term client services.

Please note that in most areas of the program, the fourth quarter numbers for this fiscal year are still in progress but on track to meet or exceed numbers for the previous year. Despite COVID19 and providing services via tele

counseling, the number of clients served has not significantly changed. Overall, outpatient services have been on a track of continued growth that does not appear to be slowing at this time.

Our ability to meet the demand for medication prescribing services has improved over the previous year by continuing with our three part-time Advanced Registered Nurse Practitioners (ARNP), two part-time Psychiatrists, and hiring a full-time ARNP. By having the full-time ARNP in person, we are able to serve more individuals who benefit from in-person sessions.

The YSS Family Counseling and Clinic has increased our partnership with Iowa State University. We continue to provide on-campus substance use treatment including substance use evaluations, OWI evaluations and individual substance use counseling. We have been able to serve 95% of the referrals, totaling 1925 appointments. YSS has also worked with Iowa State Counseling Services over the past year to provide students who need a higher level of care with services in our clinic office. These partnerships have been highly successful and will continue into the upcoming school year.



# Rosedale Shelter

**Program:** *Rosedale Shelter*

**Submitted By:** Emily Rebollozo – YSS Child Welfare  
Emergency Services Program Director

## **Program Description:**

Youth and Shelter Services (YSS) Rosedale Shelter was the first youth emergency shelter program in Iowa. Located in historic Old Town Ames at 703 Burnett Avenue, Rosedale Shelter is a licensed 15-bed that provides 24/7 emergency shelter and other services for youth 12 to 17 years of age. The youth served may be runaways or homeless, victims of human trafficking, need assistance to resolve family conflict, have experienced abuse or neglect, or have been adjudicated and are awaiting court action. The majority of the youth have experienced significant trauma and instability. Each year Rosedale Shelter serves up to 200 youth by providing a safe, nurturing, and temporary home-like setting with structured programming, staff supervision, recreation activities, and the opportunity for community engagement. Rosedale provides services including crisis intervention, mediation, access to non-emergency services, behavioral health services, referrals, and education, and serves as a temporary placement for youth awaiting the next step.

Rosedale Shelter services include but are not limited to: on-site shelter for youth, 24/7 professional staff supervision, crisis intervention and mediation, an Area Education Agency classroom, development of individual client goals, education and support groups, opportunities to practice basic life skills, and referrals for specialized services such as psychological/social evaluation and testing and substance abuse evaluations. A team of caring professionals work together with the goal of reuniting youth with their families whenever possible to support permanent, safe, and loving homes for all youth.

## **Number Served:**

As of March 2020: 44 clients served in shelter, total of 323 units (bed days), 86 clients diverted from shelter placement and reunified with their parent(s), guardian(s), and/or relative(s)

## **Outcomes:**

1. 96% of Story Co youth are discharged to a recommended destination.
2. 100% of Story Co youth showed improvement in basic living skills.

## **COVID-19 Impact:**

COVID-19 has had an impact on Rosedale Shelter and referrals. The biggest impact has been the necessary changes needed to our visitor policy to reduce the risk of COVID-19 spread and restricting visitors from entering the shelter for one month. This change precipitated some challenging behaviors for our youth, but staff scheduled video conferences with family members, increased phone calls and video messaging frequency to compensate for no in-person family visits. Rosedale Shelter's donations were also impacted as many of the businesses who regularly donate a variety of needed items were unable to donate. Rosedale Shelter temporarily suspended having donations brought into the facility to decrease the risk of the virus spreading. Regular donations to Rosedale that were put on hold include food, hygiene/household products, and clothing. Another impact was managing staff shift changes, overall staff coverage, adhering to social distancing guidelines within a congregate care setting, providing staff and clients with personal protective equipment, increasing daily facility disinfecting and cleaning protocols, and taking daily temperatures of youth and staff.

Rosedale Shelter organizes an annual paper goods drive to collect donations from the community to increase our supply of toilet paper, paper towels, and cleaning supplies for the year. Due to the increased cleaning protocols, this stockpile was used much sooner than in a "normal" year. COVID-19 has also caused limits on the number of household cleaning supplies, hand sanitizer/soap, and other necessities that can be purchased at one time, causing staff to make more frequent trips to the stores to purchase needed products.

Schools were also closed, and staff availability and client supervision had to be increased during the daily school hours.

## **Success Story:**

Rosedale Shelter served a 16-year old female who was adopted from another country 5 years ago. She was struggling with not following her parent's rules, running away from her home, and making false abuse allegations against her adoptive parents. When she entered shelter, she was initially very quiet and shy. She did not want to engage with other youth or staff. On her second day, she began opening up about her struggles with her adoptive family and why she believes things have been more difficult. This young lady was able to identify that it has been a challenging transition from living on the streets on her own after being in an orphanage in her home country to living in a new country, with a new family, new school, and having rules/structure. She was able to identify that she does not feel her native country and traditions are celebrated in her adoptive home and that this is something she's really missing in her life. She also expressed that she does not feel she needs rules since she went so long without them in her own country. With the help of shelter staff, this young lady was able to discuss this concern with her family and work towards creating safety plans for her. She was able to identify that she is thankful to her adoptive family but struggling with all the changes. She did identify that she does connect with other adoptive family members and wants to reach out to them more when she is not getting along with her adoptive parents. Before leaving shelter, she talked of hopes and dreams of going to college and the things she looks forward to doing with her adoptive family that will remind her of the positive traditions she had in her home country.

## **Trends:**

One of the most notable trends Rosedale Shelter experienced was the decrease in referrals once COVID-19 concerns increased and social distancing was recommended. As families stayed home and schools closed, there was a quick decrease of youth having contact with professionals outside of their homes. Due to this decrease of professional engagement, referrals to shelter care declined for Rosedale and to other shelters statewide. The Department of Human Services also expressed an immediate decline in calls to the DHS Child Abuse Hotline throughout the state of Iowa and noted this as a concerning trend.

The State of Iowa is also moving towards a new approach to be in alignment with the Family First Prevention Services Act (FFPSA), with the initial implementation beginning as of 7/1/20. This approach will have a focus on less congregate care for youth and more supports and resources provided within the home and through the communities where families reside. Moving forward, the youth needing out of home placement in emergency shelters will most likely have higher behavioral challenges and mental health needs as youth and their families with lower needs will have access to additional supports, strategies, and family-centered services within their homes and communities.

Rosedale Shelter staff continues to work on increasing community youth development and engagement by youth attending more community events and introducing them to youth/adult partnerships. This past year, youth residing at Rosedale Shelter had the opportunity to serve on the YSS Public Policy Committee, attend a DHS Foster Care panel to share personal experiences about being part of the foster care system, participate on the YSS Youth Advisory Board for Ending Homelessness, and attend AMP Council meetings and AMP related activities such as AMP Day on the Hill at the Iowa State Capitol. One participant spoke to State Representatives on issues youth face who are placed in the foster care system and offered solutions to their concerns. Rosedale Shelter staff also continues to engage youth through positive interactions and education with the local Police Departments. Through this partnership, the youth decided to thank the Ames and Iowa State University Police Officers by hand delivering thank you letters, juice, and donuts to the officers working on Thanksgiving Day rather than being with their families.

## **Attachments:**

See attached pictures Attachment A

Attachment A: Rosedale Shelter youth providing their support of the Ames and Iowa State University Police Departments.



Attachment B: Kids Club Weekly Email to Parents During the COVID 19 shutdown.

Hello Ballard families! Hope this email finds you all doing well. With everyone being quarantined to their homes, we would like to offer a few resources we have compiled for you to do with your kids during this time!

<https://docs.google.com/spreadsheets/d/1RRv9cENXMP1frTxMmGv3HrNkag6e2RqRZirpHSRzy44/htmlview#gid=0>

<http://mcn.edu/a-guide-to-virtual-museum-resources/?fbclid=IwAR1o5FAdHhkagIjXsRIDrQL-iVZKjZRxlACyAsPHzM2qVstgfkKQeaCeg>



## [The Ultimate Guide to Virtual Museum Resources | MCN](#)

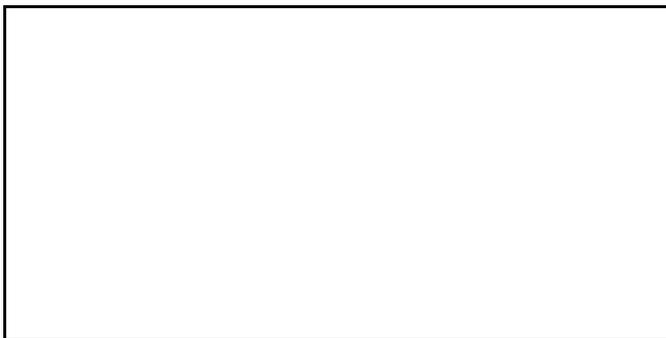
mcn.edu

Check our list (updated daily) to access to endless open content, educational resources for e-learning, and virtual retreats to art, culture, and history.

<https://zoo.sandiegozoo.org/live-cams>

<https://www.facebook.com/OmahaZoo/> - They will be live streaming every day on Facebook at 2pm!

<https://www.discoveryeducation.com/community/virtual-field-trips/>



## [Virtual Field Trips | Interactive Field Trips | Discovery Education](#)

www.discoveryeducation.com

Take your students beyond the classroom walls and into some of the world's most iconic locations for rich and immersive learning experiences. Learn more!



# YSS MENTORING

March Parent/Guardian Newsletter

## Connection in a Time of Social Distancing

As a mentoring program committed to relationships and proximity, we understand that this may be a difficult time for you and your child. The YSS Mentoring Program will be working towards ensuring your child's mentoring relationship is sustained in ways that are intentional and safe. We will be working with you and your child's mentor over the next three weeks to support a connection for your child.

At this time we cannot say for sure when mentoring will continue. Most school districts plan to resume classes mid-April. With information regarding the COVID-19 epidemic changing daily, we will continue to follow the guidance of the School Districts we serve and communicate with you if anything impacts your student's mentoring time.

### FAMILY TIPS

**BE MINDFUL.** As the pandemic spreads, it may trigger trauma for younger people impacted by the virus or by the news surrounded by the pandemic. Let your child know you see them and are there for them.

- Acknowledge what is going on & engage in a dialogue about the pandemic if your child brings it up.
- Understand and honor your emotions and the emotions of your child.
- **Commit to self-care.** How we manage anxiety has a big impact on children, so know that it is okay to take a break from the news and discussions about the virus as needed.

**MAKE PLANS** In the face of events that are largely out of our control, it is important to be proactive about what we CAN control.

- Make plans that help you visualize the near future. What can your family do that would be fun outside? What are favorite foods or new recipes your can make as a family during this time? Plan to do a puzzle or have family game time in the evening.

**Have check-ins with younger children.** Younger children may not completely understand the situation at hand and may feel unsettled by the changes in routines or pick up on the worries of people around them.

- Check in and give younger children the chance to process their worries and other feelings.

### Community Resources

**CyRide** is offering FREE rides for all fixed route and Dial-A-Ride Services.

**Food resources** in Story County

#### **YSS Telehealth Counseling & Therapy Services**

If you are seeking mental health services through YSS or have any questions about services you receive already, call YSS of Boone County at 515-433-2091 or the Family Counseling Clinic in Ames at 515-233-2250

#### **Combating Isolation**

This is great resource for all ages to stay connected with others.

- Books and Buddies and Art Share are just a couple of ways they look to keep building connections between others during this time





# YSS MENTORING

FEBRUARY PARENT NEWSLETTER

## Mentoring Numbers

Number of Youth Matched:

**236**

Number of Youth Seeking a Mentor:

**66**

Celebrating 20 Years!



## What It's All About

The YSS School-Based Mentoring Program works to connect children in elementary and middle school with caring adults to build positive, healthy relationships. As a result, teachers have reported students involved in the program are more engaged and have better attitudes in the classroom.

The goal of the School-Based Mentoring Program is that every child that wants or needs a mentor is matched with one.

The YSS Mentoring Program is certified by the Iowa Mentoring Partnership.

"We have talked about better ways to handle things. He helps me be more positive." - Mentee

## Safety First

Mentoring Program Facilitators take several steps to ensure the safety of each child with their mentor. Every mentoring applicant is screened through the Child Abuse, Criminal History, and National Sex Offender Registries. Copies of each mentor's driver's license and insurance information are also collected when applicable. Mentor applicants are also required to provide three references, all of which are contacted before a mentor is matched with a child.

After mentors are cleared, they undergo mentor training which covers appropriate and inappropriate conduct/contact and the steps to take if an incident occurs.



APRIL 2020



### Connection in a Time of Social Distancing

As a mentoring program committed to relationships and proximity, we understand that this may be a difficult time for you and your mentee.

During this tough time of schools not being in session and unknowns of when our normal routines will return, it is important that your mentees continue to feel supported and cared about. While we know that mentors and mentees cannot physically meet during this time, we encourage mentors to find a way to connect.

The YSS Mentoring Program will be working towards ensuring your mentoring relationship is sustained in ways that are intentional and safe. We will be working with you and your mentee's parent or guardian to support connections over the next two months. Please connect with your mentoring facilitator to discuss ways to stay connected.

At this time we cannot say if mentoring will continue this school year. The Governor has recommended that school districts remain closed through April. We will continue to follow the guidance of the State and the School Districts we serve and communicate with you if anything impacts your your mentoring time after April 30.

**THANK YOU FOR YOUR COMMITMENT!**

### Mentoring Numbers

Number of Youth Matched: **261**

Number of Youth Seeking a Mentor: **51**



### YSS Mentoring 20th Anniversary

This year is the YSS Mentoring Program's 20th Anniversary! During National Mentoring Month we had a goal of matching 20 male youth with 20 male mentors throughout the month of January. We are happy to share that we matched 18 male mentors, and we have several male applicants that are currently in the process of being screened and trained. We want to thank all the mentors, as we could not have done this without you!

### Bingo Night Postponed

The 20th Anniversary Celebration and Bingo Night scheduled to take place on April 16 has been postponed until further notice. If you have any questions, please contact your mentoring facilitator.



May 4, 2020

Story County Sheriff's Office  
ATTN: John Asmussen, Jail Administrator  
1315 South B Ave  
Nevada, Iowa 50201

**RE: UI Health Care Services rendered to Story County Jail Inmates**

Dear John:

The purpose of this correspondence is to confirm the verbal agreement by Story County Sheriff's Office concerning the financial reimbursement to University of Iowa Health Care, comprised of University of Iowa Hospitals & Clinics, The Roy J. and Lucille A. Carver College of Medicine, and University of Iowa Physicians (collectively referred to as "UI Health Care") for Inpatient and Outpatient services provided to inmates of Story County Jail.

It is agreed that the hospital and professional reimbursement arrangement for these services will be 75% of Provider's standard rates of charge.

UI Health Care agrees to accept the negotiated rate as payment in full and shall not balance bill the patient for any services covered by Story County.

For currently outstanding claims, payment will be remitted to UIHC within 10 business days of signature of this document. For any new claims, failure to pay clean claims within forty-five (45) days of receipt representatives shall result in reimbursement being made at 100% of UIHC and UIP standard rates of charge. "Clean claim" is defined as an accurate and complete statement of services that contains all the information reasonably required to determine that plan benefits are payable. Such information shall include, as appropriate, current ICD 10, CPT, DRG and IICPS codes and shall include tax identification numbers.

Claims will be sent to Story County Sheriff's Office at the address listed above.

The Story County Sheriff's Office agrees to notify and consult with UI Health Care prior to releasing the information contained in this letter to any third party or using it for any purpose other than the development of a financial agreement for services provided to inmates of Story County Jail. Please indicate approval and acceptance of these reimbursement terms by signing and returning this letter.

Thank you for your efforts in facilitating patient care.

Sincerely,

Amanda Oakland  
Manager, Payor Relations  
UI Health Care Finance

**Signature Page to Follow.**

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly authorized officers.

**University of Iowa Health Care**

**Story County Board of Supervisors**

\_\_\_\_\_  
J. Brooks Jackson, MD, MBA  
Vice President for Medical Affairs, &  
Dean, Carver College of Medicine

\_\_\_\_\_  
**Linda Murken**  
**Chairperson**  
**Story County Board of Supervisors**

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Story County

## EMPLOYEE HANDBOOK

Revised July 2020



Dear Employee:

Story County has provided this handbook to give you an overview to our policies and benefits.

This employee handbook is given to all employees. Periodically, this handbook may be revised. It is designed so any additions or corrections can be made by simply replacing pages.

The policies included in this handbook are guidelines and do not constitute a contract or agreement between the employee and employer and may be changed at any time. It should also be understood that your employment status is "at-will" which means your employment may be terminated without notice at any time, with or without reason by either you or the County.

Please keep in mind that if you work in a department with a Governing Board different than the Board of Supervisors, and that Board has more restrictive policies in any areas, then those policies will apply. In those cases, employees will be advised by their respective Elected Officials or Department Heads.

We hope that your experience with Story County will be positive and rewarding.

Thank you,

Chair,

Board of Supervisors

## Mission Statement

Engaging our diverse communities  
to responsibly provide quality opportunities  
and services that matter.

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## SECTION I

# About This Handbook and the At-Will Employment

### ABOUT THIS HANDBOOK AND THE AT-WILL EMPLOYMENT RELATIONSHIP

ALTHOUGH STORY COUNTY HAS DISTRIBUTED THIS HANDBOOK TO BE HELPFUL, THE EMPLOYEE SHOULD UNDERSTAND THAT NEITHER THIS HANDBOOK NOR ANY RULES, REGULATIONS, OR POLICIES CONTAINED IN THIS HANDBOOK OR OTHERWISE EXPLAINED CONSTITUTE AN EMPLOYMENT CONTRACT. AN EMPLOYEE IS TO BE AWARE OF AND UNDERSTAND THE FACT THAT HE/SHE MUST CONFORM TO THE RULES, REGULATIONS, AND POLICIES OF THE COUNTY, AND THAT THE EMPLOYMENT RELATIONSHIP IS ON AN “AT-WILL” BASIS THAT CAN BE TERMINATED EITHER WITH OR WITHOUT REASON, EITHER WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE EMPLOYEE OR THE COUNTY BOARD OF SUPERVISORS. NO REPRESENTATIVE OF STORY COUNTY, EXCEPT THE STORY COUNTY BOARD OF SUPERVISORS OR ITS DELEGATED REPRESENTATIVE HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THIS RULE.

The information contained in this handbook is presented for the benefit of all present and future County employees. The County is committed to periodically reviewing this information and reserves the right to revise, change, correct and update this handbook at any time. When this happens, the County will provide the employee with the changes or replacements to the handbook. Each employee is responsible for reading such changes and replacements and asking his/her immediate supervisor about anything that is unclear.

All employee handbooks and employee handouts issued prior to July 1, 2019 are replaced by this handbook. Documents issued prior to this date should be discarded. This handbook is effective July 1, 2019.

# SECTION II

# Open Door/Conflict Resolution Policy

## OPEN DOOR / CONFLICT RESOLUTION POLICY

FOR PEOPLE TO WORK TOGETHER EFFECTIVELY, THERE MUST BE AN ATMOSPHERE BASED ON MUTUAL TRUST AND RESPECT. HOWEVER, THERE ARE BOUND TO BE OCCASIONAL MISUNDERSTANDINGS AND DISAGREEMENTS. IT IS IMPORTANT THAT THESE BE ADDRESSED IN A TIMELY FASHION.

In general terms, the policy is simply an attitude of consideration for each individual's viewpoint. More specifically, it invites the employee to express him/herself freely to his/her immediate supervisor about his/her job, or about Story County policies. If there is a problem, a misunderstanding, or a request, the employee is encouraged to talk to his/her immediate supervisor about it. If the employee's immediate supervisor is not able to give him/her a satisfactory answer, and the immediate supervisor is not the Department Head or Elected Official, the employee must take his/her problem to his/her Department Head or Elected Official. If the Department Head, Elected Official, or immediate supervisor is not able to give the employee a satisfactory answer, he/she must take the problem to Human Resources. If Human Resources is unable to give the employee a satisfactory answer, he/she must take the problem to the Board of Supervisors, or appropriate governing body, who will render a final decision. An issue submitted to the Board of Supervisors must be presented in writing.

When the issue personally involves the immediate supervisor, with whom the employee would ordinarily discuss a problem, the employee may bypass that individual and proceed to the next person in authority without fear of reprisal.

# SECTION III

# Employment Practices

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Story County to implement equal opportunity to all qualified employees and applicants for employment, without unlawful regard to race, religion, creed, color, sex, age, national origin, sexual orientation (defined as both actual and perceived heterosexuality, homosexuality and bisexuality), gender identity (defined as gender-related identity, regardless of the person's assigned sex at birth), or disability, and positive action shall be taken to ensure the fulfillment of this policy. The obligation includes: hiring, placement, upgrading, transfer, or demotion; recruitment; advertising, or solicitation for employment; treatment during employment; rates of pay or other forms of compensation; selection for training; layoffs or termination.

## **EMPLOYMENT ELIGIBILITY VERIFICATION FORM PROCESS (I-9)**

The Immigration Reform and Control Act of 1986 requires the County to verify and document both the identity and employment eligibility of all persons hired after November 6, 1986. The employee is presented an I-9 form to complete and attest he/she is eligible for employment. The County is required to examine original documentation presented by the employee establishing identity and employment eligibility. The I-9 form lists acceptable documentation. The I-9 form will be placed in an I-9 file and retained for the longer of three years after the date of hire or one year after employment ends. In addition, Story County is an E-Verify Employer utilizing the web-based program administered by the U.S Department of Homeland Security, USCIS Verification Division and the Social Security Administration which supplements the current I-9 employment eligibility verification process.

## **AMERICANS WITH DISABILITY ACT AMENDMENTS ACT (ADAAA)**

The Americans with Disability Act Amendments Act (ADAAA) prohibits discrimination against qualified individuals on the basis of a physical or mental impairment that substantially limits a major life activity. It is the policy of the County to comply with the ADAAA. The County will not discriminate against any qualified employee with respect to any terms, privileges, or conditions of employment because of that person's physical or mental disability. In compliance with the ADAAA, the County will consider reasonable accommodations that do not pose undue hardship to the County to enable qualified employees with disabilities to perform the essential functions of the position. The County encourages employees to make suggestions regarding reasonable accommodations to Human Resources.

## **EMPLOYMENT OF RELATIVES**

It is Story County's policy to hire the best qualified person available for each position. Family members of current employees are eligible for employment, subject to limitations of state law governing the employment of family members of public and elected officials and limited by 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.

# SECTION III

# Employment Practices

To avoid the appearance of favoritism and/or difficulties in administering corrective action, 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, "family member" includes the individual's mother, father, brother, sister, grandparent, spouse, son, daughter, grandchild, great-grandchild, niece, nephew, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

Supervisor/subordinate situations in which an employee becomes an immediate family member or establishes a close personal/dating relationship will not be allowed. If this occurs, only one of the employees will be allowed to keep his/her current position. The other employee will be given the option of transferring to another position, if available, or resigning their position with the County. The employees involved will first be given the opportunity to make the decision. However, if the decision is not made in a timely manner, the County reserves the right to make the decision.

## PROMOTION

Story County considers internal candidates along with external candidates for open positions.

An employee's potential for promotion will be based upon his/her job performance, management evaluation of his/her ability to accept more responsibility, and the availability of a promotional opening. As a position becomes available, the appropriate immediate supervisor may consider those individuals within the respective department who may have interest in the position and have prepared and developed themselves so that they fulfill the necessary qualifications. To this end, each employee is responsible for keeping the Department Head or Elected Official informed of his/her career interests and pursuits in continuing education.

## JOB POSTING

Whenever a regular full-time or regular part-time position becomes available, except for the position of deputy to an Elected Official, a notice of such opening will be posted on the bulletin boards located on the main floor of the Story County Administration Building for a minimum of ten calendar days and remain until the position is filled. (However, at the discretion of the immediate supervisor and/or Department Head or Elected Official, he/she may set a deadline for applications, as long as it complies with the minimum of 10 days.) The notice will contain the position title, a brief job description, and minimum hiring specifications.

Applications shall be submitted through Story County's Online Application Process. All applicants, including current employees, shall be considered on the basis of job-related qualifications including attitude, skill, ability, past performance, efficiency and disciplinary record. Military service may also be a factor in hiring decisions, as provided by Iowa's Veteran's Preference law.

## REHIRE

An employee who terminates employment with the County in good standing will be considered for any position for which he/she applies if he/she meets minimum qualifications regardless of the individual's race, creed, religion, color, sex, age, national origin, sexual orientation, gender identity, veteran status, physical or mental condition or pregnancy or any other disability. Credit for previous employment will be given if voluntary separation was for a period of sixty (60) days or less.

# SECTION III

# Employment Practices

## ORIENTATION PERIOD

Although efforts are made to hire those individuals likely to be successful in the position for which he/she was hired, all newly hired employees will have an orientation period of six (6) months. Employment is at-will during this period. This period gives the employee an opportunity to become acquainted with the job and gives the County an opportunity to evaluate the employee's fitness for the position. Employees will be given an evaluation every sixty (60) days or two (2) months by their immediate supervisor during this period.

If, at the conclusion of the Orientation Period, the Department Head or Elected Official decides employment should be continued, it will continue on an "at-will" basis.

## CLASSIFICATION OF EMPLOYEES

All employees of Story County are employed on an "at will" basis. "At will" is defined as an employment relationship that can be terminated by either the employee or the County with or without notice, for any reason, or for no reason at all. There are no expressed or implied agreements with respect to the term of employment.

All employees are designated as either NONEXEMPT or EXEMPT under federal and state wage and hour laws.

**NONEXEMPT** - Employees are entitled to overtime pay under the specific provisions of federal and state wage and hour laws.

**EXEMPT** - Employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above designations, an employee will belong to one other employment classification:

**REGULAR FULL-TIME** - Employees who are not in a temporary status and who are anticipated to be scheduled to work the County's full-time schedule are classified as Regular Full-Time. These employees are eligible for the employer's full benefit package, subject to the terms, conditions, and limitations of each benefit package.

**REGULAR PART-TIME** - Employees who are not in a temporary status and who are anticipated to be regularly scheduled to work less than the County's full-time schedule are classified as Regular Part-Time. These employees shall be classified as one-quarter (1/4), one-half (1/2), or three-quarter (3/4) time with benefits prorated accordingly. Regular Part-Time employees may be eligible for a portion of the employer's benefit package subject to the terms, conditions, and limitations of each benefit program. (Example: one-quarter (1/4) time employees must work twenty (20) hours per bi-weekly period to qualify; one-half (1/2) time employees must work forty (40) hours per bi-weekly period to qualify; and three-quarter (3/4) time employees must work sixty (60) hours per bi-weekly period to qualify.)

**TEMPORARY** - Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project are classified as Temporary. Employment assignments in this category are of an unlimited and indefinite duration. Employment beyond any initially stated period does not in any way imply a change in employment status. "Temporary" employees retain that status until notified of a change. Only legally mandated benefits (such as Social Security, workers' compensation insurance, and IPERS once eligible) are provided to temporary employees.

# SECTION III

# Employment Practices

Classification is not a limitation upon, nor a guarantee of, the number of hours one may be required to work. All employees, regardless of classification, are employees at-will.

## EMPLOYEE RECORDS AND PRIVACY

### Employee Records

The County maintains a personnel file for each employee which contains job-related information, such as application and/or resume, employment records, performance reviews, records of job changes, pay information, payroll deductions, education and training records, letter of commendation, and corrective action memos. This information, in addition to attendance records, may be used to determine qualifications for transfer or promotion within the County.

If there are any changes in personal information, each employee must contact Human Resources. It is very important that records are up to date.

Personal information about the employee that has little or nothing to do with work performance will be kept in a separate file and will not be available to anyone except Human Resources and authorized personnel. This includes medical benefits dates, record of personal finances such as wage garnishments, life insurance beneficiaries and other similar types of information. These items are required to administer benefit plans, to meet the County's legal obligations, and to carry out other aspects of personnel administration, but are not necessary for the operating areas.

### Internal Access

Internal access to personnel files is extremely limited and particular attention is paid to the proper use of the information.

### Record Review Procedure

An employee has the right to review his/her personnel file. The employee may request and receive copies of documents in his/her personnel file. If the employee wishes to review information contained in his/her personnel file, he/she may notify Human Resources. The employee must complete a "Request to Examine Employee Records" form. A County representative will be present during the examination. The employee will be allowed a reasonable amount of time for inspection of the file. The employee may, at his/her own expense, request and receive copies of the contents of the file. The County may charge a reasonable fee for copying the requested items.

### External Disclosure

External disclosures from employee records are extremely limited. Only Human Resources and authorized personnel are authorized to give out any information to prospective employers or anyone seeking any type of information. Without the employee's written authorization, only the employee's first and last dates of employment, last position held, and pay rate will be disclosed. The County will release any information relating to the results of federally required drug tests in accordance with applicable laws. The County may be required to release information related to demotions, terminations and resignations in lieu of terminations pursuant to Iowa Code.

## OMBUDSMAN

The office of ombudsman has the authority to investigate complaints about Iowa state and local government with exceptions as outlined in Iowa Code Chapter 2C. The toll-free telephone number of the ombudsman is 1-888-426-6283.

# SECTION III

# Employment Practices

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The County has adopted a policy in compliance with the Health Insurance Portability and Accountability Act (HIPAA) that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by County representatives. PHI refers to individually identifiable health information received by the County's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability. The County has designated the Director of Internal Operations and Human Resources as the County's Privacy Officer. Questions or issues regarding PHI should be directed to the HIPAA Privacy Officer for resolution.

## MEDICAL EXAMINATIONS

An employee may be required to submit to a job-related medical examination when necessary to determine if he/she is able to perform the essential functions of the position, and to any fitness for duty examinations required by federal, state or local law or County policy. Voluntary medical examinations may be offered as part of the County's employee health programs.

All medical information collected by the County will be maintained in separate confidential files.

## EMPLOYEE LICENSES AND CERTIFICATIONS

It is the employee's responsibility to keep any required licenses and/or certifications current. All required licenses and certificates shall be brought to the appropriate Department Head or Elected Official to be copied for the employee's personnel file. Failure to maintain required licenses and certifications current may result in termination.

## TERMINATION OF EMPLOYMENT

An employee has the right to terminate his/her employment at any time, and Story County retains a similar right. Although an employee may resign at any time, with or without reason or advance notice, as a courtesy he/she is requested to provide at least two weeks advance notice whenever possible. All County keys, credit cards (if issued), employee handbook, and any other County property must be returned. A resignation will be considered unsatisfactory if proper notice is not given and/or all County property is not returned.

The Human Resources Department will attempt to conduct an exit interview with each regular County employee upon separation due to retirement, resignation or layoff. This interview is to provide the employee with information regarding termination of benefits and the employer feedback concerning employment.

Refer to Pay Practices Section for information concerning termination pay.

# SECTION IV

# Safety/Security

## SAFETY

It is the County's policy to maintain safe working conditions and to supply all necessary safety equipment. The County's good safety record has been accomplished through the cooperation of all employees. Emphasis is placed on complying with current laws and regulations, enforcing good housekeeping, and maintaining adequate ventilation and lighting.

Employees have the right to report work-related injuries and illnesses without fear of retaliation from management. The County is prohibited from discriminating against an employee for reporting a work-related injury, filing a safety or health complaint, or asking to see the employer's injury and illness logs.

If there is ever any doubt in an employee's mind about the safety of his/her job, an employee should consult with his/her immediate supervisor. If an employee is not satisfied with the answer, he/she should follow procedures in the Open Door/Conflict Resolution Policy in Section II, Page 2.

### JOB-RELATED ACCIDENTS / INJURIES / WORKERS' COMPENSATION

All on-the-job injuries must be reported immediately by the employee to their direct supervisor so appropriate medical treatment can be sought by the employee. The County participates in a job-related accident/injury/illness reporting service called Company Nurse On-Call. When injured on the job employees are responsible for following these procedures:

**Emergency:** Dial 911 and obtain treatment. The employee is to call Company Nurse On-Call to report the injury/illness, obtain the necessary treatment, and inform his/her immediate supervisor as soon as possible after treatment. The employee is expected to cooperate in supplying information regarding the injury/illness.  
**Non-emergency:** Call Company Nurse On-Call. The employee is to call his/her immediate supervisor before seeking treatment to report an injury/illness. The employee is expected to cooperate in the following process regarding the injury/illness:

***First Aid Advice only*** - The employee is to follow the On-Call Company Nurse's recommendations. (If the medical situation worsens or does not improve, the employee is to call back for a referral.)

***First Aid Advice and Medical Referral*** - If a referral is necessary, during normal business hours (8:00 am to 5:00 pm) the employee will be required to have their initial evaluation with McFarland Clinic Occupational Medicine, the County's designated physician, located at 1215 Duff Avenue, Ames, IA. During non-normal business hours (outside 8:00 am to 5:00 pm), the employee will be directed to receive care at the nearest emergency facility.

### Coverage

To provide for payment of medical expenses and partial salary continuation in the event of a work-related injury/illness, employees are covered by workers' compensation insurance. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness. Employees will be required to have their initial evaluation with

# SECTION IV

# Safety/Security

McFarland Clinic Occupational Medicine, Story County's authorized treating clinic for work-related injury/illness.

## **Income Replacement**

Generally, an employee who is eligible for workers' compensation may use sick leave for scheduled work days lost during the first three days following the injury/illness. If the employee continues to be eligible for workers' compensation, the employee will be paid by the workers' compensation carrier at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability. If the employee is off work for more than fourteen calendar days, the insurance carrier will then pay for the first three days following the illness or injury. The County will then deduct the pay for those first three days from the employee's next regular payroll check. An employee may supplement workers' compensation benefits with accumulated sick leave, vacation or compensatory time if the employee provides a request for the supplement in writing to Human Resources. The County will then compensate the employee for the difference between his/her workers' compensation payment and available sick leave, vacation or compensatory time payment. The employee's accumulated sick leave, vacation, or compensatory time will be reduced accordingly.

## **Workers' Compensation and FMLA Compliance**

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). If this is the case, the workers' compensation leave will run concurrently with applicable Family and Medical Leave. This may include cases where a temporary modified duty assignment is not available, or where an employee has refused a temporary modified duty assignment.

## **Return to Work**

Before returning to work, an employee who has been receiving workers' compensation benefits must submit evidence that he/she is safely able to return to work.

## **TEMPORARY MODIFIED DUTY**

### **Eligibility**

Temporary or modified duty assignments may be made by the County for employees with work-related injuries or illnesses who are covered by workers' compensation. Eligibility for modified duty is limited to employees for whom the assignment would be a progressive step in their return to work.

An employee with a job-related injury or illness who refuses a modified duty assignment will lose workers' compensation payments and will be changed to only Family and Medical Leave Act (FMLA) leave status, if the employee's condition qualifies as a serious health condition as defined by FMLA, and the employee is eligible for leave under that policy. At that point, the County will require the employee to substitute accrued paid leave and/or compensatory time from the date the workers' compensation benefits cease.

# SECTION IV

# Safety/Security

## **Duration of Modified Duty Assignments**

Assignment of modified duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by the respective Elected Official or Department Head and Human Resources. Modified duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary modified duty assignments shall not become regular assignments.

## **Medical Certification**

Before assigning temporary modified duty the County requires medical certification from the County-designated physician that the employee is able to perform the proposed modified duty assignment. At the conclusion of the modified duty assignment, the County will require fitness-for-duty medical certification to determine whether the employee is able to return to his/her normal job duties.

## **PERSONAL PROTECTIVE EQUIPMENT**

Employees may be required to wear personal protective equipment (PPE), to minimize exposure to hazards that may cause serious workplace injuries and illnesses. PPE may include but is not limited to items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, coveralls, vests and full body suits.

## **Safety Shoes or Boots**

Each employee that is required to wear safety shoes or boots per OSHA regulations shall be allowed up to \$200.00 per year for the purchase of safety-toed footwear. Original receipts must be submitted by June 1<sup>st</sup> of each year to be eligible for reimbursement. The purchase must be made during the fiscal year in which reimbursement is requested. Safety shoes or boots are non-taxable if required to be worn as a condition of employment.

# SECTION V

# General Performance Guidelines

## PERSONAL CONDUCT

The success of Story County depends upon the confidence and respect employees generate while in their offices or at their workstations, representing the County at business functions, or in social gatherings. An employee must be able to work with others, to comply with the rules and regulations of the County's, to adjust to change, and to promote the best interests of the County. Where conduct does not meet expectations, corrective action, which may include termination, will take place.

In order to offer employees guidance, the following list provides examples of conduct, that may result in corrective action up to and including discharge. This list is not all-inclusive and the County retains discretion in any circumstances to apply different standards or otherwise exercise its discretion to take corrective action appropriate to circumstances, including termination without notice. Such conduct includes, but is not limited to:

- Poor job performance
- Sexual or other forms of harassment
- Disregard of County policies and procedures
- Disclosure of confidential business information
- Possession, distribution, sale, use or being under the influence of alcoholic beverages or illegal substances while on County premises or worksites, while on duty, or while operating a vehicle leased or owned by the County
- Theft, falsification of records, assault, insubordination, fighting, defacement of property
- Excessive absenteeism, tardiness; failure to report for, or call in, to work
- Having unauthorized firearms on County premises or while on County business
- Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions
- Failing to maintain confidentiality of County, client, patient, or customer information
- Failing to maintain necessary licenses and/or certifications
- Failing to maintain required motor vehicle insurability

## PERFORMANCE APPRAISALS

The written performance appraisal is designed to strengthen employee performance by providing feedback on performance, providing an opportunity to establish future goals and providing management's expectations for employee performance. The performance appraisal is not to replace the daily feedback that occurs in the workplace but to provide an assessment of job skills and performance, identify areas of unsatisfactory job performance and needed improvement, provide recognition for above standard work performance and provide communication between management and the employee which assists in creating a positive work environment.

Written performance appraisals will be completed at the end of an employee's probationary period, annually on the employee's anniversary date with the County and other times throughout the year if the need is

# SECTION V

# General Performance Guidelines

warranted. Employees within their initial probationary period may be given an evaluation prior to the end of their probation to provide feedback on performance and areas of needed improvement. A copy of the performance appraisal will be placed in the respective employee's personnel file.

## PERFORMANCE IMPROVEMENT PLAN

The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between a staff member and his/her supervisor. The plan clarifies work performance to be improved, expected outcomes and support and observations management will provide. An employee may be placed on a Performance Improvement Plan at any time during his/her employment when his or her performance does not meet standards. During the Performance Improvement Plan the employee will be monitored to assess if appropriate improvement is being made. Supervisors will work with Human Resources to develop an appropriate Performance Improvement Plan for the employee. This will ensure consistent and fair treatment of employees. The length of the Performance Improvement Plan does not guarantee employment. At any time during the Performance Improvement Plan in which the employee is not making progress or other issues arise, formal action may be taken. A copy of the Performance Improvement Plan will be placed in the respective employee's personnel file.

## CORRECTIVE ACTION FOR UNACCEPTABLE PERFORMANCE/BEHAVIOR

It is important that employees perform to the best of their abilities at all times. There may be occasions, however, where they may perform at an unsatisfactory level, violate a policy, or display inappropriate behavior. As previously noted, employment may be terminated at will by the employee or the County at any time with or without reason and without following any system of corrective action. Nevertheless, the County may choose to exercise discretion to utilize forms of corrective action that are less severe than termination in certain cases to give employees advance notice, whenever possible, of problems with their performance or behavior in order to provide them an opportunity to correct the problem. Examples of such less severe forms of corrective action include verbal warnings, written warnings, probationary action/suspension, and demotion.

**Although one or more of these following steps may be taken in connection with a particular employee, no formal "step" or progressive corrective action is necessary.**

**Verbal Warning:** A verbal warning is an opportunity for an immediate supervisor to inform an employee of deficient performance, unacceptable behavior, or any other matter affecting his/her employment at the County. At this time, the immediate supervisor may suggest ideas and recommendations to assist the employee in improving his/her work or behavior. A record of the verbal warning will be kept by the immediate supervisor.

**Written Warning:** If satisfactory improvements are not made following a verbal warning or if new or additional performance deficiencies and/or unacceptable behavior develop, an employee may receive a written warning. The employee will be asked to sign the written warning to verify that the performance issue and/or unacceptable behavior was discussed with him/her. The original signed warning will be placed in the employee's personnel file and the employee may receive a copy.

# SECTION V

# General Performance Guidelines

**Probationary Action/Suspension:** If satisfactory improvements are not made following a written warning or if new or additional performance deficiencies and/or unacceptable behavior develop, an employee may be placed on probation or suspended with or without pay, depending on the situation. The employee will be advised of the action in written form and he/she will be asked to sign the document to verify that the performance issue and/or unacceptable behavior was discussed with him/her. The original signed document will be placed in the employee's personnel file and the employee may receive a copy.

**Termination of Employment:** Termination of employment may result if satisfactory improvements are not made by the employee after previous corrective action steps have been taken or at any other time at the County's discretion.

If an employee, for any reason, refuses or is unable to sign the corrective action document, the immediate supervisor will note the date it was presented and discussed with the employee and the reason why the employee did not sign the document (e.g., refusal, absence, etc.). All signed or noted corrective action documents will be kept in the employee's personnel file. Signing a corrective action document only indicates that the employee has been advised of the problem and has read the document.

## SEXUAL AND OTHER FORMS OF HARASSMENT

Story County is committed to providing a work environment that is free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, creed, sexual orientation, gender identity, disability or any other legally-protected characteristic are unacceptable when they are considered offensive by an employee.

As an example, sexual harassment, (both overt and subtle) can serve to create an offensive work environment and is thus prohibited. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual
- Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile or offensive working environment

Sexual harassment may consist of a variety of behaviors, including, but not limited to the following examples:

- Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats
- Non-verbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings, or gestures
- Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault
- Threats or demands to submit to sexual requests in order to keep one's job or receive some job-related benefit, or retaliation for reporting or threatening to report harassment

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If the employee has reason to believe that he/she is the victim of sexual harassment, he/she should promptly report the facts of the incident to the employee's immediate supervisor. The person receiving a complaint of being sexually harassed shall immediately notify the Department Head or Elected Official, if not the immediate supervisor, and Human Resources. A prompt investigation will be conducted and appropriate corrective action will be taken where it is warranted.

If the employee feels that the matter has not been adequately resolved, he/she may take the matter to Human Resources or to the Board of Supervisors or appropriate governing body (in the case of initially reporting it to the immediate supervisor/Department Head/Elected Official) to be reviewed. A review of the matter will be undertaken and a determination will be made as soon as practical and communicated to the employee.

All reports of sexual harassment will be investigated. The investigation and any action taken will be handled in a confidential manner to the extent possible. However, this is not a promise or guarantee of confidentiality.

In the event a non-employee subjects an employee to sexual harassment in the workplace, the employee's immediate supervisor or Human Resources will inform the non-employee of the County's policy against sexual harassment. Further action will be taken as appropriate.

Harassment based on race, color, religion, creed, age, gender, sexual orientation, gender identity, national origin, or disability may include, but is not limited to the following:

- Epithets, slurs, jokes and name calling, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, creed, age, gender, sexual orientation, gender identity, national origin, or disability
- Written or graphic material that ridicules, defames or shows hostility or aversion toward an individual or group because of race, color, religion, creed, age, gender, sexual orientation, gender identity, national origin, or disability and that is placed on walls, bulletin boards, or elsewhere on the County premises, or that is circulated in the workplace

## ANTI-RETALIATION

Like unlawful discrimination and harassment, retaliation is prohibited by both law and County policy. The type of activity for which employees are protected from retaliation fall into two categories: (1) opposing any practices made unlawful by anti-discrimination statutes, safety laws or public policy or (2) participating in proceedings brought pursuant to such laws. Retaliation is considered as any conduct that is reasonably likely to prevent the exercise of an employee's rights, regardless of the level of harm to that employee, such as threats, reprimands, negative performance evaluations, harassment, and any other adverse treatment.

Any employee, who in good faith and reasonableness, believes he/she has been subjected to retaliation should promptly report the alleged activity to Human Resources. The alleged retaliation will be promptly investigated and resolved as appropriate. All reports of alleged retaliation will be maintained as confidential to the extent practicable, given the need to investigate and resolve issues.

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## WORKPLACE VIOLENCE

Story County is committed to providing a safe work environment free from violence, aggression or threatening conduct of any kind. Workplace violence includes all conduct and circumstances that create a threat to an employee's safety whether actual acts of violence or threats of violence. All threats, threatening behavior, acts of violence against employees or by employees, public members, or visitors on Story County property will not be tolerated.

### Prohibited Conduct

Employees are prohibited from making threats or engaging in violent activities toward any employee, the County or any member of the general public. Although not all-inclusive, the following are examples of behaviors included in this policy:

- Causing physical injury to another person
- Making threatening remarks in person, in writing, by telephone or other means of communication
- Aggressive or hostile behaviors that create a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging County property or the property of another employee
- Unauthorized possession of a weapon while on County property or while on County business
- Committing acts motivated by, or related to any form of prohibited harassment or domestic violence (see also Workplace Harassment Policy)
- Any other act or statement that a reasonable person would perceive as constituting a threat or act of violence

### Weapons

Story County prohibits all employees from carrying weapons of any kind onto County property unless otherwise provided for by State law. County property includes, without limitation, all County parking lots, buildings (leased and owned), grounds and vehicles used for County business. Employees who are off County property but performing a task for the County are covered by this policy.

## ATTENDANCE AND PUNCTUALITY

Story County expects employees to be conscientious about attendance and punctuality at work. Employees are part of a team, and getting the work done depends on everyone being in the right place at the right time. Work schedules will differ by departments. An employee's immediate supervisor will inform the employee of his/her work schedule. It is important that an employee be ready to begin his/her assigned duties at the designated starting time. Punctuality in returning from lunch breaks is also essential to ensure the smooth operation of service to the customer. Planned absences, such as vacation or leave without pay, are to be requested as far in advance as possible.

If an employee is going to be absent for unplanned reasons or anticipates being late for work, his/her immediate supervisor must be notified no later than 30 minutes after his/her work day has commenced, unless it is physically impossible to do so. If the immediate supervisor is unavailable, the employee must contact

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either Human Resources or other designated personnel. If the absence extends more than one day and the date of return is indefinite, the employee must keep his/her immediate supervisor informed of the situation by reporting daily, unless otherwise excused, as to the reason for continued absence and the probable date of return. If an employee is absent for more than three consecutive days, the County reserves the right to request a doctor's release before returning to work.

Unreported absences will be treated as time-off without pay and considered as being non-compliant with this policy. If an employee is absent for two (2) consecutive work days, and he/she does not report his/her absence per the policy, the employee shall be considered to have voluntarily resigned.

## PERSONAL APPEARANCE AND CLEANLINESS

Story County's public image is a direct result of its employees, both individually and collectively. Quality service, positive attitude, cooperation, and good customer relations are key factors in creating and maintaining a favorable image.

The County expects employees to be neat and clean in their grooming and personal hygiene while at work or performing work for the County.

## UNIFORMS

Uniforms and clothing requirements will be determined by each individual department or office. Uniform allowances will be approved by the Board of Supervisors through the budgeting process or at a regular board meeting. The amount of the allowance shall be based on the uniform or clothing requirement set by the individual department or office. Original receipts must be submitted by June 1<sup>st</sup> of each year to be eligible for reimbursement. Purchases must be made during the fiscal year in which reimbursement is requested. The County will comply with IRS regulations in determining whether the allowance is taxable or nontaxable to the employee.

## IDENTIFICATION BADGES

All employees shall possess a County Employee Identification Badge during their employment with Story County. Badges shall be worn using a clip-on type or a breakaway lanyard (unless there is a safety concern where wearing something that hangs loosely might get caught in machinery). Acceptable means by which the badge is visibly displayed include wearing it on a lanyard around the neck, clipped to a shirt or hung from a belt loop. When the badge is unable to be displayed due to safety, there is an expectation for it to be readily accessible. All Identification Badges must be obtained through the Facilities Management Department.

### **Application for Identification Badge**

The Department Head or Elected Official must complete an Access Authorization Form and email it to Facilities Management Work Orders at least 48 hours prior to the employee's hire date. Employment cannot begin prior to issuance, except for extenuating circumstances with prior approval. In order to issue the County Identification Badge, the employee must verify his/her identification by means of a valid driver's license or

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other valid document that includes photo identification. Other valid documents accepted include passport, military ID, non-operator ID and student ID. The ID must contain the employee's name and picture. This information will need to be provided on the employee's first day of employment in order to receive the identification badge.

## **Access**

In addition to providing identification, the badge will also serve as an access card to designated areas. Printed on the badge will be unique codes to provide access to certain county departments and buildings through keyless entry. While not all employees will need access to buildings with keyless entry, all employees shall obtain an identification badge.

## **Identification Badge Use**

Identification badges shall be displayed at all times by County employees on any county work site or facility and when conducting official County business with the exceptions of law enforcement individuals, appropriate County Attorney personnel, and when the badge creates a safety hazard or risk. When the badge is unable to be displayed due to safety, there is an expectation for it to be readily accessible.

In order for consistency across the County, one standard will be implemented countywide with the exception of the Sheriff's Office and applicable County Attorney personnel. The Facilities Management Department will provide identification badges for all departments and offices. Badges will include a photo of the employee, the employee's name and the Story County logo.

Key card access to areas and/or buildings for each individual will be determined by their department head/elected official and designated on the Access Authorization Form.

Because the identification badge allows access to particular doors, employees must safeguard their identification badge and not lend the badge to any other person for any reason. Lost, misplaced or stolen identification badges must be reported to management immediately. It is the responsibility of management to ensure this policy is adhered to and enforced in their department/office.

## **Replacement**

Identification badges will only be re-issued if the badge is lost, stolen, damaged or malfunctioning. Identification badges will be replaced at no cost if damaged, stolen or malfunctioning. Lost identification badges or those deliberately damaged or damaged through negligence will be replaced once at no cost and at the direct cost to the employee after that. Employees may not attach any foreign object to the identification badge. Foreign objects would be anything attached to the badge other than a lanyard or clip. Doing so will result in the required issuance of a new identification badge at the direct cost to the employee.

To request a replacement, email the Access Authorization Form to Facilities Management Work Orders. 48 hour notice is not needed for replacement badges. A new picture will be required. Upon a name change, a new Identification Badge will be required, following the same procedure as a replacement.

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## **Fraudulent Use of Identification Badges**

Fraudulent use of identification badges will result in disciplinary action. Fraudulent use includes, but is not limited to, using or permitting the use of a badge by a person other than the individual to whom it was issued. Employees are not authorized to use the identification badge outside the scope of work.

## **Return of Identification Badges**

Employee identification badges are considered County property and must be returned directly to the employee's department head/elected official upon resignation or termination of employment. Employees who are on disciplinary leave must turn in their badge to their supervisor prior to the beginning of the leave.

## **COURTESY, SERVICE AND QUALITY**

Employees must be courteous and pleasant. In order to fulfill the County's goals to serve its customers efficiently and effectively, employees must provide the type of quality service they would expect if they were the customer. This also applies to co-workers.

## **CONFIDENTIAL INFORMATION**

It is Story County's policy to treat in strict confidence all information regarding the affairs of customers, which is not already in the public domain. Employees must make every reasonable effort to ensure that all confidential records are kept under proper physical safeguards, that they can be reconstructed in the event of fire or other disaster, and that they will not be seen by unauthorized persons.

## **PERSONAL TELEPHONE AND FAX USE**

As the County's goal is to serve its customers, it is important that the telephone lines be kept as free as possible so as not to interrupt the daily flow of County business. Good judgment should be used in telephone conversations with co-workers in terms of keeping to the point and limiting personal conversations while still being courteous. Personal telephone calls and personal use of fax machines should be limited to those which are absolutely necessary, should occur during work breaks, and should be as brief as possible. No employee should have any expectation of privacy when utilizing telephones provided by or maintained by the County.

Cell phones are allowed in the work areas (unless prohibited by departmental or office policy); however, the same good judgment regarding County telephones will be expected in keeping personal conversations to a minimum. Unless prohibited by Department Head or Elected Official, cell phones will be set in vibrate mode or at a normal ring at low volume. If cell phones are brought to County meetings they are to be turned off or placed in vibrate mode.

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## **ELECTRONIC MAIL/COMPUTER PRIVACY POLICY**

The County provides computing devices to employees for use in conducting County business. These devices are intended solely for County use. The County has a duty to maintain a positive and productive work environment including the use of County computing devices, while respecting the privacy of employees. The following policy is intended to inform employees of the limits to their privacy on County computing devices and to avoid potential misunderstandings, as well as to keep the County's work environment positive and productive.

The IT Department or other authorized persons, unless precluded by law, may at any time, without prior notice read any electronically stored data of electronic communications including, but not limited to E-mail, Internet and fax communications contained on or transmitted by any County computing device. The IT Department shall not disclose the contents of such materials to others without permission except as is necessary to maintain the operation of computer programs, or as otherwise required by law.

Employees are responsible for exercising good judgement regarding the reasonableness of personal use on County computing devices. Employees may occasionally use County computing devices, including E-mail messages, for personal reasons so long as that use does not create additional cost to the County or interfere with the performance of any employee's work. However, all computer material, including personal messages, may be read by the IT Department or other authorized persons. No employee should have any expectation of privacy when utilizing computing devices, telephones, printers, copiers, pagers, etc. provided by or maintained by the County.

No employee is permitted to deny the IT Department or other authorized persons access to any materials contained on or transmitted by County computing devices.

All communications incoming/outgoing over County computing devices, printers, copiers and/or telephones, must conform to all County policies. Employees may not use the County E-mail system in any way that may be interpreted as comments that violate the County's Workplace Harassment Policy, are insulting, disruptive, or offensive to other persons. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed as harassment or disparagement of others based on their race, religion, creed, color, sex, age, national origin, sexual orientation, gender identity, or disability. Any employee who receives such communications cannot assume that the County is aware of those materials and must forward them to the IT Department or other authorized persons, who shall print a copy, provide to Human Resources and then immediately delete.

## **LOADING AND INSTALLING OF COMPUTER SOFTWARE POLICY**

Computing devices shall be loaded with programs or files that have been purchased for that specific computing device by the County. No unauthorized software may be installed on any county-owned computing device. With the exception of files from business associates or co-workers, no files shall be downloaded from the Internet or any files accepted from an E-mail message.

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In order to resolve problems and to reduce conflicts with hardware and software on PCs, all software and hardware needs to be approved prior to the purchase and installation of the product. Software and hardware that is not approved and/or not used to conduct business for the County will be removed. This includes wallpaper, screen savers, and unapproved personal software.

If a computer is not operating properly, contact the IT department. The IT department will check the computer to see if it is a software or hardware problem. If the computer needs service, the IT department will then coordinate the repair of the unit and return of the computer to the employee.

## SOCIAL MEDIA POLICY

### Personal Use

Story County employees' personal use of any social media should remain personal in nature and should be used to share personal opinions and other non-work related information. Unless authorized, a County employee shall not use his or her personal social networking, social media or web-based site to conduct County business.

Individuals that choose to identify themselves as County employees, should consider whether statements they publish may be construed as expressing official County positions and whether or not such statements are accurate representations. A County employee should also take appropriate steps to ensure that communications made in an employee's personal capacity represent the specific employee's personal opinion and do not reflect or represent the opinion of Story County or the department/office for which the employee works. To ensure an employee's personal postings are not wrongfully attributed to Story County an employee may wish to post a disclaimer such as: *"The postings on this site are my own opinion and do not reflect or represent the opinions of Story County or the department/office for which I work."*

For security purposes, Story County employees are prohibited from using their Story County email account or username in conjunction with a personal social networking, social media or web-based site unless prior authorization is given by the Board of Supervisors.

### Professional Use

All County related communication through social media, social networking and web-based sites shall remain professional in nature and comply with Story County's Social Media Policy. Story County employees must not use official County social media, social networking or web-based sites to conduct private business activities. Refer to the Story County Social Media Policy for guidelines concerning appropriate use of social media and steps to utilize social media in accordance with approved Story County guidelines.

### Prohibited Actions

Employees shall refrain from using social media while on work time or on Story County equipment, unless it is work-related and prior authorization is given by an employee's supervisor.

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Employees shall not:

- Post comments and materials to resolve a workplace grievance that could be viewed as malicious, obscene, threatening, intimidating or that could create a hostile environment on the basis of race, sex, disability, religion, sexual orientation or any other status protected by law
- Discuss or display information, including photographs, online that is confidential or proprietary to the County, or to a third party that has disclosed the information to Story County
- Impersonate the employer, making statements on behalf of Story County without authorization, or making statements that can be construed as establishing the employer's official position or policy on any particular issue
- Engage in any online actions that would violate Story County's Workplace Harassment Policy

## Violations

Violations of this policy may result in disciplinary action up to and including discharge.

Employees are responsible for reporting suspected violations of this policy to their direct supervisor, or the next highest supervisor if the suspected violation involves the employee's immediate supervisor.

## SMOKING POLICY

Story County is committed to providing a safe, healthy and comfortable working environment for all its employees and will comply with the Iowa Smokefree Air Act, currently adopted as Iowa Code Chapter 142D. The law states that smoking is prohibited within the confines of any public buildings owned, leased or operated by or under the control of the County, the grounds of any public buildings owned, operated, leased or controlled by the County, all County-provided vehicles and roads-related equipment. Employees are not allowed to use tobacco products, including the use of electronic cigarettes (e-cigarette or vapor), use electronic vaping devices, personal vaporizer (PV) and or/electronic nicotine delivery systems (ENDS) and/or alternative nicotine products anywhere on County property or in County vehicles and equipment owned, leased or operated by or under the control of Story County, except the County's area designated for smoking which is limited to the sidewalks adjacent to city streets. Smoking materials must be disposed in the receptacles provided.

## FOOD AND DRINK AT WORKSTATIONS

It is of primary importance that Story County presents a businesslike atmosphere to customers and other visitors who have occasion to be in County facilities. Thus, there are some areas where food and drink are obviously not in good taste. There are other reasons why these practices may not be appropriate, such as possible damage to machines, papers, documents, valuables, etc., or, in some cases, interference with efficient operation. Employees are expected to exercise good judgment in these matters. Drinking coffee and other beverages is allowed at workstations, unless specifically prohibited by departmental rules.

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## ALCOHOLIC BEVERAGES

The County prohibits the consumption of alcoholic beverages during working hours or on County premises, unless it is a part of an organized function approved by the Board of Supervisors or the Governing Boards. All employees are prohibited from reporting to work under the influence of alcohol, or carrying or possessing alcohol on County property.

## DRUG FREE WORKPLACE

It is the policy of the County to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. Story County expects employees to arrive at work as scheduled in a reliable state free of the influence of alcohol and drugs and continue to remain free of the influence while on the job. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to the County facilities to unacceptable safety risks, threatens the County's ability to function effectively and efficiently, and undermines the public's trust in its operations. Under no circumstances should employees be consuming alcoholic beverages or taking illegal drugs during the workday. Possessing, consuming, purchasing/selling, or manufacturing alcoholic beverages or controlled substances while employees are conducting County business or on County property is prohibited.

If an employee becomes aware of another employee selling, purchasing, transferring or using illegal substances while on the job, he/she is expected to take prompt action to report circumstances to his/her immediate supervisor or Human Resources.

Story County also prohibits the unauthorized use or abuse of a prescription medication while they are conducting official business or on County property. An employee using prescription drugs under a doctor's prescription is advised to notify his/her supervisor of possible side effects that may affect the work being performed. CDL drivers shall notify their supervisor of any medication prescribed which has a physician or pharmacist warning with respect to operation of machinery or vehicles. If the medication affects the employee's work, arrangements may be made for him/her to have the necessary time off or a temporary alternate job function assigned. This will be handled on a case-by-case basis. Story County reserves the right to take appropriate action if the use of a prescribed or an over-the-counter drug is impairing or is deemed likely to impair the employee's ability to perform his/her job.

Employees are prohibited from driving a County vehicle or a personal vehicle when the employee is engaged in County business within a four (4) hour period after consuming an alcoholic beverage, using a controlled substance or engaging in unauthorized use/abuse of a prescription medicine.

In accordance with the Federal Drug-Free Workplace Act of 1988, all employees are required to report to their supervisors any criminal drug-statute convictions for violations occurring in the workplace or on work time within five days following such a conviction.

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## NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION

Employees are expected to perform their assigned jobs, respect and follow County policies and obey the law. In the event that employees are arrested or receive a citation for any crime, have criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to a conviction, a guilty plea, a plea of nolo contendere (no contest) or deferred judgement) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify their immediate supervisor and Human Resources within five (5) business days of notification to the employee.

Employees whose duties require possession of a Commercial Driver's License (CDL) and/or those who regularly operate County vehicles must report all charges and citations, including traffic tickets such as speeding. Other employees need not report such traffic tickets.

Employees who have contact with minor children must notify the Human Resources Director of any child abuse complaints filed against them within five (5) business days of notification to the employee. Employee must also notify the Human Resources Director regarding the finding in any complaint against them alleging child abuse within five (5) business days of notification to the employee.

Any and all information relating to arrests, criminal charges, and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file.

Employees who do not notify the County of arrests, criminal charges and child abuse complaints within the timeline illustrated above may be subject to disciplinary action up to and including termination.

## DRUG TESTING

Story County will conduct drug and alcohol tests under the following conditions:

- Pre-Employment Substance Abuse Testing
- Reasonable Suspicion Testing
- Random Testing – DOT Protocol (required by federal laws and regulations for safety-sensitive positions)
- Post-Accident Testing
- Return To Duty Testing
- Follow-up Testing

Drug testing will screen for the following controlled substances: Amphetamines, Cocaine Metabolite, THC Metabolite, Opiates (heroin, morphine, codeine), and Phencyclidine.

Drug testing of employees will be conducted in accordance with Story County's Drug Free Workplace/Drug and Alcohol Testing Policy and applicable state and federal law.

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## **DISTRACTED DRIVING**

The safety and well-being of our employees is of critical importance to our organization. Activities which would require drivers to take both hands off the wheel at the same time or their mind entirely off driving responsibilities are prohibited. The following activities are considered distractions that are prohibited by a driver while the vehicle or equipment is in motion. This list is not intended to be all inclusive, but to be used as a guideline as to what would be inappropriate:

- Use of a hand-held cell phone
- Texting or E-mailing with a cell phone, PDA or any other electronic device
- Operating laptops, televisions, tablets, portable media devices or GPS devices
- Use of radio or stereo headphones/earbuds
- Use of electronic games
- Use of a device in violation of any applicable local ordinance, state or federal statute
- Putting on make-up and/or reading any type of document, printed or electronic

Employees are expected to follow all driving laws, safety rules and avoid confrontational or offensive behavior while driving. Hands-free cell phone use, while driving, may be warranted in unusual or emergency circumstances and should be of limited time in nature. Extended cell phone conversations need to be held with the vehicle parked in a safe and legal parking area.

## **SEAT BELTS**

Employees are required to use seat belts for all seats when riding in or operating County vehicles and while riding or operating personal vehicles while on County business.

## **TRAFFIC VIOLATIONS**

Penalties/fines resulting from moving traffic violations and/or non-compliance with transportation requirements while operating County vehicles are the responsibility of the employee. These violations may also be subject to corrective action.

## **DRIVERS LICENSE VERIFICATION**

Pre-employment and annual verification of employee driver's licenses will be conducted through visual inspection and formal Department of Motor Vehicles review checks by Human Resources or a specific individual within an office/department designated by the elected official or department head. Human Resources or the respective department shall keep a log of the driver's license checks with the following information: date, employee name and results.

Elected Officials/Department Heads and Human Resources will be notified of any license suspensions, revocations, etc. in order for appropriate action to be taken.

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## LOSS OF CHAUFFEUR'S OR OPERATOR'S LICENSE

According to Section 321J, Code of Iowa, the following shall apply to all employees whose job description requires them to have a valid operator's or chauffeur's license:

### Loss Due to "Off Duty" Activity

First loss of license: If the legal infraction is a misdemeanor, the County will work with the employee to obtain a driving permit for work if the employee agrees to and does proceed with appropriate treatment or training. If the legal infraction is a felony, the employee will be terminated immediately.

Second loss of license or loss due to a felony infraction of the law will result in immediate termination.

### Loss Due to "On Duty" Activity

First loss of license: If the legal infraction is a misdemeanor, the employee's pay will be immediately reduced, at a minimum, to the relative position in a pay grade, one grade lower than the employee's current pay grade. The employee will remain at that grade until driving privilege is restored and the employee has completed appropriate treatment or training. No request for work permit will be made.

Second loss of license or loss due to a felony infraction of the law will result in immediate termination.

It shall be the employee's responsibility to immediately inform the County of a potential loss of driving privileges and to keep this information current up to and including final judicial action. Any evidence of concealment or the providing of erroneous information will be grounds for immediate termination of employment.

An employee is presumed innocent until found guilty in the courts. The County reserves the right to use its discretion as to actions to be taken.

Story County does not allow installation of ignition interlock devices on County vehicles.

## COUNTY PROPERTY

Employees must keep their work areas, and assist in keeping common areas, neat and clean and to use normal care in handling of County property. Any broken or damaged tools or equipment must be reported to the employee's immediate supervisor at once so that proper repairs can be made.

Employees are not to use any County property for personal purposes or remove any County property from the premises without prior written permission from their immediate supervisor.

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## COUNTY POOL CARS

County pool cars can be checked out through the Administration Office for use on official County business. The use of county vehicles for personal use is not allowed.

## SECONDARY EMPLOYMENT

Secondary employment is not permitted if such employment adversely affects the quality of an employee's work as determined by his/her immediate supervisor and/or Department Head or Elected Official. Outside employment is not permitted if it detrimentally affects the County's image or is a conflict of interest. Approval for any secondary employment that may be construed as a conflict of interest should be obtained from an employee's immediate supervisor prior to accepting such employment.

## PERSONAL MAIL

Employees should not direct personal mail to the County. County stationery should not be used for personal correspondence because any communication sent out under the County's letterhead may be considered an official communication.

## OFFICIAL LETTERS

Only authorized employees are to sign letters sent out by the County. This authority may be delegated to an employee by his/her immediate supervisor. Where there are occasions that an employee feels a letter is a benefit to the County, such situations must be referred to his/her immediate supervisor for his/her review and signature.

## SOLICITATION

Solicitation of any type, including solicitation of signatures or money for any purpose or cause, in any area of the County during working time is prohibited without the approval of the Department Head or Elected Official.

If approved, solicitation will be permitted during the employee's non-working time, such as break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks. An employee who is not on working time may not solicit an employee who is on working time.

Distribution by employees of leaflets, pamphlets, advertising, tickets, notices, or other such written materials is prohibited in working areas at any time and in non-working areas during working time. Solicitation, distribution of literature, or trespassing by non-employees is prohibited on County premises.

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## INCLEMENT WEATHER

In extreme circumstances it may be necessary to close the Administration Building or other county offices and facilities, or have a late start. If an employee's office is officially closed by the Board of Supervisors, then regular employees will be paid for hours lost due to the closing of the office. If the decision is for a late start, full-time employees will be paid for the hours between their regularly scheduled start time and the delayed start time.

In case of serious inclement weather conditions on any particular day, the Emergency Management Coordinator, with the assistance of the County Engineer and the County Sheriff, will be authorized to make an assessment of the status of the weather and make a recommendation to the Chair, County Board of Supervisors, or in his/her absence, the Vice-Chair, as to whether to officially close the Administration Building and other offices, or to have a delayed start. This recommendation must be made as early as possible so that the Chair or Vice-Chair can notify the radio stations.

In case of a severe snowstorm (defined as blizzard conditions as determined by the National Weather Service), or other severe weather conditions, such as a tornado or flooding conditions, the following policy will be in effect:

- If an employee is unable to get to work, he/she will be allowed to charge such an absence to vacation, or compensatory time provided he/she has the time accumulated. If no paid time is available, the employee may choose to take the time off without pay with Department Head or Elected Official approval.
- In the event a severe snow storm or other severe weather conditions should occur the day before or on the day after one of the observed holidays, holiday pay will be paid to all eligible employees, whether or not they worked the day before or the day after the holiday.
- An employee may request to leave work early because of a severe snowstorm or other severe weather conditions. If the request is approved, the employee must use accumulated compensatory time before using vacation time, unless it is more likely than not the employee will lose vacation during the pay period if compensatory time is used instead of vacation time. If no paid time is available, the employee may choose to take time off without pay with Department Head or Elected Official approval.
- Benefit accumulation and eligibility will not be affected if an employee chooses to take the time off without pay.
- Employees in departments that serve the public during severe weather (including departments that provide snow removal and law enforcement services) are expected to report to work during severe weather conditions.

## REIMBURSABLE EXPENSES – TRAVEL AND TRAINING

If an employee is required to use his or her personal vehicle to fulfill the job requirements of the County, the employee will be reimbursed at the current mileage allowance. All mileage reimbursements must have approval of the Department Head or Elected Official.

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# General Performance Guidelines

The following expenses for County approved meetings, training, and conventions will be considered for reimbursement:

- **Training** – The County encourages the development of each employee to his/her fullest potential. One means of obtaining this goal is through additional training. Participation in and successful completion of special training programs in job related courses shall be considered in promotions. Evidence of successful completion of training programs shall be filed by the employee with the Department Head or Elected Official.
- **Learning Sessions** – Appropriate instructional meetings, schools, and conferences presented by various organizations inside and outside the County may provide a beneficial learning experience to certain employees. The main criteria that must be used in judging the appropriateness of such learning sessions are the anticipated improvement of the individual employee's efficiency and/or the subsequent increased efficiency of the employee's Department Head or Elected Official. (College coursework does not fall under this policy).

If the learning session involves costs exceeding \$300, the employee shall submit a letter describing the learning session and requesting approval to attend to his/her Department Head or Elected Official and Board of Supervisors at least two (2) weeks prior to the date of the session. An estimate of travel expenses to be incurred must accompany this letter. All reimbursements shall have been specifically appropriated in the department's budget for this purpose. Approval must be obtained prior to attendance.

- **Official Business Outside the County** – Pre-approved expenses for travel incurred on official County business will be reimbursed. Reimbursement for non-overnight travel meal expenses are considered a taxable benefit.
- **Official Business Within the County** – Pre-approved costs incurred for mileage and registration fees by an employee on official business will be reimbursed. Reimbursement for non-overnight travel meal expenses are considered a taxable benefit. All reimbursable costs must be approved by the Department Head or Elected Official and included in his/her budget.

Travel expense reports and receipts are to be submitted after the employee returns from the event. Payment for attending required in-service meetings, schools, or other delegated meetings will be in accordance with the Fair Labor Standards Act.

## USE OF PERSONAL VEHICLE FOR COUNTY BUSINESS

Employees who use their personal vehicles to perform county business as part of their employment duties must provide to their respective Elected Official or Department Head proof of personal vehicle insurance coverage indicating that all personally owned vehicles driven by the employee during employment hours have

# SECTION V

# General Performance Guidelines

insurance coverage. The personal insurance policy shall show a minimum limit of liability coverage in the amounts of:

- Bodily Injury Each Person: \$100,000
- Bodily Injury Each Accident: \$300,000
- Property Damage Each Accident \$100,000
- Or/Combined Single Limit \$300,000

Employees shall agree to maintain the above limits of liability at all times while employed by the County and will provide notice of any change in insurance coverage. All employees further understand that the County does not provide any coverage for the employee while operating his/her personal motor vehicle while performing County business (except as indicated below) and that his/her personal vehicle insurance coverage will be the primary insurance coverage for him/her in the event of loss. The County will provide coverage that protects only Story County in the event of a loss.

In the event the employee cancels or materially changes his/her vehicle insurance coverage he/she is required to notify the County and immediately cease operating his/her personal vehicle while performing official County business until the required insurance is reinstated.

# SECTION VI

# Pay Practices and Hours of Work

## PAY AND HOURS OF WORK: GENERAL PROVISIONS

### **Work Schedules**

The normal work week is forty (40) hours. Work schedules are determined by the needs of the respective County office. Generally, employee work schedules will not change from week to week. However, daily and weekly work schedules may be changed at the discretion of each Department Head and/or immediate supervisor to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible.

### **Occupation Safety And Health Administration (OSHA) Regulation for Restroom Breaks**

The OSHA sanitation standard for general industry, 29 CFR 1910.141 provides employees with toilet facilities, in toilet rooms separate for each sex, based on the number of employees at a job site. This standard is intended to ensure that the County provides employees with sanitary and available toilet facilities so that employees will not suffer adverse effects.

### **Lactation Breaks**

Story County will provide reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child's birth each time the employee has need to express milk. The County will provide a place to be used to express breast milk, other than a bathroom that is private and free from intrusion of co-workers and/or the public.

### **Lunch Periods**

Lunch periods (maximum of one (1) hour) are also determined by the needs of the respective department. Lunch periods should be staggered to ensure that offices remain open to serve the public during the entire day.

### **Rest Periods**

One (1) fifteen (15) minute break is allowed during each one-half (1/2) work day. Rest periods shall not be used to lengthen lunch hours or shorten work hours.

### **Recording Work Hours**

All employees must accurately record their hours worked for each pay period on a form provided by the County.

### **Scheduling and Working Overtime**

Overtime work may be necessary to maintain County operations. Story County will try to give employees advance notice when overtime work is necessary, however, it will not always be possible to notify workers in advance. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given may result in disciplinary action. At the supervisor's discretion, an employee's work schedule may be adjusted during a work week to avoid overtime.

## SECTION VI

# Pay Practices and Hours of Work

In accordance with the Federal Labor Standards Act (FLSA), non-exempt employees are eligible to receive overtime pay at a rate of one and one-half (1 ½) times their regular pay for time worked in excess of forty (40) hours per work week. For overtime pay purposes, the defined work week commences at 12:01 A.M. on Sunday and ends at 12:00 midnight on Saturday. Employees classified as nonexempt employees under the FLSA will be compensated for overtime hours in the form of monetary compensation or compensatory time.

Holidays are considered time worked for overtime purposes. Vacation, sick leave and other paid leaves of absence shall not count as time worked in determining eligibility for overtime pay. Employees who are classified as exempt employees under the Fair Labor Standards Act are not eligible for overtime or compensatory time and are expected to work as many hours as required to perform the duties of the position.

### **Compensatory Time**

Non-exempt employees may accrue compensatory time at the rate of one and one-half (1 ½) hours for each hour of overtime. The maximum number of hours that an employee may accrue is forty (40) hours. Once an employee reaches the maximum of forty (40) hours, overtime will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate. The employee and his/her immediate supervisor shall agree prior to July 1 of each year if compensatory time will be accrued or if overtime will be paid. Disagreements will be handled through normal conflict resolution procedures. No change will be made during the fiscal year.

Compensatory time off must be requested in advance and approved by the department head or elected official or their designee. Any compensatory time is to be used before any charge is made to accrued vacation allowance (unless the employee is at risk of losing vacation through the carryover provision).

### **On-Call Compensation**

On-call compensation is provided when designated employees are required to be on call and report back to work in an event of an outage, work emergency or other applicable situation. Department Heads and/or Elected Officials are responsible for designating the individuals within their respective department or office that are required to be on call and for determining on-call hours.

Employees scheduled to be on-call shall receive one (1) hour of pay at his or her regular rate for each day he or she is assigned to be on-call. No additional compensation will be received unless the on-call employee responds to a call. In this case, the employee will receive compensation for the actual time spent on each call.

An employee's on-call compensation will also include travel time to and from Story County facilities when travel is necessary to respond to a call. In the event an employee is required to travel to the worksite to respond the employee shall be paid a minimum of two (2) hours. These hours will be considered work hours for the purpose of computing overtime.

# SECTION VI

# Pay Practices and Hours of Work

## **Call-Back Compensation**

In the event an employee is called to work outside their normal work hours and the hours do not connect with the beginning or end of the employee's regularly scheduled hours, the employee shall be paid a minimum of two (2) hours pay at his/her regular rate of pay. These hours will be considered work hours for the purpose of computing overtime.

## **Longevity Pay**

In addition to base pay, County employees will receive longevity pay after five (5) years, according to the longevity pay schedule available from the respective Elected Official or Department Head.

## **Direct Deposit**

Employees hired after July 1, 2007 are required to be paid by direct deposit to his/her bank account. Employees will receive a pay stub regarding pay information.

## **Payday**

Employees are normally paid by the end of the working day every other Friday for the previous two week pay period. New employees are paid for the actual number of days worked in the pay period in which they start.

All required deductions, including those for state and federal taxes and contributions to IPERS and Social Security, and all authorized voluntary deductions, including health insurance contributions, will be automatically withheld from an employee's pay.

## **Lost Checks**

In the case where an employee has lost his/her check, a report of the loss should be made immediately to the Story County Auditor's Office. The procedure followed in issuing a new check will be explained to the employee and upon completion of this procedure a new check will be issued.

## **COMPENSATION POLICY**

### **Compensation Plan**

Story County's compensation plan is designed to allow the County to recruit and retain qualified personnel. Human Resources is responsible for maintaining the County compensation plan and administering the pay practices and procedures.

### **Entrance Wage/Salary**

The wage/salary for a new non-bargaining employee will normally be established at the minimum of the salary range unless a new employee has credentials, experience or other relevant criteria to warrant a starting salary above the minimum. The entrance wage/salary will be established according to the provisions of the Classification and Compensation Policy.

## SECTION VI

# Pay Practices and Hours of Work

### Pay Increases

The ability of the County to provide wage/salary increases or adjustments for non-bargaining employees is subject to available resources. At its discretion, the Board of Supervisors may authorize one or a combination of the types of pay increases listed below for non-bargaining employees:

- **Across-the-Board Increases** (cost-of-living increases) adjust the pay of all employees on an equal basis. This type of increase does not distinguish or recognize individual employees' performance.
- **Step Increases** adjust the pay of employees based on the employee's anniversary date. Non-bargaining employees whose positions fall on the pay matrix will receive a step increase on their anniversary date with the County until the maximum step is reached. Performance evaluations shall be completed and submitted to Human Resources on or before an employee's anniversary date in order to process the step increase. Step increases will be effective the pay period following an employee's anniversary date. An employee who is on a performance improvement plan due to unsatisfactory job performance or receives a "below average" rating on his/her performance evaluation shall not be eligible for a step increase. If this situation occurs, the employee will be eligible for the step increase six (6) months after his/her anniversary date if at that time performance is satisfactory and the employee is no longer on a performance improvement plan.
- **Merit Increases** are designed to reward competent and contributing employee performance and to provide the appropriate incentives for high employee productivity. Employees whose positions are classified as professional and management as listed on the compensation schedule will be eligible for merit increases on their anniversary date. Employees whose positions are on a pay matrix that includes step increases will not be eligible for merit increases. In determining the appropriate merit increase, the Department Head or Elected Official may consider such factors as the employee's performance evaluations, contributions to the overall effectiveness/efficiency of the department, completion of special projects, experience, skills, abilities, attendance, any verbal counseling or disciplinary action or any other factors he/she deems appropriate. An employee who is on a performance improvement plan due to unsatisfactory job performance or receives a "below average" rating on his/her performance evaluation shall not be eligible for a merit increase. If this situation occurs, the employee will not be eligible for a merit increase during the current fiscal year. Performance evaluations shall be completed and submitted to Human Resources along with the merit increase recommendation form on or before an employee's anniversary date in order to process the information to submit to the Board of Supervisor's for their consideration to approve the merit increase.

All recommendations for merit increases must be adequately documented prior to being processed by the Human Resources Department. Merit increases will be made effective the pay period following an employee's anniversary date.

Merit increases will be awarded in .50% increments between 1% and 3%. The percentage range for merit increases is subject to Board approval during the budget review for each fiscal year. The Board of Supervisors has the ability to accept, lower or reject the recommended merit increase for an employee based on the documentation provided by the Department Head or Elected Official.

## SECTION VI

# Pay Practices and Hours of Work

### **Transfers**

When an employee is transferred from one position to another position within the same pay grade, he/she shall continue to receive the same pay rate.

### **Promotions**

When an employee is promoted from a position in a lower pay grade to a different position in a higher pay grade, or his/her position is moved to a higher pay grade after re-evaluation, the employee shall receive a wage/salary increase of either five percent (5%) or the minimum rate established for the higher pay grade, whichever is greater. In the event that the promotion involves movement of two or more pay grade levels, the Board of Supervisors may, upon request and recommendation of the employing Department Head or Elected Official, approve an increase greater than five percent (5%). If an employee is promoted from a position on the pay matrix to another position on the pay matrix, the employee will be placed at the next higher paying step in the new classification compared to the current pay of the position in which the employee is being promoted from.

### **Demotions**

When an employee is demoted or voluntarily moves to a job that is graded lower than the previously held position, a pay decrease may occur. Consideration will be given to the reason for the change, the employee's work history and the difference between the employee's current rate of pay and the pay range of the grade to which the new position is assigned. If both positions fall on the pay matrix, the employee will be placed at the closest step compared to current pay. This step may be at or below the current pay, depending on the position to which the employee is being demoted.

### **Compensation for Acting or Interim Department Head Assignments**

An employee who is appointed as Acting or Interim Department Head by the Board of Supervisors shall receive an increase to the minimum pay for the position or 5%, whichever is greater during the appointment. The Acting or Interim Department Head shall be responsible for all duties and responsibilities of the regular Department Head position. The employee's salary/wage will return to the original rate once the appointment is complete.

### **Supplemental Pay**

The Board of Supervisors, at the request of the Department Head or Elected Official, may approve additional compensation for non-exempt employees that possess a license or certification that is not required by the position, but allows the employee to perform additional functions related to their position. The amount of supplemental pay will be an additional \$1.00 per hour added to the base pay. Employees that possess a State of Iowa license issued in any major trade working in the Maintenance Technician job classification will receive an additional \$2.00 per hour added to the base pay.

An employee is only eligible for the amounts specified above regardless of the number of certifications or license an employee possess.

# SECTION VI

# Pay Practices and Hours of Work

## HOLIDAY PAY

All full-time and part-time employees will receive their regular compensation for the legal holidays or parts thereof. Compensation for each designated holiday will consist of eight (8) hours for full-time employees. Compensation for part-time employees will be on a proportionate basis according to their percentage of full-time status. Holidays will be considered work hours for the purpose of computing overtime pay. Employees shall not receive payment for any holiday if they have an unexcused absence or are not on the payroll the working day immediately preceding and following the holiday. Particular dates for each holiday will be determined by the Story County Board of Supervisors at the beginning of each year.

In the case where an employee is required to work on a designated holiday, that employee will be paid at the overtime rate for hours worked on the specific holiday. This shall be in addition to any holiday pay the employee would otherwise receive.

If a recognized holiday falls during an employee's scheduled vacation or any period of approved sick leave, it will be counted as a holiday and not charged to the employee's accumulated vacation or sick leave bank.

## TERMINATION PAY

Termination pay includes:

- Pay for work performed through the last hour worked
- Pay in lieu of unused vacation and comp time allowance

Termination pay shall be reduced by any of the following:

- Required legal deductions
- Authorized deductions
- Insurance premiums, if due that payroll period
- Pre-arranged deductions for County property not returned

Termination pay is made on the next regular payday for the pay period in which an employee's last day of work occurred. Such pay is issued through normal payroll procedures.

# SECTION VII

# Benefits

## EMPLOYEE BENEFIT PLANS

The current benefit plans cover all regular full-time employees. Regular part-time employees are eligible for certain benefits. Employees should remember that length of service is the basis for several employee benefit plans. The County reserves the right to change or discontinue these plans at any time with any notice as required by State and Federal law.

## TAX STATUS OF BENEFIT PAYMENTS

Certain employee benefit payments may be considered income subject to taxation under Federal and State laws and subject to withholding tax. Since the tax treatment of employees may vary depending on individual circumstances, employees should consult a qualified tax advisor from their local tax office.

## INSURANCE

### Coverage

Story County's benefit program includes health insurance coverage, prescription drug coverage, dental insurance, vision insurance, short term disability, long term disability insurance, dependent care accounts, medical reimbursement accounts and life insurance will be provided for each full time and three-quarter (3/4) time employee. Health insurance will be made available to part-time employees who qualify for coverage under the Affordable Care Act.

### Group Health Insurance – Wellmark Blue Cross/Blue Shield

*Eligibility: Insurance becomes effective on the first day of the month following 30 days of employment.*

### Blue Choice

| <b>\$500 Deductible</b>    | <b>Monthly Employee</b> | <b>Employer Contribution</b> | <b>Total Premium</b> |
|----------------------------|-------------------------|------------------------------|----------------------|
| 90% Employer Paid – Single | Single \$81.58          | \$734.18                     | \$815.76             |
| 80% Employer Paid- Family  | Family - \$403.38       | \$1,613.52                   | \$2,016.90           |
| <b>\$1000 Deductible</b>   | <b>Monthly Employee</b> | <b>Employer Contribution</b> | <b>Total Premium</b> |
| 99% Employer Paid – Single | Single \$7.64           | \$757.83                     | \$765.47             |
| 90% Employer Paid- Family  | Family - \$189.12       | \$1,702.06                   | \$1,891.18           |

# SECTION VII

# Benefits

## Alliance Select

| <b>\$500 Deductible</b>    | <b>Monthly Employee</b> | <b>Employer Contribution</b> | <b>Total Premium</b> |
|----------------------------|-------------------------|------------------------------|----------------------|
| 85% Employer Paid – Single | Single \$133.20         | \$754.88                     | \$888.08             |
| 80% Employer Paid- Family  | Family - \$439.54       | \$1,758.16                   | \$2,197.70           |

| <b>\$1000 Deductible</b>   | <b>Monthly Employee</b> | <b>Employer Contribution</b> | <b>Total Premium</b> |
|----------------------------|-------------------------|------------------------------|----------------------|
| 95% Employer Paid – Single | Single \$41.72          | \$792.96                     | \$834.68             |
| 90 % Employer Paid- Family | Family - \$206.42       | \$1,857.78                   | \$2,064.20           |

**Flexible Benefit Contribution (Monthly): \$145.30**

## Avesis Vision (Monthly)

|                           |         |
|---------------------------|---------|
| Employee Only (EE)        | \$14.34 |
| Employee/Spouse (DEP)     | \$27.86 |
| Employee/Child(ren) (CHD) | \$30.40 |
| Employee/Family (FAM)     | \$39.22 |

## Delta Dental (Monthly)      SINGLE      FAMILY

|                 |         |          |
|-----------------|---------|----------|
| Dental Plan # 1 | \$37.00 | \$111.00 |
| Dental Plan # 2 | \$33.00 | \$103.00 |

## Procedure

After completion of the thirty (30) day waiting period, coverage for a new employee is effective on the first day of the following month.

Premiums are withheld from an employee's paycheck on a semi-monthly basis. It is the responsibility of the employee to notify payroll of an improper deduction. Any errors made relative to insurance premium deductions will be adjusted accordingly either in the form of a refund for overpayment or a deduction for underpayment. Repayment arrangements will be made between the affected employee and Human Resources and/or the Auditor's Office payroll staff on a case-by-case basis.

# SECTION VII

# Benefits

## CONTINUATION OF MEDICAL COVERAGE

If an employee resigns or his/her employment is otherwise terminated (for reasons other than gross misconduct on the employee's part), or if an employee's work hours are reduced, and consequently he/she or his/her dependents are no longer eligible to participate in the group health insurance plans offered by the County, he/she and his/her eligible dependents may have the right to continue to participate for up to eighteen months at the employee's (or the employee's dependents') expense. (Employees may be required to pay all or part of the premium for continuation coverage, plus up to 2% for administrative expenses.) The eighteen-month continuation coverage period provided in the event of termination or reduction in working hours may be extended to thirty-six (36) months for an employee's spouse and dependent children, if, within that eighteen-month period, the employee dies or becomes divorced or legally separated, or if a child ceases to have dependent status. In addition, if the employee enrolls for Medicare during the eighteen-month period, his/her spouse and dependent children may be entitled to extend their continuation period to thirty-six (36) months, starting on the date that he/she becomes eligible for Medicare. If the employee is determined to be disabled under the Social Security Act at the time of termination or reduction in hours, he/she may be entitled to continuation coverage for up to twenty-nine (29) months.

If an employee or his/her eligible dependents elect to continue in the group health insurance plan, the employee will be charged the applicable premium, and may be charged an additional 2% administrative fee. Failure to make timely payments may result in termination of coverage. If this election for continuation of coverage is made, the employee and his/her dependents may have the option to convert this coverage to an individual policy with County insurance carriers at the end of the continuation period.

The County will provide information to an employee concerning these options at the time termination occurs or work hours are reduced. The County will contact qualified beneficiaries in the event of death or enrollment for Medicare benefits. However, in the event that an employee becomes divorced or legally separated, or one of his/her dependents ceases to be eligible for coverage under the group health insurance plan, the employee and/or his/her dependent is responsible for contacting the County to discuss continuation/conversion rights. Employees and their qualified beneficiaries are also responsible for notifying the County within sixty days (60) of qualifying for social security disability benefits.

### **Continuation Coverage under Iowa Code Chapter 509A**

Employees who retire from County employment before age sixty-five (65) are eligible to continue in the County's group health insurance plan up to age sixty-five (65) at his/her own expense. If the employee had family coverage prior to retirement before age sixty-five (65), coverage will be offered on that basis at the employee's expense. For purposes of this section, a retired employee is one who has applied for and is receiving a retirement allowance.

# SECTION VII

# Benefits

## EARLY RETIREMENT

Story County will provide payment of a single health and/or dental insurance plan for County employees who wish to retire early and retain their group health/dental insurance coverage. Employees who carry family coverage may continue family coverage by paying the difference between single and family premium rates. Premiums will be paid according to the following formula:

| Years of Health Coverage | Paid Single Premium |
|--------------------------|---------------------|
| 10 years                 | 12 months           |
| 15 years                 | 18 months           |
| 20 years                 | 24 months           |
| 25 years                 | 30 months           |
| 30 years                 | 36 months           |

The family coverage option is available for the same amount of time as the County paid single premium. County paid health insurance payments will cease when an employee becomes eligible for Medicare.

## RETIREMENT PLAN

The Code of Iowa requires all full-time and part-time employees to enroll in the Iowa Public Employment Retirement System (IPERS). In IPERS a certain percentage of income, determined by the Iowa Legislature, is deducted from an employee's gross pay. The County contributes a mandated amount to the individual's fund. Further details pertaining to IPERS may be found in the booklet furnished to the employee at the time of the employee's enrollment.

## LIFE INSURANCE

A minimum of \$25,000 term life insurance for regular employees will be provided until they reach the age of seventy (70). At the age of seventy (70), the amount of term life insurance will decrease to \$16,250.

## SHORT TERM DISABILITY

The short term disability plan with Story County will pay 70% of an employee's gross weekly income not to exceed a maximum benefit of \$500.00 per week. The maximum benefit period is thirteen (13) weeks. Benefits begin on the later of the expiration of all accrued sick leave benefits, or the eighth (8<sup>th</sup>) day of disability. An employee shall be considered totally disabled when they are prevented by illness or injury from performing any occupation for wage or profit. This benefit does not apply to injuries or illnesses arising out of or in the course of any employment which is covered by workers' compensation benefits.

## LONG TERM DISABILITY

The long term disability plan with Story County will pay 60% of an employee's gross salary to a maximum benefit of \$5,000 per month. The maximum benefit period is outlined in the booklet provided at the time of an employee's enrollment in the plan. An employee shall be considered totally disabled when they are prevented by illness or injury from performing any occupation for wage or profit. This benefit does not apply to injuries or illnesses arising out of or in the course of any employment which is covered by workers' compensation benefits.

# SECTION VII

# Benefits

## DEFERRED COMPENSATION

Deferred compensation is the setting aside of earned income to reduce the amount of income tax paid. Contributions to the 457 plan are designed to help supplement pension and social security benefits at retirement. Retirement Investor's Club (RIC) is the administrator and provides investment services to employees for their 457/401a savings plans.

## FLEXIBLE SPENDING PLAN

Story County currently offers full-time and three-quarter-time employees the opportunity to participate in flexible spending accounts. This plan is available to all eligible employees.

The Flexible Spending Plan allows employees to recoup non-reimbursed medical costs (up to \$2500 per year) and costs incurred for care of a dependent(s) (up to \$5000 per year). Designated amounts are withheld from an employee's pay on a pretax basis and are reimbursed. It is the responsibility of the employee to notify payroll of an improper deduction. Any errors made relative to flexible spending account deductions will be adjusted accordingly either in the form of a refund for overpayment or a deduction for underpayment. Repayment arrangements will be made between the affected employee and Human Resources and/or the Auditor's Office payroll staff on a case-by-case basis.

Contact Human Resources for details on eligibility per the plan requirements.

## EMPLOYEE ASSISTANCE PROGRAM

Story County provides an employee assistance program through Employee and Family Resources (EFR) to its employees and their families to provide confidential assistance to them with personal problems that may adversely affect job performance, family relationship and their general well-being. The program is designed to provide employee education coupled with counseling services for assessment, referral and follow-up care. In addition, supervisors may, in consultation with Human Resources, make direct referrals as part of a corrective performance management or progressive discipline plan. Employees can contact EFR at (800) 327-4692 or on their website at [www.efr.org/myeap](http://www.efr.org/myeap).

Additional information concerning the employee assistance program can be obtained through Human Resources.

## WELLNESS PROGRAM

Story County supports the well-being of employees through its worksite wellness program by providing a variety of programs that are designed to promote health and wellness of employees. Wellness initiatives include but are not limited to health risk assessments, wellness challenges, blood drives and flu shot clinics.

Contact Human Resources for more information on program eligibility.

# SECTION VII

# Benefits

## HOLIDAYS OBSERVED

The County recognizes the following holidays:

|                 |                               |
|-----------------|-------------------------------|
| January 1       | Veteran's Day                 |
| President's Day | Thanksgiving Day              |
| Memorial Day    | Friday following Thanksgiving |
| July 4          | Two Days at Christmas         |
| Labor Day       | Two hours on December 31 *    |

\*This time is allowed only if December 31 falls on a Monday through Thursday.

### When a Holiday Falls on a Saturday or Sunday

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

### Religious Holidays

It is the policy of the County to permit absence from work with compensation for employees who wish to observe religious holidays of their faith, providing previous arrangements are made with the County for establishing an alternative work time. If an alternate work period cannot be arranged, an absence will be charged to vacation leave or to leave without pay.

## VACATION

An employee's anniversary date shall be used to compute vacation leave. Employees resigning or who are terminated before they have completed six (6) months of continuous employment will not be eligible for any prorated vacation benefits. Each person employed in a part-time position in County service shall earn vacation leave on a proportionate basis to the time worked per year. Temporary employees shall not be granted vacation pay. Vacation leave will not be considered work hours for the purpose of computing overtime pay.

### Schedule

Vacation leave shall be accrued in accordance with the following schedule, determined from the anniversary date.

| Years of Continuous Service | Working Hours off Per Year |
|-----------------------------|----------------------------|
| One (1)                     | 80 hours (10 days)         |
| After five (5)              | 120 hours (15 days)        |
| After ten (10)              | 160 hours (20 days)        |

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Vacation leave shall be computed on an hourly basis and credited to each employee's account on a bi-weekly basis. After the completion of six (6) months of full-time continuous employment, an employee shall be eligible for any vacation leave he/she has accumulated.

## **Procedure**

An employee shall notify his/her immediate supervisor in advance of the desired vacation. The length of the advance notice shall be determined by the department needs. If it becomes necessary to limit the number of employees on vacation at one time, departmental procedures will prevail.

## **Compensatory Time**

Any compensatory time is to be used before any charge is made to accrued vacation allowance (unless the employee is at risk of losing vacation as stated in the accumulation provision below).

## **Exceptions**

An employee shall not accrue vacation leave during periods of temporary lay-off, suspension, or leave without pay. An employee on vacation extending through a holiday period shall not have those officially designated holidays charged against vacation leave.

## **Accumulation of Vacation Time**

Accumulation of vacation time (as indicated on employee pay stub) will be limited to forty (40) hours plus current year vacation allowance for which an employee is eligible. After fifteen (15) years of continuous service, an employee may carry over sixty (60) hours of vacation time plus current year vacation allowance for which an employee is eligible. Any payroll period where vacation time exceeds the allowed accumulation amount, that vacation time will be forfeited.

## **Limitations**

Vacation leave may not be taken in advance and an employee may not waive their vacation, in order to collect both vacation and work pay.

## **Accrued Vacation Payment at Termination**

Any full-time or part-time employee separated from County employment by reduction in force, resignation, death or otherwise, shall be paid or have payment made to their estate or legal beneficiary in the amount of any unused vacation leave accrued at the time of separation. Employees separated from County employment before they have completed six (6) months of continuous employment will not be eligible for payment of any unused vacation leave accrued at the time of separation.

## **SICK LEAVE**

### **Eligibility and Accrual**

Full-time employees shall accrue sick leave at the rate of one and one-half (1 ½) days per month. Part time employees shall accrue on a prorated basis according to the appropriate classification. Sick leave may be

# SECTION VII

# Benefits

accumulated up to nine hundred sixty (960) hours which is equivalent to one hundred twenty (120) working days. Once the maximum sick leave has been accrued, there will be no further sick leave accrued until the sick leave bank falls below nine hundred sixty (960) hours.

## **Provisions**

Payment of accrued sick leave benefits will begin on the first day of absence, computed at the employee's regular base pay. If a holiday falls within a paid sick leave, that day will be counted as a holiday and not as sick leave. Sick leave shall not be taken in advance of accrual. Sick leave will not be considered work hours for the purpose of computing overtime pay.

Sick leave, up to a maximum of forty (40) hours per calendar year, beginning the first payroll of the calendar year, may be used to care for an immediate family member (mother, father, spouse, or children) for medical reasons. All sick leave shall expire on the date of separation from the County and no employee shall be reimbursed for sick leave outstanding at the time of such separation.

When an employee requests vacation time for a definite period and the request is granted, any period of illness during the period of such leave shall be charged to sick leave upon the employee producing a written certificate from a licensed health care provider stating the duration of the illness and the time period that the employee would not have been able to work. The Department Head will then determine the number of days to be credited to the employee's accrued vacation time, according to the physician's statement.

## **Overtime**

Sick leave is not considered time worked for overtime purposes.

## **Sick Leave Donation**

In the event that an employee exhausts his/her accumulated sick leave days, vacation and accumulated compensatory time, the Board of Supervisors, upon the recommendation of the Director of Internal Operation and Human Resources may grant additional sick leave days, or, with the permission from the affected individual, request voluntary donations of sick leave from staff for use by the affected employee for his/her personal illness or injury. Each employee may donate up to two (2) days of sick leave per request. Donation will be taken in order received until the maximum number of days required is met. Donated sick leave days which are not used by the affected employee will be cancelled and not returned to donating employees.

## **Wellness Days**

Employees who have reached their maximum accumulation of sick leave (960 hours) may convert accumulated sick leave to wellness days up to a maximum of two days (16 hours) per fiscal year. Part time employees are eligible on a prorated basis according to their appropriate classification. Wellness days must be used in increments of no less than a full days shift. Wellness days do not carry over from year to year and must be used before the end of the fiscal year.

# SECTION VII

# Benefits

## LEAVES OF ABSENCE

A leave of absence is one or more days off for reasons not otherwise covered by vacation or sick leave. Leave circumstances for which the County has special policies cover are as follows:

- **GENERAL MEDICAL LEAVE**
- **FAMILY AND MEDICAL LEAVE**
- **BEREAVEMENT LEAVE**
- **JURY AND WITNESS DUTY**
- **MILITARY LEAVE**
- **VOTING LEAVE**
- **PERSONAL LEAVE WITHOUT PAY**

**Eligibility:** Regular, full-time employees may be eligible to take leaves of absence without loss of seniority, subject to the conditions and limitations described in the special policies or to the discretionary actions of the County where policies are not stated. Leaves require prior approval of the Elected Official or Department Head and Human Resources. Vacation time and sick leave will continue to accrue during any approved paid leave of twelve (12) weeks or less and made available for use upon return to active work status.

**Limitations:** In order to continue group health related insurance coverage after paid leave has been exhausted, the employee must make arrangements to pay the County's portion of the premium payments at his/her own expense.

Performance reviews and any eligible pay adjustments will be postponed until the employee returns to work, if his/her review date falls within the leave of absence period. The employee will be ineligible for pay for any holidays that fall within the leave of absence period.

Each request for leave should be made in writing to the Elected Official or Department Head. Each request will be considered on an individual basis. Leave time is not counted as hours worked in computing overtime.

## GENERAL MEDICAL LEAVE

If an employee requires a leave of absence for medical reasons such as an extended illness, surgery, disability, pregnancy or injury, including injuries arising out of and in the course of employment, he/she should discuss his/her need for leave with his/her immediate supervisor as soon as possible. The immediate supervisor must direct the employee to Human Resources for proper processing of the leave.

If the absence is for a serious health condition, or if the absence is for other than a serious health condition and expected to be longer than 3 days, the employee will be required to complete a "Request for Leave of Absence" form. **If the leave requested qualifies for Family and Medical Leave and the employee qualifies for FMLA, the leave will be designated FMLA leave (see Family and Medical Leave on next page).**

# SECTION VII

# Benefits

Any accrued sick leave, vacation, and compensatory time is to be applied to the leave. After vacation, sick leave, and compensatory time have been exhausted, any remaining leave time will be without pay. Limitations on benefits and appropriate pay practices during leaves of absences apply.

The employee must return to work as soon as possible upon receiving written approval from his/her physician. If circumstances require additional time beyond the original expiration date of the leave, the employee must submit a written request to Human Resources for an extension prior to that date. The County reserves the right to request a medical examination by a County-appointed physician to confirm the reason for leave or to confirm ability to return to work.

For leaves that do not exceed three months, service time with the County shall continue to accrue during the leave and an effort will be made to reinstate the employee to the same position or one of equal status at the same rate of pay upon returning to work. Failure to return on or before the expiration date of an employee's leave without receiving an approved extension will be recognized as a voluntary termination.

## FAMILY AND MEDICAL LEAVE

It is the policy of the County to provide unpaid family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA) of 1993. Whether or not a particular situation is covered by FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The County will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave.

### Leaves Available

An eligible employee will be granted up to twelve (12) work weeks of unpaid, job-protected leave each twelve (12) month period for any of the following qualifying reasons:

- The birth of and/or need to care for a newborn child
- The placement of a child with the employee for adoption or foster care
- The need to care for a spouse, child, or parent with a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the job

### Eligibility Requirements

To be eligible for family and medical leave, the employee must have worked for the County for at least twelve (12) months, and for at least 1,250 hours during the twelve (12) months immediately preceding the start of the leave.

### General Provisions

For purposes of this policy:

"**Child**" means son or daughter under eighteen (18) years of age, or a child eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or step-child.

# SECTION VII

# Benefits

**"Parent"** does not include parents-in-law.

**"Serious health condition"** means an illness, injury, impairment, or physical or mental condition that involves...

- Inpatient care in a hospital, hospice, or residential medical care facility
- A period of incapacity that requires absence from work for more than three (3) consecutive calendar days AND involves either two (2) or more treatments by a health care provider, OR at least one (1) treatment by a health care provider plus a regimen of continuing treatment
- Any period of incapacity due to pregnancy or for prenatal care
- Chronic serious health condition
- Long-term conditions for which treatment may not be effective
- Multiple treatments and recovery there from

**"Spouse"** does not include an unmarried domestic partner.

The **"twelve month period"** during which the leave entitlement occurs is designated as the twelve (12) month period measured forward from the first date of leave.

**Married employees:** If the employee and his/her spouse are both employed by the County, and are both eligible for family and medical leave, they will be limited to a combined total of twelve (12) weeks of family and medical leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with the employee for adoption or foster care, or to care for the child after placement; or to care for a parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of a spouse or child, or because of the employee's own serious health condition.

**Leave Rights related to Military Service** (as amended in 2008):

**Eligibility:** Eligible employees are entitled to up to twelve (12) weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty. This applies to covered family members in the National Guard, Reserves, Retired Forces and active Regular Armed Forces, and deployed for duty in a foreign country.

**Entitlement:** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member (non-dishonorably discharged veterans for up to five (5) years after military service ends) who is recovering from a serious illness or injury sustained in the line of duty on active duty (to include those that manifested before or after veteran status began) is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service member. This military caregiver leave is available during "a single twelve (12) month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

# SECTION VII

# Benefits

## **How and When Leave May Be Taken**

Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days an employee works per week, or hours per day.

**Intermittent or reduced schedule** leave may be taken when medically necessary to care for a spouse, child, or parent with a serious health condition, or because of the employee's own serious health condition. The employee must provide the County with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule intermittent or reduced schedule leave so as not to disrupt County operations. The employee may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits, which better accommodates the intermittent leave or reduced schedule.

Leave for childbirth, adoption or foster care may be taken intermittently or on a reduced leave schedule only if Story County agrees to the proposed intermittent or reduced leave schedule.

Leave for the birth of a child or placement of a child for adoption or foster care must be taken within twelve (12) months of the birth, adoption or placement.

## **Notice Requirements**

If the employee knows in advance that he/she will be taking leave because of birth, adoption or placement of a foster child in his/her home, or because of planned medical treatment for him/her or a covered family member, the employee must notify the immediate supervisor in writing using a "Request for Family/Medical Leave" form at least thirty (30) days in advance.

If circumstances require that the leave begin in less than thirty (30) days, the employee must notify the immediate supervisor as soon as is practicable.

When the need for leave is foreseeable based on planned medical treatment for the employee or his/her covered family member, the County expects the employee to consult with the immediate supervisor and/or Department Head or Elected Official, and to make a reasonable effort to schedule the treatment so as not to unduly disrupt County operations.

## **Medical Certification**

The County reserves the right to require written medical certification from the appropriate health care provider when leave is requested to care for a child, spouse, or parent with a serious health condition, or because of the employee's own serious health condition. Certification forms are available from Human Resources. This certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If the employee is seeking leave for his/her own health condition, the certification must also state that he/she is unable to perform the functions of his/her position. For leave to care for a family member, the certification must state that the employee is needed to care for the family member, and an estimate of the amount of time needed. Other certification requirements apply in the case of intermittent or reduced schedule leave.

# SECTION VII

# Benefits

The County may also require medical recertification, and/or periodic reports from the employee during FMLA. Medical certification may also be required when an employee is returning to work after leave for the employee's own serious health condition.

The employee is to submit a completed medical certification within fifteen (15) days of the request or provide an explanation why additional time is needed.

### **Use of Paid Leave/Compensatory Time**

The County will require the employee to use paid leave and compensatory time as part of family and medical leave as follows:

Paid leave must be used in the following order: Any available compensatory time and accrued vacation for any portion of the twelve (12) week leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition. However, employees may use their own personal sick leave for the above situation if they choose.

Paid leave must be used in the following order: Any accrued sick leave, compensatory time, and accrued vacation for any portion of the twelve (12) week leave to care for the employee's own serious health condition. Any situation in which paid sick leave is used because the employee is unable to work due to a condition that qualifies as a serious health condition under this policy will be counted against the twelve week FMLA entitlement. When the employee has used all required paid leave or compensatory time for any portion of an FMLA leave, the balance of the leave will be without pay.

### **Rights and Benefits During Leave**

Seniority will accrue only during periods of paid leave. Vacation and sick leave will not accrue during an unpaid FMLA leave. Under certain circumstances, if the employee fails to return to work after an approved FMLA leave, the County may require him/her to reimburse it for the amount the County paid for the health insurance premium during the leave.

### **Returning to Work**

At the conclusion of the FMLA leave, unless the employee qualifies as a "key" employee, he/she will be restored to his/her former position, if that position is vacant, or one with equivalent pay, benefits, and conditions of employment, provided he/she has complied with the requirements of this policy.

Upon returning to work from leave due to the employee's own serious health condition, he/she may be required to provide certification from a health care provider that he/she is able to resume work and is fit for duty.

If an employee qualifies as a "key" employee (those employees defined among the 10% highest paid of the County), there is a possibility that his/her employment will not be restored when the unfilled position, at the discretion of the County, will cause substantial and grievous economic injury to the operations of the County.

# SECTION VII

# Benefits

## BEREAVEMENT LEAVE

A period not to exceed forty (40) hours with pay may be granted to an employee upon his/her request, due to the death of a member of the employee's immediate family (spouse, parent or step-parent, child (including step-children), brother, sister (including step-brother and step-sister), mother-in-law or father-in-law, son-in-law and daughter-in-law. In the event of the death of an employee's grandparent (including step-grandparent) or grandchild (including step-grandchild), brother-in-law, or sister-in-law, the employee may be allowed up to twenty-four (24) hours off with pay. A period of eight (8) hours with pay may be granted to an employee when attending funeral services for the employee's aunt or uncle. Employees may be granted four (4) hours with pay when attending funeral services for fellow County workers as well as for fellow retired County workers. Payment for this time shall be made only if the funeral has actually been attended. Department Heads and Elected Officials may request documentation from the employee that supports the requests for bereavement leave. Time off for bereavement leave will not be considered work hours for the purpose of computing overtime.

## VOTING LEAVE

Every employee is encouraged to exercise his/her privilege to vote. If for any good reason an employee is unable to vote before or after working hours, the County will grant leave to vote according to state law (Code of Iowa 49.109). Employees shall request the time off to vote from their supervisor at least two working days prior to the Election Day and the Department Head or Elected Official shall designate the period of time to be taken, not to exceed three (3) hours. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift to provide the least disruption to the normal work schedule.

## JURY AND WITNESS LEAVE

Any employee shall receive full compensation during the employee's working day for appearance as a witness or jury member before a court, legislative committee or other judicial or quasi-judicial body, in an action involving the Federal Government, the State of Iowa, Story County or a political subdivision thereof, in response to a subpoena or when such an appearance is ordered in connection with the employee's work by the Department Head or Elected Official. Since jury duty is paid time off, any compensation received by employees for court related activities shall be endorsed over to the County. Certification of the number of hours spent in such service shall be submitted to the County. Reimbursement for mileage or other related expenses may be kept by the employee. When released from jury duty during working hours, the employee will report to work within two (2) hours unless otherwise arranged with the respective Department Head or Elected Official. Jury leave shall not be considered as work hours for the purposes of computing overtime.

## MILITARY LEAVE

### Leaves Available

The County shall grant leaves of absence for military service to full-time and part-time employees in accordance with applicable state and federal law. A full-time or part-time employee, who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted

# SECTION VII

# Benefits

leave for the period of service. The first thirty (30) calendar days of military leave each fiscal year shall be without loss of pay. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one (1) day toward the thirty (30) work days without loss of pay. Absences required for military service that exceed thirty (30) work days shall be granted in accordance with the County's policies on vacation, personal, compensatory time, or unpaid leave, and with applicable state and federal law.

## **Reemployment Rights - Eligibility**

Eligibility for reemployment with the County after the employee completes military service will be determined in accordance with applicable state and federal law. Conditions for reemployment are as follows:

- The employee, or an appropriate officer of the uniformed service in which the employee serves, must give advance written or verbal notice of service to the employee's immediate supervisor, unless military necessity prevents the employee from giving notice or if it is otherwise impossible or unreasonable;
- The cumulative length of the absence and all previous absences from employment with the County for reason of military service must not exceed five (5) years (a number of exceptions to the 5 years are listed in the full USERRA);
- Discharge from military service must be honorable; and
- When the employee returns from military service, he/she must report to work or submit a timely application for reemployment according to the following schedule (This schedule can be affected if the employee is hospitalized for, or convalescing from, an illness or injury incurred in, or aggravated during performance of service):
  - For service of less than thirty (30) days the employee must report to work by the beginning of his/her first regularly scheduled work day that would fall eight hours after he/she returned home
  - For service of thirty-one (31) to one hundred eighty (180) days the employee must apply for reemployment within fourteen (14) days after completing service
  - For service of one hundred eighty-one (181\_ days or more the employee must apply for reemployment no later than ninety (90) days after completing service

## **Continuation of Benefits During Military Service**

Employees on leave for military service and any of their dependents entitled to coverage under the County's health insurance plan are entitled to coverage as follows:

- An employee who leaves employment for less than thirty-one (31) days is entitled to continued health insurance coverage, and will not be required to pay more than what an active employee would pay for coverage.
- An employee who leaves employment for more than thirty (30) days is allowed to elect to receive continued coverage under the County's health insurance plan for a period that is the lesser of: twenty-four (24) month-period beginning on the date on which the employee's absence for the purpose of performing service begins; or the period beginning on the date on which the employee's absence for the purpose of performing service begins, and ending on the date on which he or she fails to return from service. The County may require the employee to pay up to 102% of the premium.

# SECTION VII

# Benefits

## UNPAID LEAVES OF ABSENCE

Unpaid leaves of absence may be granted in certain circumstances. If the employee has exhausted all applicable sick leave, vacation, compensatory time, and FMLA leave, he/she may request an unpaid leave of absence. Applications for unpaid leave must be made to the Department Head or Elected Official in writing and shall state the reasons for the leave and inclusive dates. Approval of unpaid leave is by Human Resources.

Employees who are not eligible for leave under the County's sick leave or Family and Medical Leave Act policies may apply for an unpaid leave under this section for purposes of disability due to pregnancy or a related condition as provided in Iowa Code section 216.6(2)(e). Medical certification stating that the employee is not able to perform the duties of employment may be required by the County.

During an unpaid leave granted under this section, the employee does not receive compensation, does not accrue length of service, and is not eligible for paid holidays. Sick leave and vacation will not accrue during an unpaid leave. The County does not make contributions to retirement programs for the duration of the leave. The employee may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the first of the month for that month's coverage. Failure to pay the premium on time will result in termination of coverage.

If the employee plans to return to work following an unpaid leave taken under this section, he/she must notify the County before the end of his/her leave. The County will attempt to restore the employee to the position he/she held at the start of the leave, or in a comparable position, if possible. If the leave was for medical purposes, the employee will be required to pass a fitness-for-duty medical examination, by the County's designated doctor, to determine if he/she is able to perform the essential functions of the position. If no such position is available or the employee is unable to perform the essential functions of the position, employment will be terminated.

When an employee has been on unpaid leave for thirty (30) calendar days, the County shall review the circumstances and either extend the unpaid leave or terminate the employee.

## BENEFITS REQUIRED BY LAW

Often overlooked by employees as a benefit they enjoy by working for a County like Story County are their legal benefits, namely:

- **Social Security** – a retirement benefit
- **Workers' Compensation** – for work-related disability
- **Unemployment Compensation** – in case of a reduction in the work force and termination of employment for reasons other than misconduct
- **IPERS** – a retirement benefit

# SECTION VII

# Benefits

## **Social Security**

Each payday, the County deducts a tax from each employee's pay, which is paid into the Treasury of the United States Government. The County also contributes an equal amount to the fund so that the County shares on a 50/50 basis the cost of the Retirement Program for each employee.

## **Workers' Compensation Insurance**

The employee is protected under the Workers' Compensation Act, which provides for hospital, medical, surgical care and income loss payments for work-related injuries and/or death. This insurance is paid for by Story County.

## **Unemployment Compensation**

The employee is protected against loss of income by State and Federal laws when unemployed through no fault of his/her own. Story County pays for this insurance.

These unemployment benefits must be applied for by the unemployed individual through the local state agency. Benefits are paid for a given number of weeks at a dollar rate determined by the local state agency.

## **IPERS (Iowa Public Employee's Retirement System)**

As the Code of Iowa requires, the County contributes a mandated amount to each employee's retirement fund. The County is also required to deduct a specific percentage from your gross pay. Your deduction is contributed on a pretax basis for federal and state income tax purposes. More information regarding IPERS can be found on the IPERS website at [www.ipers.org](http://www.ipers.org) or by calling IPERS directly at 1-800-622-3849.

## Story County Employee Handbook Revisions Effective July 1, 2020

Mission Statement added to beginning of handbook

### Section V General Performance Guidelines

- Social Media Policy updated due to revised policy (approved on 10/1/2019)

### Section VII Benefits

- Vision and Dental Insurance Premiums (Update FY21 monthly insurance premiums)
- Employee Assistance Program
- Wellness Program (policy approved on 5/6/2020)

RECEIVED

JUN 10 2020

Story County

Provider and Program Participation Agreement Amendment No. 1

STORY COUNTY BOARD OF SUPERVISORS

1. This amendment is entered into this 13th day of May, 2020 by and between Story County and Emergency Residence Project (Provider), original parties to the agreement dated July 1, 2019.

2. The agreement is amended as follows: Attachment A is removed and replaced in its entirety with the following attachment A:

Emergency Residence Project (ERP) ATTACHMENT A Amendment Effective 7/1/19 SERVICE DEFINITIONS AND RATES FISCAL YEAR: 2020

Table with 3 columns: Service Description, Unit of Service, Rate. Rows include Emergency Shelter (Not to Exceed \$28,146.25), Emergency Shelter (Includes balance of County ASSET Emergency Shelter Funds and Service Coordination Rapid Rehousing Funds) Not to Exceed \$10,101.75, Emergency Shelter (Additional funding due to COVID-19) Not to exceed \$10,043, and Transitional Living Not to Exceed \$13,284.

3. All other terms and conditions of the Agreement identified in the caption hereof shall remain in full force and effect except as specifically modified by this amendment. If there is conflict between this amendment and the agreement, the terms of this amendment will prevail.

This Agreement Amendment has been executed by the parties hereto, through their duly authorized officials.

Story County:

Emergency Residence Project:

By: \_\_\_\_\_

By: [Signature]

Print Name: \_\_\_\_\_

Print Name: Jodi Stumbo

Print Title: Story County Board of Supervisors

Print Title: Executive Director

Date: \_\_\_\_\_

Date: 6/8/20



# Sheriff's Office

Story County

**PAUL H. FITZGERALD, Sheriff**



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Emergency 911 • Office: 515-382-6566 • Fax #: 515-382-7479 • 1315 S. B Ave. Nevada, Iowa 50201

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To: Board of Supervisors  
Linda Murken, Chairperson  
Lisa Heddens  
Lauris Olson

From: Sheriff Paul H. Fitzgerald 

Date: June 11, 2020

Reference: Purchases over \$5,000 (unbudgeted)

.....

Last year, the Board of Supervisors moved the inmate medical line item from the sheriff's office budget to the county wide budget. This move was made due to the volatility of the inmate medical costs from year to year. Unfortunately, this current fiscal year has had an abundance of expensive inmate medical costs and the county wide budget is close to their budgeted amount.

So Story County does not start fiscal year 2020/2021 with a large inmate medical claim, the Sheriff's Office will pay for the University of Iowa's \$53,128.73 inmate medical costs. The Sheriff's Office will have sufficient funds to pay for this out of the current budget year.



# Sheriff's Office

Story County

**PAUL H. FITZGERALD, Sheriff**



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Emergency 911 • Office: 515-382-6566 • Fax #: 515-382-7479 • 1315 S. B Ave. Nevada, Iowa 50201

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To: Board of Supervisors  
Linda Murken, Chairperson  
Lisa Heddens  
Lauris Olson

From: Sheriff Paul H. Fitzgerald 

Date: June 11, 2020

Reference: Purchases over \$5,000 (unbudgeted)

.....

For the past few years, it has been a goal to equip each of our squad cars and the Story County buildings with AEDs. We currently have one vehicle equipped. We are working on obtaining grant money to purchase more; however, since we have funds this fiscal year, I will be purchasing some from this fiscal year's funds.

The Sheriff's Office has purchased 10 AED's for a total amount of \$12,100.00. The Sheriff's Office will have sufficient funds to pay for the AED's out of the current budget year.



Resolution # 20-102

BE IT RESOLVED that the salaries for Story County employees for fiscal year 2021 (for the pay period beginning June 21, 2020 and payable on July 10, 2020) shall be as follows:

The following rates are bi-weekly:

|            |           |         |                |           |         |
|------------|-----------|---------|----------------|-----------|---------|
| Andersen   | Micah     | 3311.35 | McCaskey       | Sue       | 2968.31 |
| Asmussen   | John      | 3982.21 | McKenna        | Dina      | 3990.21 |
| Auld       | Riley     | 1816.00 | McLain         | Brett     | 2683.40 |
| Backous    | Gary      | 3979.81 | McLatchie      | Noelle    | 2604.36 |
| Barker     | Jeremy    | 2589.23 | Memmer         | Stephanie | 2249.60 |
| Barnett    | Paige     | 1782.40 | Miller         | Paige     | 1862.40 |
| Bartos     | Matthew   | 2617.60 | Moon           | Darren    | 5205.19 |
| Bauer      | Russell   | 2350.40 | Moore          | Jerry     | 3304.80 |
| Beste      | Kyle      | 2742.28 | Mosinski       | Marylin   | 2152.00 |
| Blau       | Clark     | 2449.60 | Naumann        | Andrew    | 2953.09 |
| Boeckman   | Andrew    | 2632.00 | Navratil       | Joel      | 2741.60 |
| Boelkes    | Benjamin  | 2948.04 | Nicholas       | Kimberly  | 2068.80 |
| Briseno    | Nicolas   | 3114.52 | Norris         | Stephanie | 1678.40 |
| Brogden    | Joby      | 3031.09 | Origer         | Kathleen  | 1946.40 |
| Burkle     | Margie    | 2056.80 | Packer         | Adam      | 2234.40 |
| Camp       | Maegan    | 1862.40 | Peck           | Michael   | 2401.60 |
| Carlson    | Emily     | 1946.40 | Powell         | Alexander | 1782.40 |
| Carman     | Jordan    | 2234.40 | Powers         | Logan     | 1997.60 |
| Chance     | Jan       | 2132.80 | Pruden-Xayavng | Ashlie    | 1745.60 |
| Christian  | Adam      | 2632.00 | Quinn          | Elizabeth | 3298.31 |
| Combs      | Dillon    | 2988.15 | Rewerts        | Erin      | 2816.86 |
| Cooper     | Rameal    | 1862.40 | Rhod           | Anthony   | 3299.11 |
| Cunningham | Stephanie | 1816.00 | Riese-Wignall  | Alissa    | 3794.45 |
| Davis      | Cory      | 2944.04 | Rosenberg      | Nicholas  | 1983.86 |
| Denekas    | Nancy     | 2225.60 | Schaper        | BriAnna   | 1862.40 |
| Donohoe    | Cullen    | 1782.40 | Schmitz        | Jaime     | 2635.20 |
| Eickholt   | Jonathan  | 2651.86 | Schroeder      | James     | 2688.80 |
| Ellis      | Leanna    | 3980.61 | Schroeder      | Timothy   | 2280.80 |
| Erickson   | Julie     | 3064.90 | Schultz        | Kyle      | 2632.00 |
| Feldman    | Molly     | 1862.40 | Scott          | Jeffrey   | 2688.00 |
| Gardner    | Natosha   | 2350.40 | Sink           | Brett     | 2505.60 |
| Geffre     | Tracy     | 2400.80 | Skelton        | Zachary   | 2354.40 |
| Grubbs     | Jason     | 2687.20 | Slice          | Thomas    | 2382.40 |
| Gruis      | Nathan    | 2180.80 | Smith          | Rebecca   | 2124.80 |
| Habhab     | Tanner    | 1782.40 | Smith          | Loretta   | 2231.20 |
| Hamilton   | Cody      | 2180.80 | Smith          | Shelby    | 1782.40 |
| Hansen     | Levi      | 2948.04 | Sparks         | Tyler     | 3766.90 |
| Harrison   | Travis    | 2351.20 | Steinback      | Barbara   | 4215.58 |
| Harter     | Leanne    | 3245.79 | Stoeffler      | Randy     | 2450.40 |
| Hendrick   | Karissa   | 2401.60 | Stoll          | Janet     | 2256.00 |
| Hinders    | Joan      | 2252.80 | Sweet          | Shelby    | 1782.40 |

|                   |           |          |           |           |         |
|-------------------|-----------|----------|-----------|-----------|---------|
| Hobart            | Diane     | 2451.20  | Thompson  | Kyle      | 2686.40 |
| Hochberger        | Nicholas  | 3294.31  | Tickle    | Brian     | 3302.31 |
| Houston           | Joshua    | 2948.84  | Toresdahl | Constance | 2977.61 |
| Hunter-Montgomery | Marcene   | 2249.60  | Webb      | Karla     | 3287.82 |
| Janorschke        | Alexander | 1997.60  | Webster   | Joshua    | 2952.04 |
| Johnson           | Jaime     | 2225.60  | Wittrock  | Michael   | 1862.40 |
| Johnson           | Bret      | 3303.11  |           |           |         |
| Kennedy           | Michael   | 2453.60  |           |           |         |
| Kester            | Aaron     | 2747.20  |           |           |         |
| King              | Sandra    | 3844.61  |           |           |         |
| Kunc              | Samantha  | 1782.40  |           |           |         |
| Lendt             | Brandon   | 1745.60  |           |           |         |
| Lentz             | Jordan    | 2195.20  |           |           |         |
| Levri             | Jerri     | 2247.20  |           |           |         |
| Luke              | Adam      | 2280.80  |           |           |         |
| Lundvall          | Todd      | 2760.20  |           |           |         |
| Markley           | Lisa      | 3,137.35 |           |           |         |
| Massaro           | Matthew   | 2382.40  |           |           |         |

The following rates are hourly:

|            |             |       |              |         |       |
|------------|-------------|-------|--------------|---------|-------|
| Ahrens     | Joel        | 32.49 | Macki        | Kristy  | 23.32 |
| Amman      | Marcus      | 25.66 | Massey       | Stacey  | 17.52 |
| Bellile    | Michelle    | 21.22 | Memmer       | James   | 31.47 |
| Betz       | Samantha    | 19.32 | Mensing      | Lori    | 28.77 |
| Borton     | Aaron       | 25.73 | Miller       | Matthew | 23.00 |
| Bottorf    | Joseph      | 29.19 | Moore        | Brian   | 33.17 |
| Brakke     | Mark        | 31.53 | Morgan       | Robert  | 22.71 |
| Braland    | Justin      | 26.56 | Muschick     | Stacie  | 17.01 |
| Brimeyer   | Cody        | 21.90 | Naumann      | Cathy   | 18.45 |
| Brooks     | Steven      | 28.12 | Oborny       | Robert  | 25.76 |
| Campbell   | Shelly      | 18.45 | Ogden        | Paul    | 31.48 |
| Carey      | Katelyn     | 17.73 | Patterson    | Timothy | 26.55 |
| Carsrud    | Charles     | 33.39 | Pearce       | Joseph  | 19.64 |
| Cerka      | Amie        | 25.28 | Peterson     | Ryan    | 26.38 |
| Clatt      | Dennis      | 31.41 | Pratt        | Dennis  | 24.20 |
| Davis      | Connie      | 17.38 | Pritchard    | Heather | 21.50 |
| DeHaven    | Kevin       | 25.27 | Russell      | Randall | 16.89 |
| DeVries    | Jennifer    | 21.54 | Ruther       | Kelly   | 19.58 |
| Eames      | Casandra    | 21.55 | Schmitz      | Wendy   | 19.97 |
| Erickson   | Christopher | 31.36 | Schoeneman   | Amelia  | 26.17 |
| Faisal     | Latifah     | 24.99 | Schwickerath | Cynthia | 19.14 |
| Faisal     | Parvez      | 21.26 | See          | Kristie | 19.09 |
| Fitzgerald | Sandra      | 20.20 | Shugar       | Stacie  | 22.76 |
| Flickinger | Steve       | 22.21 | Siguas       | Sedana  | 17.39 |
| Fry        | Jonathan    | 33.47 | Sinclair     | Sherry  | 21.71 |
| Gardner    | Katie       | 18.09 | Smith        | Laura   | 20.10 |
| Golly      | Alex        | 23.18 | Smith        | Ryan    | 21.75 |

|           |           |       |            |          |       |
|-----------|-----------|-------|------------|----------|-------|
| Grimard   | Shelley   | 20.06 | Spooner    | Brittany | 18.59 |
| Harrison  | Danny     | 21.69 | Sprecher   | Nicole   | 23.87 |
| Henderson | Anna      | 20.59 | Springer   | Kyle     | 31.38 |
| Herridge  | Nick      | 25.71 | Stalzer    | Monika   | 26.33 |
| Hilleman  | Patricia  | 21.21 | Sullivan   | Todd     | 25.75 |
| Holland   | Roger     | 31.47 | Tendall    | Brad     | 23.18 |
| Hovick    | Jim       | 33.45 | Tiernan    | Justin   | 23.09 |
| Ingham    | Darla     | 19.32 | Tjelmeland | Ronald   | 25.18 |
| Johnson   | Steve     | 33.49 | Van Sickle | Bre      | 19.53 |
| Johnson   | Kathy     | 25.02 | Vawter     | David    | 33.45 |
| Jones     | Cynthia   | 18.32 | Vickers    | Melinda  | 19.19 |
| Jones     | Stephanie | 20.13 | Wall       | Scott    | 26.43 |
| Kerns     | Jennifer  | 18.97 | Warren     | Kevin    | 22.34 |
| Knapp     | Jordan    | 17.92 | Wilson     | Nicole   | 19.00 |
| Koepf     | Debbie    | 18.23 | Winchell   | Kevin    | 25.18 |
| Kruger    | Derek     | 28.95 | Wirtz      | Kasey    | 18.09 |
| Lehman    | Tammie    | 20.30 | Worley     | Melanie  | 19.29 |
| Lennon    | Tyler     | 22.31 | Zimmerman  | Jeffrey  | 29.19 |
| Litke     | Hannah    | 17.38 |            |          |       |
| Logsdon   | Sue       | 19.53 |            |          |       |
| Loneman   | Terri     | 26.06 |            |          |       |

The following annual rates are effective July 1, 2020 and payable on July 10, 2020

|                  |            |
|------------------|------------|
| Baldwin, Ardis   | 73,075.35  |
| Cheek, James     | 73,075.35  |
| Fitzgerald, Paul | 150,171.00 |
| Heddens, Lisa    | 82,665.00  |
| Herridge, Stacie | 85,971.00  |
| Lennie, Nicholas | 127,645.35 |
| Martin, Lucinda  | 85,971.00  |
| McDonald, Lori   | 73,075.35  |
| Meals, Timothy   | 147,125.00 |
| Murken, Linda    | 82,665.00  |
| Norris, Kevin    | 73,075.35  |
| Olson, Lauris    | 82,665.00  |
| Rasmusson, Ted   | 85,971.00  |
| Sykes, Rhonda    | 73,075.35  |



1-00

Permit Number 20-5024

STORY COUNTY UTILITY PERMIT

Date 6/5/20

To the Board of Supervisors, Story County, Iowa:  
XENIA RURAL

The WATER DISTRICT Company, incorporated under the laws of IOWA  
authorize to do business within the State of Iowa, with its principal place of business at 23998  
141st ST, Bouton IA 50039, does hereby make application requesting  
permission to occupy certain portions of public right-of-way and that the County Engineer be  
directed to establish the location of lines of transmission of potable water on secondary route

To provide water service per attached map(s).

Agreements: The utility company, corporation, applicant, permittee, or licensee, (hereinafter referred to as the permittee) agrees that the following stipulations shall govern under this permit.

1. The Permittee will file a plat setting out the location of proposed line on the secondary route and that the description of the proposed installation including type, height, and spacing of poles, maximum voltage, lengths of cross arms, minimum clearance and number of wires, type, size and capacity of underground cables, conduits, tile lines, and pipe lines, maximum working pressures for pipe lines carrying gas or flammable petroleum products are described as follows:
2. The installation shall meet the requirements of county, state, and federal laws, franchise rules, and of the Iowa State Commerce Commission Regulations and Directives, Utilities Division, the Iowa State Department of Health, and any other laws or regulations applicable.
3. The Permittee shall be fully responsible for any future adjustments of its facilities within the established highway right-of-way caused by highway construction or maintenance operations.
4. Story County assumes no responsibility for damages to the Permittee's property occasioned by any construction or maintenance operations on said highways.
5. The Permittee shall take all reasonable precautions during the construction and maintenance of said installation to protect and safeguard the lives and property of the traveling public and adjacent property owners.
6. The Permittee, and its contractors, shall carry on the construction or repair of the accommodated utility with serious regard to the safety of the public. Traffic protection shall be in accordance with Part VI of the current Iowa Department of Transportation Manual on Uniform Control Devices for Streets and Highways.
7. The Permittee shall be responsible for any damage resulting to said highways because of the construction operation, or maintenance of said utility, and shall reimburse Story County for any expenditure the County may have to make on said highways because of said permittee's utility having been constructed, operated, and maintained thereon.

#120054 / 1762

8. The Permittee shall indemnify and save harmless Story County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all liability and expense of whatsoever nature for, on account of or due to the acts or omissions of said Permittee's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under this permit.

9. Noncompliance with any of the terms of permit, or agreement, may be considered cause for shut down of utility construction operations, or revocation of the permit.

10. The following special requirements, if applicable, shall apply to this permit:

Whenever the route of the proposed cable line runs along a paved secondary highway, the location of said cable shall be constructed on top of the road shoulder so as to be within approximately two-feet of the pavement edge.

Whenever the route of the proposed cable line runs along a dirt or gravel surfaced highway, the location of said cable shall be constructed on top of the road surface and as near possible to the shoulder line

Whenever a cross road culvert or bridge is encountered along the route of the proposed cable lines, said cable shall be constructed around the ends of said cross road culvert or bridge even though this looping is not designated on the situation plans attached hereto.

The crossing of the cable line from one side of the highway to the other shall be accomplished at a near right angle rather than diagonally so as to disturb the roadbed of the traveled way as little as possible.

Whenever the route of the proposed cable line is to cross a paved highway, such crossing shall be in a bored hole rather than open cut trench. *LINE MUST BE ENCASED.*

Date 06/05/2020

XENIA RURAL WATER DISTRICT

Name of Company (Applicant - Permittee)

*Rog Oh* (515) 676-2117  
by Phone no.

Recommended for Approval:

Date 6-5-20

*Dana Mu* 515-382-7355  
Asst. County Engineer Phone no.

Approved:

Date \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Supervisors  
Story County, Iowa

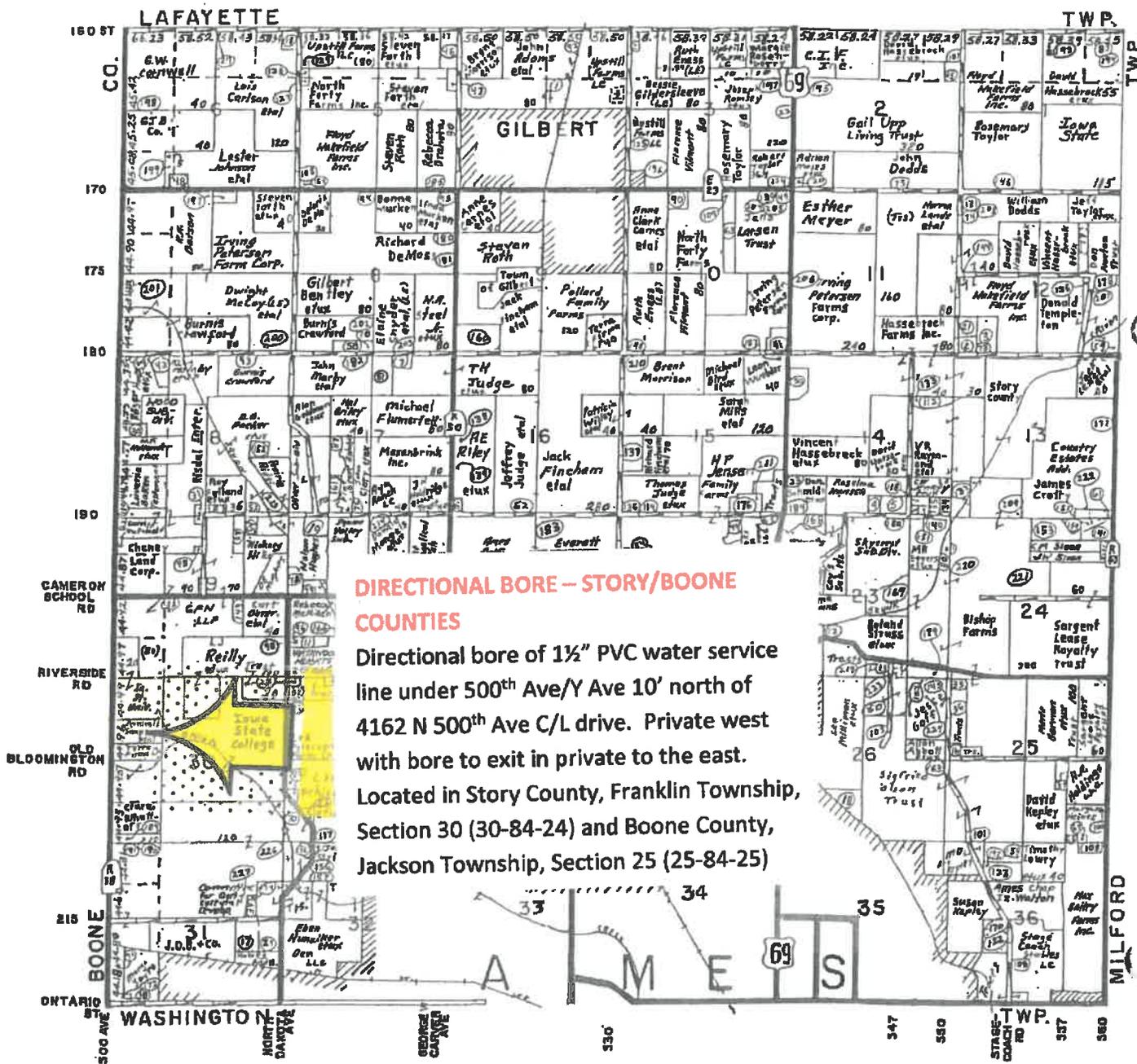
Three (3) copies of this form will be required for each installation. A plat shall be attached to each copy submitted.



T84N

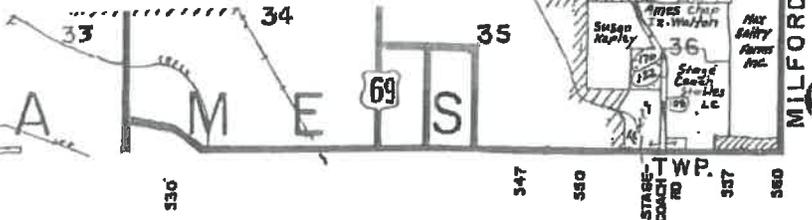
FRANKLIN

R24N



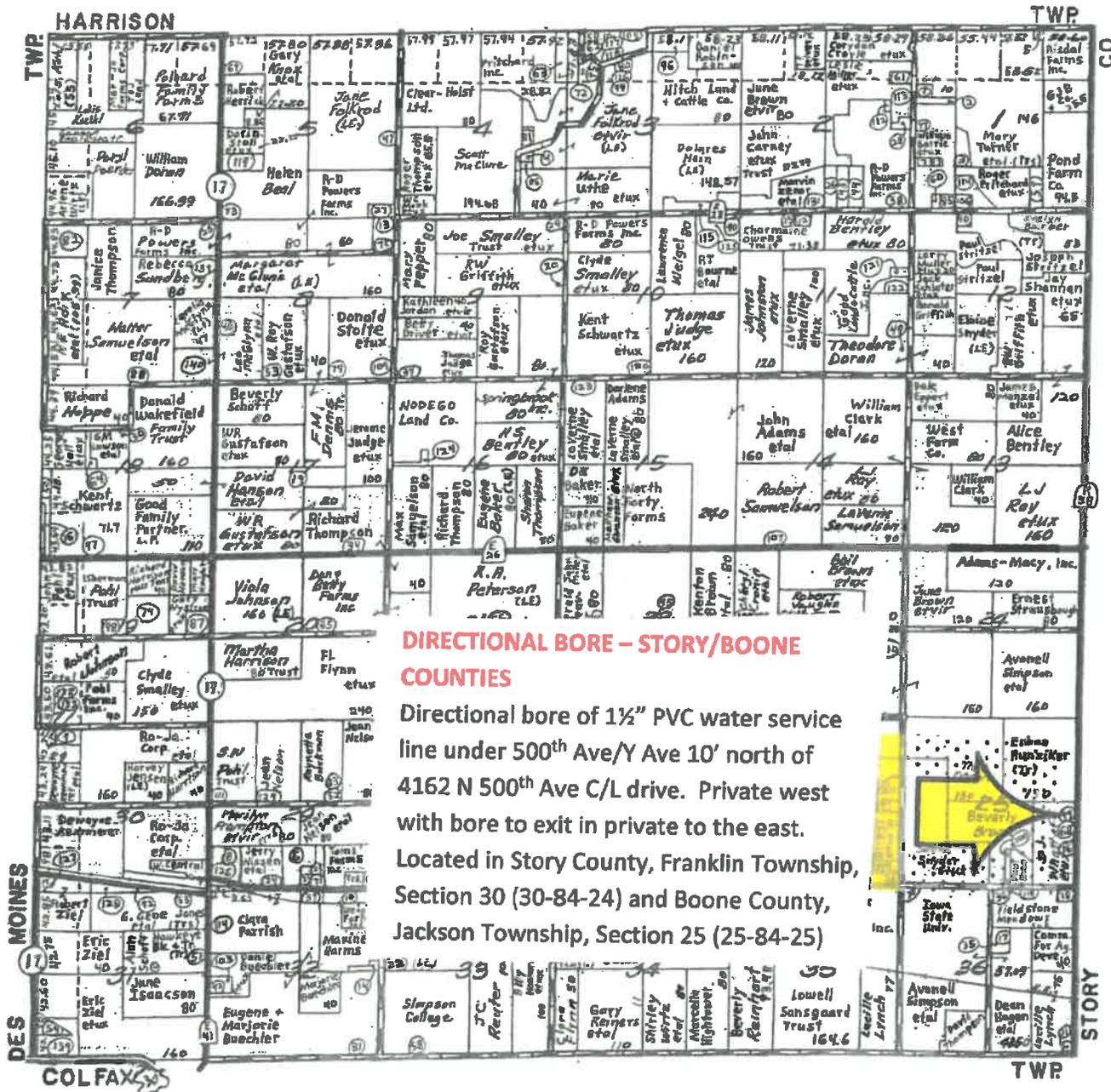
**DIRECTIONAL BORE – STORY/BOONE COUNTIES**

Directional bore of 1½" PVC water service line under 500<sup>th</sup> Ave/Y Ave 10' north of 4162 N 500<sup>th</sup> Ave C/L drive. Private west with bore to exit in private to the east. Located in Story County, Franklin Township, Section 30 (30-84-24) and Boone County, Jackson Township, Section 25 (25-84-25)



# JACKSON

TOWNSHIP 84 NORTH - RANGE 25 WEST



## DIRECTIONAL BORE - STORY/BOONE COUNTIES

Directional bore of 1½" PVC water service line under 500<sup>th</sup> Ave/Y Ave 10' north of 4162 N 500<sup>th</sup> Ave C/L drive. Private west with bore to exit in private to the east. Located in Story County, Franklin Township, Section 30 (30-84-24) and Boone County, Jackson Township, Section 25 (25-84-25)



## STORY COUNTY UTILITY PERMIT

Date 10/10/20

To the Board of Supervisors, Story County, Iowa:

The Consumers Energy Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at 2074 242<sup>nd</sup> St, Marshalltown, IA 50158, does hereby make application requesting permission to occupy certain portions of public right-of-way and that the County Engineer be directed to establish the location of lines of transmission of electric on secondary route 250<sup>th</sup> St from the north side of the road under the road at a minimum of 4 feet under the road bed distance of 366 ft.

Agreements: The utility company, corporation, applicant, permittee, or licensee, (hereinafter referred to as the permittee) agrees that the following stipulations shall govern under this permit.

1. The Permittee will file a plat setting out the location of proposed line on the secondary route and that the description of the proposed installation including type, height, and spacing of poles, maximum voltage, lengths of cross arms, minimum clearance and number of wires, type, size and capacity of underground cables, conduits, tile lines, and pipe lines, maximum working pressures for pipe lines carrying gas or flammable petroleum products are described as follows:
2. The installation shall meet the requirements of county, state, and federal laws, franchise rules, and of the Iowa State Commerce Commission Regulations and Directives, Utilities Division, the Iowa State Department of Health, and any other laws or regulations applicable.
3. The Permittee shall be fully responsible for any future adjustments of its facilities within the established highway right-of-way caused by highway construction or maintenance operations.
4. Story County assumes no responsibility for damages to the Permittee's property occasioned by any construction or maintenance operations on said highways.
5. The Permittee shall take all reasonable precautions during the construction and maintenance of said installation to protect and safeguard the lives and property of the traveling public and adjacent property owners.
6. The Permittee, and its contractors, shall carry on the construction or repair of the accommodated utility with serious regard to the safety of the public. Traffic protection shall be in accordance with Part VI of the current Iowa Department of Transportation Manual on Uniform Control Devices for Streets and Highways.
7. The Permittee shall be responsible for any damage resulting to said highways because of the construction operation, or maintenance of said utility, and shall reimburse Story County for any expenditure the County may have to make on said highways because of said permittee's utility having been constructed, operated, and maintained thereon.
8. The Permittee shall indemnify and save harmless Story County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all

liability and expense of whatsoever nature for, on account of or due to the acts or omissions of said Permittee's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under this permit.

9. Noncompliance with any of the terms of permit, or agreement, may be considered cause for shut down of utility construction operations, or revocation of the permit.

10. The following special requirements, if applicable, shall apply to this permit:

Whenever the route of the proposed cable line runs along a paved secondary highway, the location of said cable shall be constructed on top of the road shoulder so as to be within approximately two-feet of the pavement edge.

Whenever the route of the proposed cable line runs along a dirt or gravel surfaced highway, the location of said cable shall be constructed on top of the road surface and as near possible to the shoulder line

Whenever a cross road culvert or bridge is encountered along the route of the proposed cable lines, said cable shall be constructed around the ends of said cross road culvert or bridge even though this looping is not designated on the situation plans attached hereto.

The crossing of the cable line from one side of the highway to the other shall be accomplished at a near right angle rather than diagonally so as to disturb the roadbed of the traveled way as little as possible.

Whenever the route of the proposed cable line is to cross a paved highway, such crossing shall be in a bored hole rather than open cuttrench.

Date 6-8-20

Consumers Energy  
Name of Company (Applicant - Permittee)

  
by 641-485-4064  
Phone no.

Recommended for Approval:

Date 6-8-20

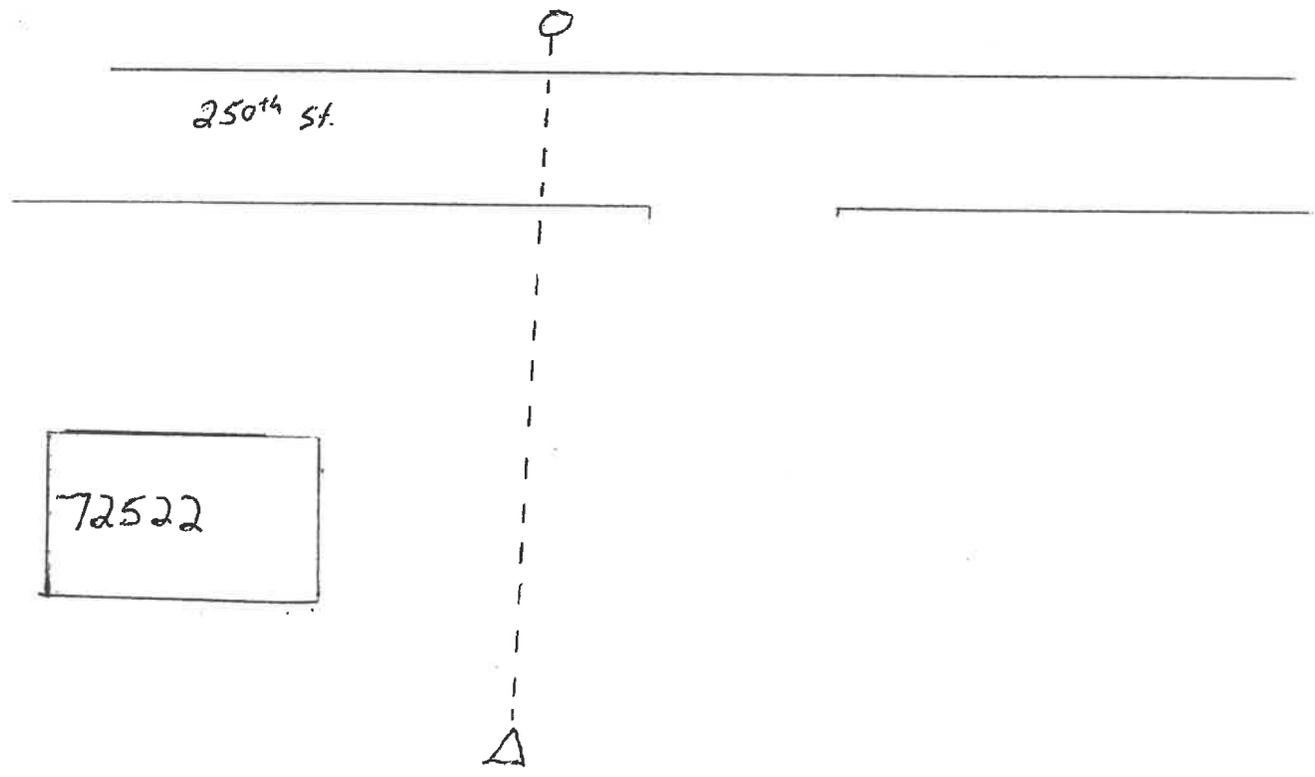
  
County Engineer 515-382-7355  
Phone no.

Approved:

Date \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Supervisors  
Story County, Iowa

**Three (3) copies of this form will be required for each installation. A plat shall be attached to each copy submitted.**



Bore under the roadbed a minimum of 4 foot and install 2 inch Duct containing 7200 volt electric cable.



## STORY COUNTY UTILITY PERMIT

Date 06/08/20

71330908000038/OSP-20169

To the Board of Supervisors, Story County, Iowa:

The Windstream Iowa Communications, LLC Company, incorporated under the laws of Iowa, with its principal place of business at 4001 N Rodney Parham Rd, Little Rock, AR 72212, does hereby make application requesting permission to occupy certain portions of public right-of-way and that the County Engineer be directed to establish the location of lines of transmission of place a copper communication service line on secondary route n/a, from 60104 305th St to 60104 305th St, a distance of n/a miles.

Agreements: The utility company, corporation, applicant, permittee, or licensee, (hereinafter referred to as the permittee) agrees that the following stipulations shall govern under this permit.

1. The Permittee will file a plat setting out the location of proposed line on the secondary route and that the description of the proposed installation including type, height, and spacing of poles, maximum voltage, lengths of cross arms, minimum clearance and number of wires, type, size and capacity of underground cables, conduits, tile lines, and pipe lines, maximum working pressures for pipe lines carrying gas or flammable petroleum products are described as follows:
2. The installation shall meet the requirements of county, state, and federal laws, franchise rules, and of the Iowa State Commerce Commission Regulations and Directives, Utilities Division, the Iowa State Department of Health, and any other laws or regulations applicable.
3. The Permittee shall be fully responsible for any future adjustments of its facilities within the established highway right-of-way caused by highway construction or maintenance operations.
4. Story County assumes no responsibility for damages to the Permittee's property occasioned by any construction or maintenance operations on said highways.
5. The Permittee shall take all reasonable precautions during the construction and maintenance of said installation to protect and safeguard the lives and property of the traveling public and adjacent property owners.
6. The Permittee, and its contractors, shall carry on the construction or repair of the accommodated utility with serious regard to the safety of the public. Traffic protection shall be in accordance with Part VI of the current Iowa Department of Transportation Manual on Uniform Control Devices for Streets and Highways.
7. The Permittee shall be responsible for any damage resulting to said highways because of the construction operation, or maintenance of said utility, and shall reimburse Story County for any expenditure the County may have to make on said highways because of said permittee's utility having been constructed, operated, and maintained thereon.
8. The Permittee shall indemnify and save harmless Story County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all

liability and expense of whatsoever nature for, on account of or due to the acts or omissions of said Permittee's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under this permit.

9. Noncompliance with any of the terms of permit, or agreement, may be considered cause for shut down of utility construction operations, or revocation of the permit.

10. The following special requirements, if applicable, shall apply to this permit:

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Whenever a cross road culvert or bridge is encountered along the route of the proposed cable lines, said cable shall be constructed around the ends of said cross road culvert or bridge even though this looping is not designated on the situation plans attached hereto.

The crossing of the cable line from one side of the highway to the other shall be accomplished at a near right angle rather than diagonally so as to disturb the roadbed of the traveled way as little as possible.

Whenever the route of the proposed cable line is to cross a paved highway, such crossing shall be in a bored hole rather than open cut trench.

Date 06/08/20

Windstream Iowa Communications, LLC  
Name of Company (Applicant - Permittee)

Gabrielle Johnson 501-748-7807  
by Gabrielle Johnson Phone no.  
Permitting-Engineering Support

Recommended for Approval:

Date 6-10-20

Dan M... 515-382-7355  
County Engineer Phone no.

Approved:

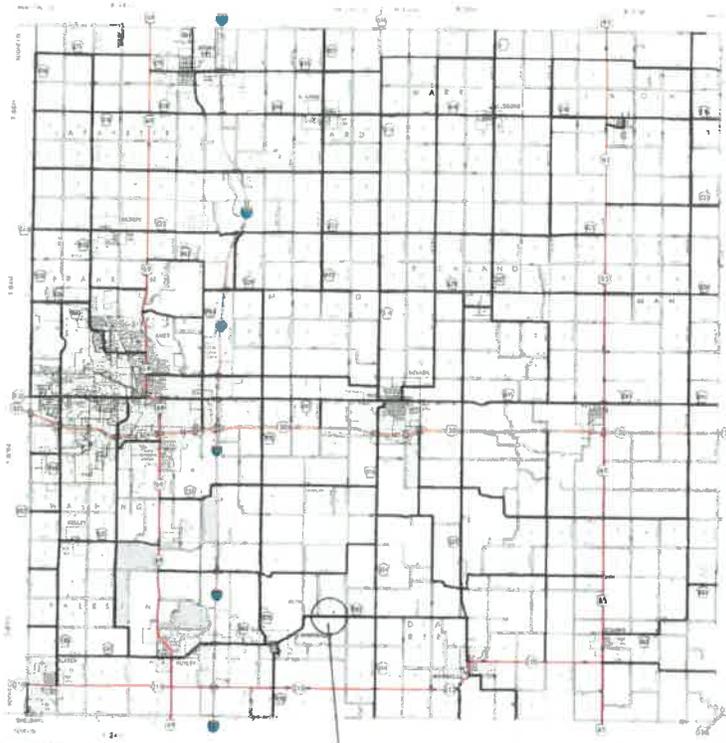
Date \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Supervisors  
Story County, Iowa

**Three (3) copies of this form will be required for each installation. A plat shall be attached to each copy submitted.**

Farm-to-Market Road System Map

**STORY COUNTY**  
**IOWA**



WORK AREA  
713309080-00038



- Legend for road types and symbols.
- Blue circle: Unimproved Road
- Blue square: School
- Blue triangle: Gas Station
- Blue diamond: Water Tower
- Blue hexagon: Electric Substation
- Blue octagon: Fire Station
- Blue star: Cemetery
- Blue circle with cross: Church
- Blue circle with dot: Well
- Blue circle with cross in circle: Public Building
- Blue circle with cross in square: Post Office
- Blue circle with cross in triangle: Gas Station
- Blue circle with cross in diamond: Water Tower
- Blue circle with cross in hexagon: Electric Substation
- Blue circle with cross in octagon: Fire Station
- Blue circle with cross in star: Cemetery
- Blue circle with cross in circle with cross: Church
- Blue circle with cross in circle with dot: Well
- Blue circle with cross in circle with cross in circle: Public Building
- Blue circle with cross in circle with cross in square: Post Office

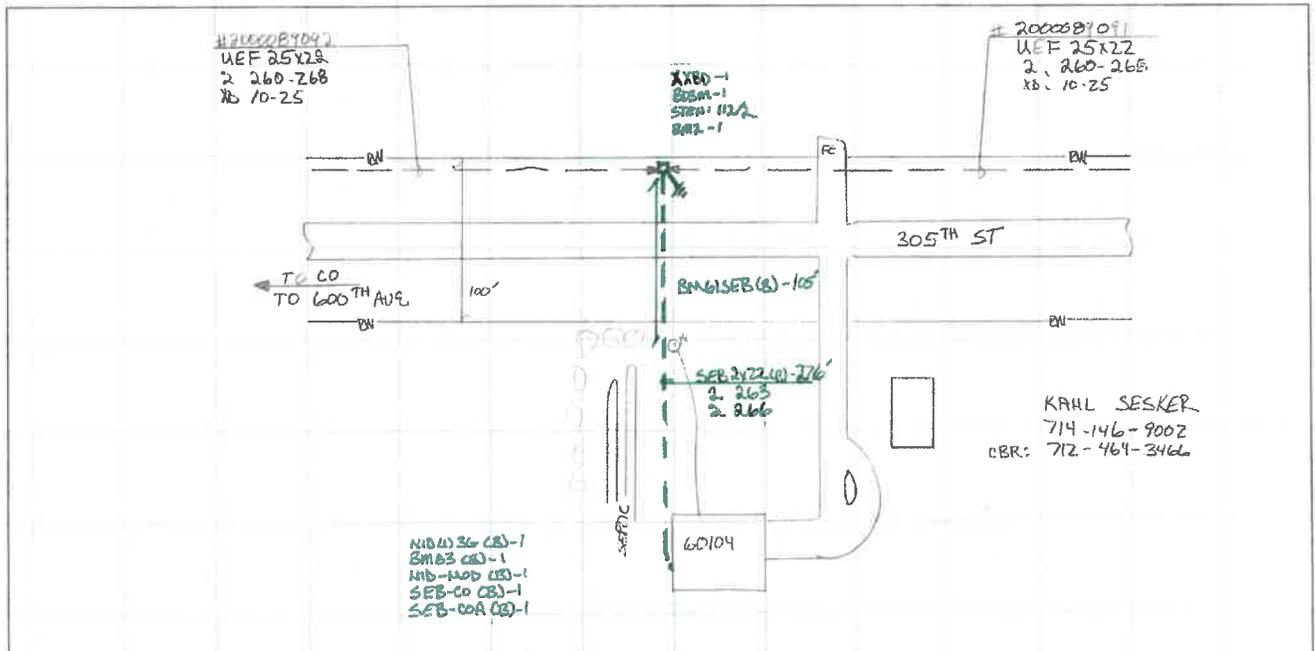
12-4

Farm-to Market



Road System





| UNIT CODE | ESTIMATED QUANTITY | AS BUILT QUANTITY |
|-----------|--------------------|-------------------|
|           |                    |                   |
|           |                    |                   |
|           |                    |                   |
|           |                    |                   |
|           |                    |                   |
|           |                    |                   |
|           |                    |                   |
|           |                    |                   |
|           |                    |                   |
|           |                    |                   |

NOTE AREA:  
 STDRY COUNTY  
 UNION TWP SEC. 14  
 THIS WILL PLACE CABLE  
 UNDER 305TH ST BY  
 BORE AT A MINIMUM  
 36" DEPTH RW TO RW.

**windstream.**

ALL KNOWN OBSTRUCTIONS HAVE BEEN SHOWN.  
 THOSE AND OTHERS, IF ANY, ARE THE RESPONSIBILITY  
 OF THE CONTRACTOR OR THE WINDSTREAM CREW.

CALL ONE-CALL: 1-800-292-8989  
 48 HOURS PRIOR TO CONSTRUCTION.

|  |              |               |
|--|--------------|---------------|
| EXCH #                                       | EXCH NAME    | REM CODE      |
| WOF: 712309000-000-00                        | 714-146-9002 | TAX DIST:     |
| TITLE: 105 CRIBS - 105 DIRT 110, 60104 25X22 |              |               |
| TWP: 20-11                                   | RND: 2-04    | SEC: 14       |
| DATE: 5-27-08                                | REV DATE:    | SAL: 10/19    |
| FILE:  | DRWN: JLV    | ENG: JLV      |
|  | APPRVD:      | PRINT #: 10/1 |

ANVOS REPRODUCTIONS INC

SECKER

## STORY COUNTY UTILITY PERMIT

Date 06/10/2020

To the Board of Supervisors, Story County, Iowa:

OSP-20344 / 713309080-00041

The Windstream Iowa Communications, LLC Company, incorporated under the laws of authorize to do business within the State of Iowa, with its principal place of business at ,4001 N Rodney Parham Rd Little Rock, AR 72212, does hereby make application requesting permission to occupy certain portions of public right-of-way and that the County Engineer be directed to establish the location of lines of transmission of 30228 600th Ave <sup>Copper communication cable</sup> on secondary route 600th ST, from 30228 600th Ave to 305th St, a distance of 0.26 miles.

Agreements: The utility company, corporation, applicant, permittee, or licensee, (hereinafter referred to as the permittee) agrees that the following stipulations shall govern under this permit.

1. The Permittee will file a plat setting out the location of proposed line on the secondary route and that the description of the proposed installation including type, height, and spacing of poles, maximum voltage, lengths of cross arms, minimum clearance and number of wires, type, size and capacity of underground cables, conduits, tile lines, and pipe lines, maximum working pressures for pipe lines carrying gas or flammable petroleum products are described as follows:

2. The installation shall meet the requirements of county, state, and federal laws, franchise rules, and of the Iowa State Commerce Commission Regulations and Directives, Utilities Division, the Iowa State Department of Health, and any other laws or regulations applicable.

3. The Permittee shall be fully responsible for any future adjustments of its facilities within the established highway right-of-way caused by highway construction or maintenance operations.

4. Story County assumes no responsibility for damages to the Permittee's property occasioned by any construction or maintenance operations on said highways.

5. The Permittee shall take all reasonable precautions during the construction and maintenance of said installation to protect and safeguard the lives and property of the traveling public and adjacent property owners.

6. The Permittee, and its contractors, shall carry on the construction or repair of the accommodated utility with serious regard to the safety of the public. Traffic protection shall be in accordance with Part VI of the current Iowa Department of Transportation Manual on Uniform Control Devices for Streets and Highways.

7. The Permittee shall be responsible for any damage resulting to said highways because of the construction operation, or maintenance of said utility, and shall reimburse Story County for any expenditure the County may have to make on said highways because of said permittee's utility having been constructed, operated, and maintained thereon.

8. The Permittee shall indemnify and save harmless Story County from any and all causes of action, suits at law or in equity, or losses, damages, claims, or demands, and from any and all

liability and expense of whatsoever nature for, on account of or due to the acts or omissions of said Permittee's officers, members, agents, representatives, contractors, employees or assigns arising out of or in connection with its (or their) use or occupancy of the public highway under this permit.

9. Noncompliance with any of the terms of permit, or agreement, may be considered cause for shut down of utility construction operations, or revocation of the permit.

10. The following special requirements, if applicable, shall apply to this permit:

Whenever the route of the proposed cable line runs along a paved secondary highway, the location of said cable shall be constructed on top of the road shoulder so as to be within approximately two-feet of the pavement edge.

Whenever the route of the proposed cable line runs along a dirt or gravel surfaced highway, the location of said cable shall be constructed on top of the road surface and as near possible to the shoulder line

Whenever a cross road culvert or bridge is encountered along the route of the proposed cable lines, said cable shall be constructed around the ends of said cross road culvert or bridge even though this looping is not designated on the situation plans attached hereto.

The crossing of the cable line from one side of the highway to the other shall be accomplished at a near right angle rather than diagonally so as to disturb the roadbed of the traveled way as little as possible.

Whenever the route of the proposed cable line is to cross a paved highway, such crossing shall be in a bored hole rather than open cut trench.

Date 06/10/2020

Windsteam Iowa Communications, LLC  
Name of Company (Applicant - Permittee)

Carlia Jacobs 501-748-4650  
by Phone no.

Recommended for Approval:

Date 6-11-20

 515-382-7355  
County Engineer Phone no.

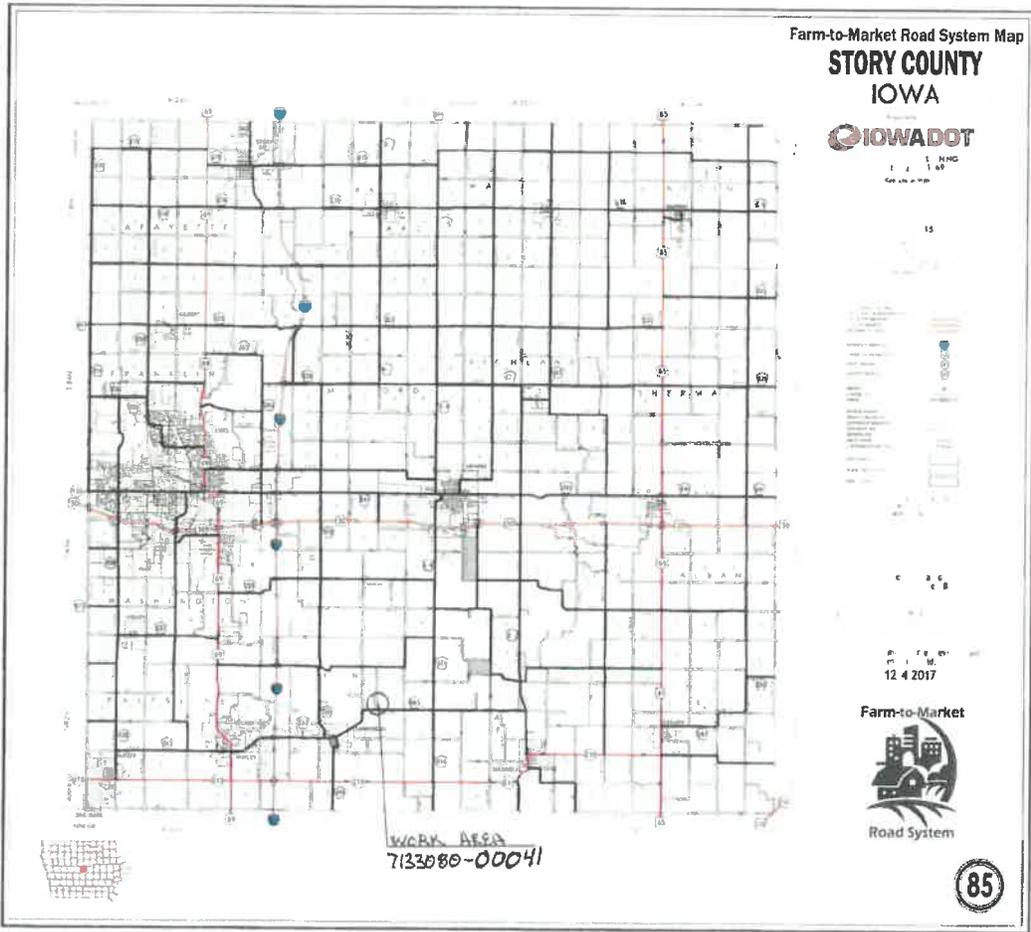
Approved:

Date \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Supervisors  
Story County, Iowa

**Three (3) copies of this form will be required for each installation. A plat shall be attached to each copy submitted.**

Farm-to-Market Road System Map  
**STORY COUNTY**  
IOWA



WORK AREA  
7133080-00041





## Hiring Freeze Exemption Request

Position Title: Computer Support Ana Date Submitted: 6/09/2020

Division/Department: Information Technolo Preferred Start Date: July 1, 2020

Requestor: Barbara Steinback Board Approval: \_\_\_\_\_

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What job function will this position serve?

Hardware repair, maintenance and deployment. New hardware set-up and configuration, help desk ticketing tier 1 and 2, inventory maintenance, on-call rotation, and general user assistance.

Why do you consider this position to be essential?

This position handles tier 1 and 2 issues. This allows the network, systems, and server staff to perform their job functions more thoroughly without trying to handle the lesser skilled tasks as well. Currently, a great deal of time is being spent on new hires, VPN requests, and other COVID-related functions such as learning Zoom and preparing for web meetings. It would be beneficial if this position could also support the web meetings once the admin portion has been completed.

What are the consequences if this position is not filled?

We will fall behind on support and hardware maintenance and replacement. This would mean that users will not receive as timely of a response to their support requests that we pride ourselves on. Normal and routine IT functions would be performed hastily which could lead to mistakes that normally would not happen. Summer is approaching and IT staff would like to use much needed vacation time. This will create additional strain on the already tight work-load.

Is it possible for the job responsibilities to be performed by other staff?

The IT duties have been planned around a staff of six with each member responsible for a particular role. Yes, the staff is somewhat cross-trained, but the absence of one member for a prolonged period of time is causing strain on the remaining team members. The staff has been performing some of these duties, but finds that they are not spending quality time on other tasks - they are being spread too thin. There has been a recent influx of new employees, new software, and a multitude of hardware requests that need to be addressed. These all require research, set-up, training and system entry/documentation which has created extra time being spent on new non-routine tasks.

What are the funding sources for this position?

This position has been budgeted for in the current 2020 and the 2021 fiscal IT budget. There has already been a cost savings as the position has been open since February 2020.

How will the department/office manage its work if this position is not authorized?

IT will have to prioritize help desk requests creating longer wait times for resolution, upcoming projects may be delayed, the current rotation of hardware may not be deployed until time allows and VPN requests may take longer to resolve.

## Provider Agreement

THIS AGREEMENT is entered into by and between Story County, whose mailing address and telephone number is 900 Sixth Street, Nevada, Iowa 50201, telephone 515-382-7200, hereinafter referred to as "County", and Gatehouse Media Iowa, hereinafter referred to as "Provider", whose mailing address and telephone number is 317 Fifth Street, Ames, Iowa 50010, telephone 515-232-2160.

1. PURPOSE AND INTENT. The purpose of the agreement is for the Provider to:
  1. Incorporate County's publication *Our Story* in the Provider's weekly print publication *The Story County Sun* as follows:
    - a. One-time during the month of July 2020 as a full color, 2 consecutive pages (broadsheet pages) with no advertising; and
    - b. One-time during the month of January 2021 as a full color, 4 consecutive pages (broadsheet pages) with no advertising.
  2. Offer technical instruction and assistance as needed in the use of Adobe Creative Suites products to County staff in order to layout content and create print-ready PDFs. Print ready PDF's will come from the County Staff, and Provider can and will remove the advertisement from publication if deadlines agreed to by the County and Provider in advance of publication are missed.
2. COMPENSATION. County will pay \$2,850 for July 2020 and \$4,275 for January 2021 (for a total not to exceed \$7,125 for Fiscal Year 2021) upon satisfactory proof of publication. The Provider shall not be liable for slight changes, typographical errors, or quality issues that do not lessen the value of the advertisement. The Providers' liability for other errors is strictly limited to publication of the advertisement in any subsequent issues or the refund of any monies paid for the advertisement.
3. REQUIREMENTS. County and Provider hereby agree to perform all duties in accordance with all state and federal laws and regulations. County and Provider assures that no person shall be on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this program or activity. Failure to perform duties in accordance with the applicable laws and regulations shall be considered a material breach of this agreement by the Provider.
4. TERM AND TERMINATION OF AGREEMENT. This agreement is effective on the 5<sup>th</sup> day of June, 2020 for a period of one year. Either party may terminate this agreement effective immediately for their convenience.
5. ASSIGNMENT. Neither party to this Agreement may assign, sell or transfer any part thereof to any other firm or entity without first obtaining the written permission of the other party hereto.
6. INDEPENDENT CONTRACTOR. It is understood, and the provider agrees that it is an independent professional contractor and that Provider will not in any event be construed or hold itself out to be an employee or agent of the County. It is further agreed that at no time will the Provider or the work efforts of the Provider be under the supervision or control of the County, although Provider agrees to

comply with all reasonable requests and regulations applicable to any other business invitee of the County. It is also agreed that Provider, as an independent contractor, is not restricted to working exclusively for the County during the term of the Agreement.

7. APPLICABLE STATE LAW AND WAIVER OF FEDERAL REMOVAL. This Agreement has been negotiated, executed and delivered in the State of Iowa. The parties hereto agree with all questions pertaining to the validity and interpretation of this agreement will be determined in accordance with the laws of the State of Iowa in Story County, Iowa, with venue in Story County District Court. The parties hereby waive removal of any issue hereunder to the federal courts.

This agreement and referenced attachments constitute the entire contract for this specific project of the parties hereto and supersedes any prior agreement between the parties for this specific project.

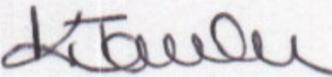
STORY COUNTY, IOWA (County)

By:

Chairperson of the Board of Supervisors

Dated: \_\_\_\_\_

GATEHOUSE MEDIA, IOWA (Provider)

By: 

Title: Director of Sales

Dated: 6/4/20

STORY COUNTY IOWA  
RESOLUTION OF THE BOARD OF SUPERVISORS  
RESOLUTON #20-103

**WHEREAS**, the Story County Board of Supervisors has broad authority over the facilities and property owned by the County of Story according to Iowa Constitution Article III, Section 39A and Iowa Code 331.301 (1), (2), (3) and (4) and Iowa Code 331.502 (1), and

**WHEREAS**, the Story County Board of Supervisors desires to maintain a safe, healthy physical environment in all areas of Story County buildings subject to control of the Board where employees deliver services and members of the public services receive them, and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services declared a national public health emergency; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic; and

**WHEREAS**, scientific and medical experts determined the SARS – CoV-2 virus, the cause of the illness Covid-19, is easily transmittable, with the most common method of transmission being an infected individual exhaling small droplets that are inhaled by another individual or that fall upon a surface that is touched by another individual who subsequently touches his or her mouth, nose or eyes, and

**WHEREAS**, the Story County Board of Supervisors on March 27, 2020, closed all county-owned buildings to the public in concern for employee health, maintaining essential services and as part of a state effort to slow the rate at which the disease would spread, and

**WHEREAS**, the Story County Board of Supervisors decided on March 27, 2020, to have as many employees as possible deliver essential services off-site via remote access means and to have personnel not delivering essential services placed on paid administrative leave, and

**WHEREAS**, the Center for Disease Control and Prevention advises that wearing a face covering that sits over the wearer's mouth and nostrils is an effective method to mitigate transmission of the virus, and

**WHEREAS**, maintaining a six-foot distance between individuals, known as social distancing, is not always possible in common areas, and there is growing discussion among medical experts about distance alone not always mitigating the viral transmission risk, and

**WHEREAS**, the Story County Board of Supervisors on May 11, 2020 implemented a Face Covering Policy requiring, among other transmission-mitigating behaviors, that face coverings are to be worn whenever an employee *responsible to the Board of Supervisors, responsible to another County elected office holder who issued such direction on face coverings in common areas but did not adopt the policy and all employees whose governing body and the Board of Supervisors has certified its applicability* is within the common areas of any building subject to control of the Board, and

**WHEREAS**, the Story County Board of Supervisors is considering reopening the county buildings to the public within the next 45 days, and

**WHEREAS**, the Center for Disease Control and Prevention states the risk of transmission of COVID-19 may be substantially reduced by continuing to ensure businesses and public buildings take appropriate public health precautions while reopening, and



# Fwd: Mask question follow up



Lisa K. Heddens

Wed 5/27, 9:07 PM

Lauris A. Olson; Linda S. Murken; Todd A. Lundvall; Alissa D. Wignall; Joby J. Brogden

Reply all | v

Inbox

FYI.  
This information is in response to Lauris's request for information from ISAC.

Lauris, I asked your specific questions and this was the email reply I received.  
If you want more information on this topic let me know, I'll follow up with ISAC.

Lisa

Sent from my iPad

Begin forwarded message:

**From:** Jamie Cashman <jcashman@iowacounties.org>  
**Date:** May 27, 2020 at 12:31:05 PM CDT  
**To:** "Lisa K. Heddens" <LHeddens@storycountyowa.gov>  
**Subject:** Mask question follow up

[External Sender - Please Use Caution]  
Guidance on masks.

*Jamie Cashman*  
*Government Relations Manager*  
Iowa State Association of Counties  
[5500 Westown Parkway, Suite 190](#)  
[West Des Moines, Iowa 50266](#)  
Email: [jcashman@iowacounties.org](mailto:jcashman@iowacounties.org)  
Phone: (515) 369-7017  
Cell: 515-210-9845

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**From:** Kristi Harshbarger <kharsbarger@iowacounties.org>  
**Sent:** Wednesday, May 27, 2020 12:28 PM  
**To:** Jamie Cashman <jcashman@iowacounties.org>  
**Subject:** FW: Harrison county question

Here's an example of the advice I've given on this. Thanks!

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**From:** Kristi Harshbarger [<mailto:kharsbarger@iowacounties.org>]  
**Sent:** Thursday, May 14, 2020 1:25 PM  
**To:** Susan Bonham <[sbonham@harrisoncountyia.org](mailto:sbonham@harrisoncountyia.org)>  
**Subject:** RE: Harrison county question

Hi Susan:

My advice has been that counties can require masks so long as it's tied to a public health measure, because counties have authority to enact public health regulations, particularly on county property. So I would defer to your local public health department to determine if it's a reasonable health measure, but I do believe that aligns with current CDC guidance. I do think the county would want to provide masks so that someone that is required to be at the courthouse (I'm thinking particularly related to judicial branch functions) can go in, but I would defer to your county attorney. The county will also want to consider what exceptions will be made – for example if someone has a health condition/disability that makes wearing a mask difficult.

As far as employees being required to wear masks, it is also likely allowable, but you would have the similar ADA considerations (although you can ask more in terms of verification from employees than you can with the general public). You would also want to discuss potential OSHA applicability and if any of your collective bargaining agreements have applicable terms with your county attorney. Here's an article that highlights some of the particular OSHA concerns:

[https://p.widencdn.net/kymvfl/189713-Employers-Providing-Face-Masks-Should-Review-Their-Health-and-Safety-Obligations\\_1?utm\\_campaign=1-8793204241\\_M-2020+CL+Newsletter+LPA+LE+Email+14A\\_1-8164738641&utm\\_medium=email&utm\\_source=newsletter&utm\\_term=Mkt+Large+CL&utm\\_content=&access=1-8164738641&treatcd=1-8793204241](https://p.widencdn.net/kymvfl/189713-Employers-Providing-Face-Masks-Should-Review-Their-Health-and-Safety-Obligations_1?utm_campaign=1-8793204241_M-2020+CL+Newsletter+LPA+LE+Email+14A_1-8164738641&utm_medium=email&utm_source=newsletter&utm_term=Mkt+Large+CL&utm_content=&access=1-8164738641&treatcd=1-8793204241)

I hope that helps. I would definitely suggest you consult with your county attorney and public health department. Overall, I think it's something that can be done but there are a lot of processes to consider in terms of how to get it done.

Thank you!  
Kristi

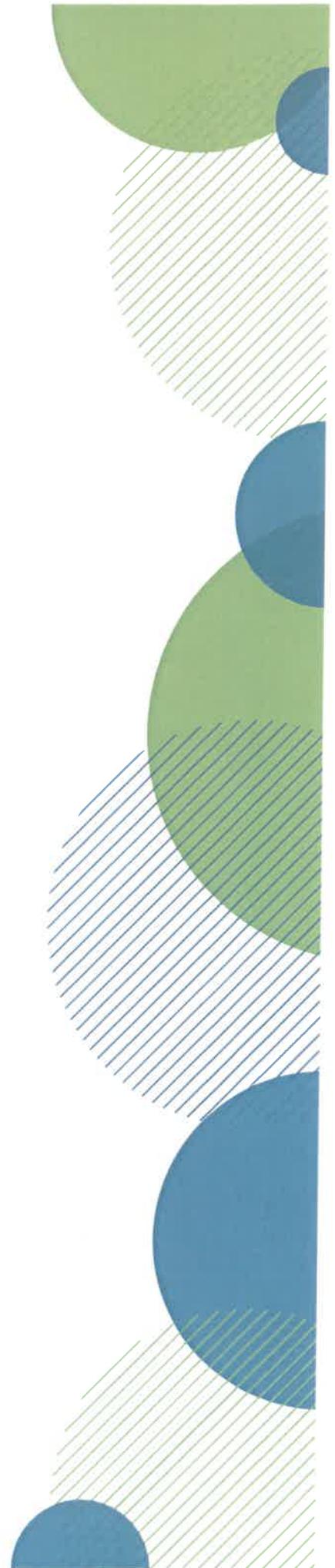
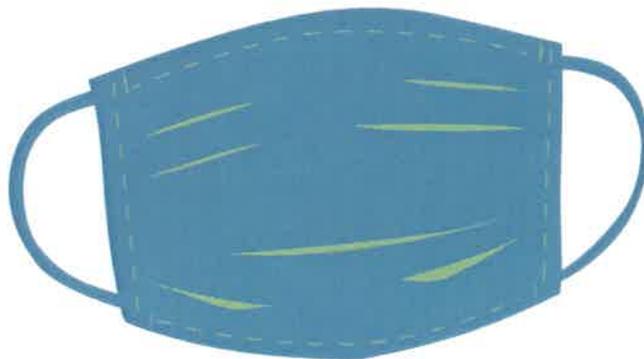
*Kristi Harshbarger, General Counsel*  
Iowa State Association of Counties  
5500 Westown Parkway Suite 190  
West Des Moines, IA 50266  
Email: [kharsbarger@iowacounties.org](mailto:kharsbarger@iowacounties.org)  
Phone: (515) 369-7014

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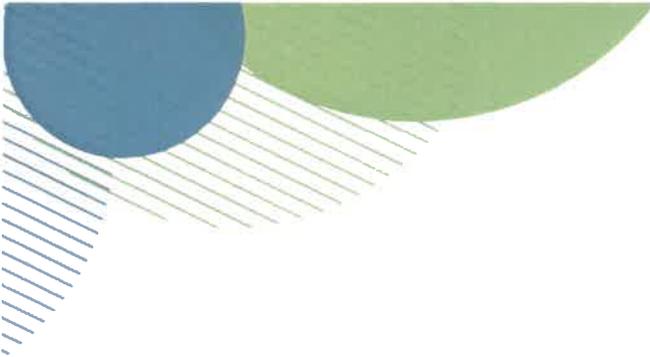
**From:** Susan Bonham <[sbonham@harrisoncountyia.org](mailto:sbonham@harrisoncountyia.org)>  
**Sent:** Thursday, May 14, 2020 7:23 AM  
**To:** Kristi Harshbarger <[kharsbarger@iowacounties.org](mailto:kharsbarger@iowacounties.org)>  
**Subject:** Harrison county question

Hi Kristi  
I'm reading where counties are slowly opening up to the public but some are requiring the public to wear a face covering. Is this legal? I thought that if the County required the public to wear a face covering that the County had to provide it free to the public upon entering the facility. Can you clarify it for me? Thank you.  
Susan Bonham  
Harrison County Auditor  
712-644-2401

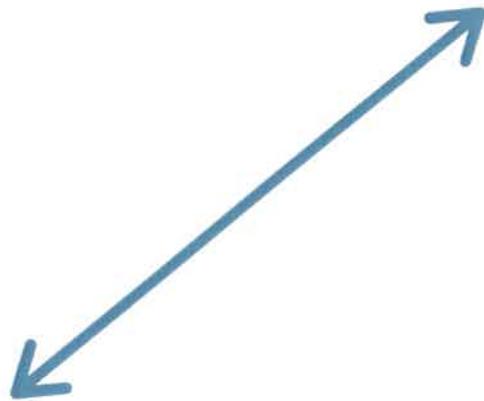
Following **CDC**  
guidelines,  
**Story County**  
requires you to  
wear a **face**  
**covering** while  
in the building.







**6 Feet Apart**



**PLEASE  
MAINTAIN  
SOCIAL  
DISTANCING  
WHILE SEATED**





**Welcome!**

**Please utilize  
hand sanitizer stations  
and  
disposable face coverings  
dispensers.**

