



# Southeast Iowa Regional Planning Commission

February 25, 2016

12:00 PM

211 N. Gear Ave., Suite 100  
West Burlington, IA 52655

Meeting Type

Full Board

## — Agenda —

|   |            |              |
|---|------------|--------------|
| <b>CALL TO ORDER</b>  | Schleisman |              |
| Agenda Approval   |            | Board Action |
| Consent Agenda (Director's Report, Minutes, Financial Report, Claims, Correspondence) |            | Board Action |
| <b>OLD BUSINESS</b>   |            |              |
| 1. Department Reports   | Various    | Board Update |
| 2. SEIRPC Personnel Policy Update   | Norris     | Board Action |
| 3. Transit Facility General Plan  | Norris     | Board Update |
| <b>NEW BUSINESS</b>   |            |              |
| 1. FY2015 Audit   | Norris     | Board Action |
| <b>MATTERS FROM THE FLOOR</b>   |            |              |

# Consent Agenda



## DIRECTOR'S REPORT

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: February 25, 2016

### BUILDING UPDATE

No updates at this time.

### MISCELLANEOUS

SEIRPC participated in Southeast Iowa Days in Des Moines this month. With what seemed like the highest attendance in a few years, the two-day event was very informative. Seeing so many regional partners in a different environment always produces new ideas and partnerships.

### CONSENT AGENDA

SEIRPC is working through its EDA reimbursements. The Department of Commerce and Treasury should approve our three quarters' worth of EDA planning grant soon.

### AGENDA ITEMS – OLD BUSINESS

1. Department Reports, Board Update: Department updates from Planning, Development and Transit.
2. Personnel Policy Update, Board Action: An update of the SEIRPC personnel policy, last updated in 2010. Originally presented for approval in November by the full board, a lack of quorum puts it back onto the February agenda. Minor changes to the policy, including some language clarifications and allowing long term illness deposits from PTO balances.
3. Transit facility general plan, Board Update: Staff is working with PSBA on a transit facility site and building plan that is not quite complete. There is only one feasible alternative for a facility on SEIRPC grounds and staff are working on a spectrum of building uses with associated processes and costs. The full plan will involve alternatives and financing plans.

## AGENDA ITEMS – NEW BUSINESS

1. SEIRPC FY2015 Audit, Board Action: SEIRPC's FY2015 audit is complete and ready for presentation. Auditor John Morrow will be in attendance to review the document and answer questions. A new component is the unfunded pension liability listed on the balance sheet. This calculation will be completed once annually. No findings reported.

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
January 28, 2016**

Members Present: Brent Schleisman, Sue Frice, Mark Huston, Gary Folluo, Hans Trousil, Brad Quigley, Klay Edwards, Steve Bisenius, David Varley, Bob Beck, Dr. Steve Titus, Bob Hesler, Jim Davidson, Ron Sadler, and Aaron Burnett

Members Absent: Dr. Michael Ash, Chris Ball, Greg Moeller, and Richard Taylor

Staff Present: Mike Norris, Debbie Laughlin, Zach James, Jeff Hanan, and Nicole Baker

Guests Present: Nancy Folluo, Morgan Folluo, Lois Roth, Sherry Zeller; and Rex Trout, The Hawk Eye; Jason Huddle, Iowa DOT

Call to order at 12:04 p.m.

**Membership Introductions:**

Schleisman introduced our newest board member, Aaron Burnett, City Administrator of Keokuk. He asked that everyone introduce themselves to him.

**Presentation of Leland McCosh Award:**

Norris stated that the 31st Annual **Leland McCosh** Memorial Award is named in honor of the late Leland McCosh, longtime Mayor of Winfield and a founder of the Regional Planning Commission. The award honors a public or elected official who has made outstanding contributions to his/her community in the region, and this year's recipient is Gary Folluo. He is currently serving his second term on the Lee County Board of Supervisors. In addition to serving on the Executive Board of SEIRPC, Mr. Folluo has, for most of his years, been an active supporter and volunteer to numerous civic organizations which improved Lee County, our four county region, and our Tri-State region – taking leadership roles in most of these organizations. These organizations included the Highway 61 Coalition, the Lee County Economic Development Group, the Great River Region, the Mid-America Port Commission, the SE Iowa Regional and Port Authority, and the Keokuk Economic Development Corporation. In addition, Mr. Folluo has spearheaded such initiatives as Wreaths Across America, and has been a major supporter of such organizations as the American Legion and the Lion's Club. Mr. Folluo was one of the two Lee County Supervisors who successfully negotiated with Orascom Industries to bring to Southeast Iowa the \$2 billion Iowa Fertilizer Company. Gary Folluo thanked Steve Bisenius for the nomination, and introduced his wife, Nancy, and daughter, Morgan. He shared a story about when it was his first day as the Mayor of Keokuk, and his first call was to SEIRPC to discuss getting help with the relocation of a storm sewer. In 1997 Regional Planning played a big part in their Main Street project.

**Presentation of LeRoy Meyer Award:**

Norris stated that the 15<sup>th</sup> annual LeRoy Meyer award is presented in memory of LeRoy Meyer in recognition of non-elected individuals who have made outstanding volunteer,

community development contributions within his/her community in the Southeast Iowa Region, and that this year's recipient is the late Brian E. Roth. Brian Roth was a director of Southeast Iowa Community College at the time of his death on 9/9/15. He was a passionate advocate for his community, county and region. He served as past president of the Kiwanis Club, a Mount Pleasant Golf and Country Club board member, an active member of St. Alphonsus Catholic Church, and was elected to serve on the Board of Trustees for Southeastern Community College from 1999 until the present. He was always eager to participate in SCC's student award celebrations, was a great supporter of the SCC Foundation and the SCC Alumni Association activities. He was a Farmers and Merchants Mutual Telephone Company board member. In 1966, Brian was named the Mount Pleasant Citizen of the Year, and most recently was named a 2015 Friend of Education by the Mount Pleasant Education Association. Brian was Managing Partner for Eldon Roth Insurance Agency/Crossroads Financial Group. In 2000 he was honored with the National Guardian Life Insurance Company's L.J. Larson Award of Excellence. Brian's wife, Lois Roth, accepted the award on his behalf. She introduced Marc Lindeen, Henry County Supervisor, who nominated Brian for the award, and also their close friend, Sherry Zeller. Lois said that Brian would have been proud to receive the LeRoy Meyer award among the names of those who have preceded him with this honor. He loved working with the people, and he particularly loved the education side of his accomplishments.

### **Election of Officers**

Sadler made a motion to accept the slate of Executive Committee officers as follows: Brent Schleisman, Chair; Sue Frice, Vice Chair; Hans Trousil, Treasurer; Mark Huston, Secretary; and Gary Folluo, Member at Large, second by Beck. All ayes, motion carried.

### **Agenda Approval**

Motion by Trousil to approve the January 28, 2016 agenda, second by Bisenius. All Ayes, motion carried.

### **Consent Agenda Approval**

Norris stated that a new heat exchanger was installed in the atrium air handling unit. All other operations are normal. The Iowa Association of Regional Councils (IARC) has appointed Norris as the Regional Planning Affiliation (RPA) representative for the Iowa DOT's FAST Act stakeholder committee. The new Federal transportation bill requires each state to assemble stakeholder committees to advise the state on related policy implementation. Financials reflect the high accounts receivable for Medicaid transportation and multi-family new construction. Payment is expected in the next quarter. New reporting requirements for IPERS are also reflected on the balance sheet into the foreseeable future. Motion by Trousil to accept the consent agenda, second by Bisenius. All Ayes, motion passed.

### **Old Business**

1. Department Reports: Hanan mentioned that we have an RLF application up for approval from the board today. We are continuing to work on the RLF work plans

which will be presented at our Full Board Meeting in March. The MFNC round 6 projects are moving along. In Mount Pleasant (Brazelton) a 20-unit project is expected to be completed in May 2016. In Fort Madison downtown, the 28-unit (total) project is expected to be completed in June/July 2016. In Burlington downtown (Tama Building), the 48-unit project is expected to be completed in October 2016. Iowa Finance Authority (IFA) awarded the GRHTF \$285,000 for FY 2016 housing activities. Hanan thanked the regional members for their local match contributions. James highlighted the planning department report stating that SEIRPC has entered into a contract with Iowa Economic Development Authority (IEDA) to provide mapping assistance for their Certified Site Program. Planning staff is also assisting Des Moines County and the Greater Burlington Planning Department staff to complete a countywide housing needs assessment, which should be completed in spring 2016. Baker stated the first half of FY2016 statistics are showing a general rise, however the CPC Medicaid rides are down. As we prepare for the Medicaid roll out March 1<sup>st</sup>, staff will attend some additional training of passenger assistance and safe securement. Additional driver meetings will be held to bring them up to par with the expectations of the transportation brokers. Contracts with the brokers should be finalized soon.

2. **Public Hearing: Public Participation Plan – Resolution No. 114-2016:** Schleisman opened the public hearing at 12:36 p.m. James stated that this was introduced at the November Full Board Meeting. Essentially, the Public Participation Plan (PPP) outlines the ways in which members of the public may become involved in SEIRPC transportation planning activities such as: Long Range Transportation Plan; Transportation Improvement Program; Transportation Planning Work Program; and Passenger Transportation Plan. Staff proposes creating two types of amendments – standard amendments and major amendments. A standard amendment is any which does not involve a change in the amount of regional STP/TAP funding requested or a change in project scope that would potentially impact the regional competitive scoring process. A standard amendment requires a public comment period, proof of fiscal constraint, a public hearing, and Policy Board review. A Major Amendment requires that the TAC (Technical Advisory Committee) review it, and recommend to the Policy Board whether or not it should be approved. In addition, it is subject to all of the requirements listed for the Standard Amendment. Currently all amendments go to the TAC, with the purpose of the change being to streamline the amendment system. **Beck made a motion to close the Public Hearing: Public Participation Plan – Resolution No. 114-2016 at 12:40 p.m., second by Folluo. A roll call vote was taken, all ayes, motion carried. Trousil made a motion to approve the Public Participation Plan – Resolution No. 114-2016, second by Davidson. A roll call vote was taken, all ayes, motion carried.**
  
3. **Public Hearing: Resolution No. 115-2016: Resolution Approving the FFY2016 – 2019 Transportation Improvement Program (TIP) Document Update:** Schleisman opened the public hearing at 12:42 p.m. James stated that the TIP is being updated to reflect the same language outlined in the Public Participation Plan (PPP) regarding the process to making revisions to the TIP. The language is the same as discussed in the previous agenda item regarding the PPP Update. **Sadler made a motion to close the Public Hearing: Resolution No. 115-2016: Resolution Approving the FFY2016 – 2019 Transportation Improvement Program (TIP) Document Update at 12:43 p.m.,**

second by Folluo. A roll call vote was taken, all ayes, motion carried. Frice made a motion to approve Resolution No. 115-2016: Resolution Approving the FFY2016 – 2019 Transportation Improvement Program (TIP) Document Update, second by Trousil. A roll call vote was taken, all ayes, motion carried.

## New Business

1. Public Hearing: FFY2016 – 2019 Transportation Improvement Program (TIP) Amendment: Schleisman opened the public hearing at 12:44 p.m. James stated that staff received a request from the City of West Point to amend a project already programmed in the FFY2016 – 2019 TIP due to a minor change in the project boundaries. The amendment is necessary to allow West Point to let bids for the project and begin expending funds this fiscal year. The new description will read: In the City of West Point, Avenue D from 4<sup>th</sup> Street to 8<sup>th</sup> Street. Previously it read “to 7<sup>th</sup> Street”. This change does not require any additional funding or impact previously scored projects, and was unanimously approved by the Technical Advisory Committee (TAC) in December. **Beck made a motion to close the Public Hearing: FFY2016 – 2019 Transportation Improvement Program (TIP) Amendment at 12:46 p.m., second by Folluo. A roll call vote was taken, all ayes, motion carried. Folluo made a motion to approve the FFY2016 – 2019 Transportation Improvement Program (TIP) Amendment, second by Trousil. All Ayes, motion carried.**
2. RLF Application: Parkside Brewing Company, LLC: Hanan stated that Parkside Brewing Company, LLC through primary lender Two Rivers Bank & Trust, is applying for \$100,000 in revolving loan funds for the purpose of building acquisition and business startup. Parkside Brewing Company, LLC is a new business to be located at 2601 Madison Avenue (old Whitey’s building) in Burlington. The brewery will offer an array of award winning craft beers, in addition to artisan pizza and tapas offerings. This project cannot move forward without our gap financing. Hanan stated that the business plan is well put together and that they have a manager lined up. They have experience brewing beer and marketing, and have received numerous awards for their recipes. This project is expected to create 17 FTE jobs within the next four years. The SEIRPC Loan Review Committee met on January 19, 2016 and approved this application. Edwards made a motion to approve the RLF application from Parkside Brewing Company, LLC for \$100,000 from the following sources: EDA I = \$60,000 and EDA II = \$40,000 at 3.5% interest for a 10 year amortization with Collateral: Real Estate Mortgages on business property & personal properties; General UCC business lien filing; Personal Guaranties from principal owners, second by Beck. Trousil abstained from voting as one of the business owners works with the City of West Burlington. All ayes, motion carried.
3. FY2017 Per Capita Rates: Norris stated that the amount proposed for SEIRPC regional dues is \$0.74 per capita (from \$0.72) which increases per capita revenue by \$2,154. The amount proposed for SEIBUS per capita dues paid by the four counties is a 2.5% increase on the per capita base of \$84,359, which increases revenue by \$2,109. Norris explained that dues received by SEIRPC help pay for local match on Iowa DOT and US Economic Development Administration (EDA) planning grants, as well as provide services to the region. Motion by Bisenius to approve raising the FY2017 SEIRPC Per Capita rates to \$0.74 Per Capita and to approve raising the



FY2017 SEIBUS Per Capita rates to reflect a 2.5% increase, second by Edwards. All Ayes, motion carried.

4. FY2015 Annual Report: Norris highlighted the FY2015 Annual Report and commented that SEIRPC continues to produce results for the region. In FY2015, \$12 million from outside grant sources was secured, creating a 142:1 return on investment from member dues. Housing services continue to benefit the region. 156 individual housing units were affected through new construction, rehabilitation, or down payment assistance. SEIBUS provides great service by transporting residents to work, medical appointments, and other destinations. Total provided rides in FY2015 total just over 142,000. New partnerships started in FY2015. The Community Transition Program is in its second year and has expanded into five counties and two full time staff. SECTORS Partnerships are taking off in southeast Iowa with area workforce officials and economic developers. SECTORS seeks to give manufacturers greater influence in the region to make them more competitive and sustainable. The SECTORS kick-off meeting will be tomorrow. Schleisman extended thanks to all of the SEIRPC staff for a great year and commented that SEIRPC is a very diverse organization. No Action Necessary.

**MATTERS FROM THE FLOOR:**

Jason Huddle, Iowa DOT, stated that there will be a formal presentation coming up on Tuesday, February 16<sup>th</sup> at 5:15 p.m. regarding Hwy 61 from Burlington to Mediapolis.

Motion to adjourn meeting by Frice, second by Beck. All Ayes

Meeting adjourned at 1:03 p.m.

Submitted by Debbie Laughlin

\_\_\_\_\_  
Mike Norris, Executive Director

\_\_\_\_\_  
Mark Huston, Secretary

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

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

# Department Reports

OB #1



# Memo

**To:** Mike Norris, Executive Director  
**From:** Jeff Hanan, Assistant Director  
**Date:** February 2016  
**Re:** Departmental Updates

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Following are updates from the Development Department:

**RLF:**

- Approved \$100,000 loan to Parkside Brewing Company for purchase and remodel of the former Whitey's building in Burlington.
- Working on updates to RLF Work Plans. Due to EDA in April. Will present to full Board in March.

**HOUSING:**

- Marketing underway for HOME grant. 8 homeowners in targeted neighborhood in Burlington. Working with developer at this time.
- GRHTF: Continue to work with <30% LMI for assistance. Down payment program is very popular. This fiscal year (July 1, 2015), 13 new homeowners have received \$5,000 in assistance.
- Inspections completed for MFNC #2 and #5. Projects located in Burlington, Fort Madison, Wayland and Mount Pleasant.
- MFNC #5, Fort Madison School project, open house March 2, 4-8 p.m. Governor Branstad will be there from 5-6:30.

**MISC:**

- Donnellson Library received \$233,249 grant from the Community Attraction and Tourism program for the construction of their 5,000 square foot building.
- Actively searching for a Community Transition Coordinator. Kirstin Kramer resigned in February.

# Memo

To: Mike Norris, Executive Director  
From: Zach James, Planning Director  
Date: February 18, 2016  
Re: Planning Department Project Update



Below are updates on projects in the Planning Department.

- **Downtown Burlington Parking Study**  
Planning Department staff is finalizing work on a parking study for Downtown Burlington. The city has not evaluated parking downtown since 1998 and has seen a significant amount of changes since this time. Specifically, there are several large housing projects that are happening or have the potential to happen over the next few years that could significantly alter the impact on parking downtown. The study has evaluated existing parking conditions, the impact of future development on parking, and makes recommendations on how to better manage parking, enforce parking, or areas to add or remove parking.
- **West Burlington Zoning and Subdivision Ordinance**  
SEIRPC contracted with West Burlington to review and update their existing zoning and subdivision ordinances specifically looking to remove or modify outdated/unnecessary/confusing language, consolidate and simplify zoning classification, and to make the ordinances easier to understand for developers. Staff has met with city staff/council, met with the planning and zoning commission multiple times, interviewed local developers and businesses that have recently been involved in land use decision, and have a final draft of the zoning ordinance available for review. A final draft update to the ordinance will be presented to the planning and zoning commission in March.

## Grant Applications in Process/Submitted

| Entity            | Project                    | Grant Program                             | Request  |
|-------------------|----------------------------|---|----------|
| Mediapolis        | Tornado Siren              | Hazard Mitigation Grant Program           | \$16,046 |
| Middletown        | Generator for Pump Station | Hazard Mitigation Grant Program           | \$19,499 |
| Burlington        | Flint River Trail          | Wellmark Foundation Small Community Grant | \$25,000 |
| Des Moines County | North Gorge Trail          | Wellmark Foundaiton Small Community Grant | \$25,000 |

## Funded Grants

| Entity      | Project                          | Grant Program  | Awarded   |
|-------------|----------------------------------|--|-----------|
| Hall Towing | Steel Transload Facility Project | Linking Iowa's Freight Transportation System (LIFTS) | \$479,000 |

## Upcoming Grant Opportunities

| Grant Program                                | Entity                   | Due Date                      |
|--|--------------------------|-------------------------------|
| Community Attraction and Tourism             | IEDA                     | April 15 <sup>th</sup> , 2016 |
| Historic Resource Development Program (HRDP) | State Historical Society | April 28 <sup>th</sup> , 2016 |
| State Recreational Trails Program            | Iowa DOT                 | July 1 <sup>st</sup> , 2016   |
| MATCH Grant                                  | Wellmark Foundation      | May 8 <sup>th</sup> , 2016    |



# Memo

To: Mike Norris  
From: Nicole Baker  
Date: February 12, 2016  
Re: SEIBUS Update

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- Healthy Henry County Communities: HHCC has received a grant that will continue to fund the services for next year. We are working on an FY17 contract.
- Driver changes:
  - Lee County #3, Fort Madison GP Roy Ross
- Our “Drive this bus” advertisements on the buses in Lee County have resulted in two candidates.
- As we prepare for the Medicaid roll out March 1<sup>st</sup>, we will have a staff meeting on Feb 20<sup>th</sup>.
  - We now have transmitted our signed contract to all three brokers and are waiting for their signed copy to return for our files.
  - Amerihealth Caritas has chosen to keep the HCBS Waiver non-medical transportation in house and to not send it out to their broker, Access 2 Care. We have had difficulty getting contract information from them and these clients may be underserved if this backlog continues through March 1<sup>st</sup>.
  - Our office staff is undergoing ongoing training in each of the new portal systems for trip and billing management.
  - We are researching options to upgrade our current database and scheduling systems into a combined software program that will streamline data entry and assist us in data analysis. This will also assist us in keeping additional costs down due to the Medicaid changes.
- As an attendee to the Lee County Leadership Class, I was able to attend Great River Region Days at the capitol. It was very informative and worthwhile. I hope to be able to return on behalf of SEIBUS in March with IPTA.
- I have been asked to participate in disaster training this summer with FEMA along with many of our other Des Moines county officials. This training will allow us to be prepared for emergency services and ongoing community recovery efforts in the event of an F5 tornado.

# SEIRPC Personnel Policy Update

OB #2



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: February 25, 2016  
Re: SEIRPC Personnel Policy Update

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NOTE: The SEIRPC Executive Board has reviewed and recommended the policy to the SEIRPC full board for approval.

Last updated in 2010, several changes are suggested for the agency personnel policy. Suggested changes are not dramatic, but reflect observations and ideas gathered over the past few years. No changes are considered major policy changes.

The current policy was developed jointly with a sister organization, ECICOG of Cedar Rapids. Recently their labor attorney updated language in several sections, which staff is in agreement.

Transit drivers are governed by a contract, but where the contract isn't explicit or descriptive, the personnel policy is in force.

## DESCRIPTION OF CHANGES

Legal language changes are those which the labor attorney has updated. Many of the changes are more descriptive than what was currently in place.

Section 2 Employment Policies, Equal Opportunity Employment: Additional description on the equal opportunity employment.

Section 2 Employment Policies, Harassment: Additional description of where policy applies, to what it applies and options for investigation of complaints.

Section 2 Employment Policies, Employment of Relatives: Adds additional description of potential relatives included. Section discourages, unless through extraordinary circumstances, the employment of relatives of current employees.

Section 3 Earnings and Hours of Work: Adds language codifying current practice of flexible scheduling, upon approval of Executive Director.

Section 4 Time Off Benefits Paid Time Off: Modifies language about accruing per pay period, only to be applied at separation; adds language to prorate paid time off for full time employees working less than 40 hours.

Section 4 Time Off Benefits, Paid Time Off (Long Term Illness/Injury Account): Adds language to allow employees to convert unused Paid Time Off (PTO) to Long Term Illness (LTI) at a rate of no more than 2.5 days per year, removes language about one-time conversion. Includes cap of 160 hours.

Section 4 Time Off Benefits, Unpaid Leaves of Absence: Changes to 90 days from 30 days the amount of time an employee has on unpaid time off before they are responsible for full cost of insurance premiums.

Although SEIRPC is not required to meet the Family Medical Leave Act (FMLA) this provision provides additional ability for SEIRPC employees who are subject to unforeseen circumstances to keep health coverage in times of a personal calamity.

Section 4 Time Off Benefits, Bereavement Leave: Adds additional, potential family members and step relations for which employees can take applicable leave for an immediate family member (added partner, step relations – mother, father, brother, sister) and extended family member (added in laws – sister, brother, grandparents of spouse or partner, grand children of spouse or partner).

Section 5 Group Health Insurance and Other Benefits, Career Development: Adds language about employee liability of course cost reimbursement upon separation.

Section 6 Work Rules, Regulations, and Discipline, Workplace Technology: Removes language enabling Executive Director to approve personal use of technology, and relies on existing language that personal use of technology does not add to agency expense or interfere with job activities.

Section 6 Work Rules, Regulations, and Discipline, Guidelines for Employee Conduct and Discipline: Small language change and removal of a redundant item of discipline.

Section 7 Drug and Alcohol Use in the Workplace: Minor language changes.



Acknowledgements: Minor change in workplace technology language reflecting changes in Section 6.



## PERSONNEL POLICIES AND PROCEDURES MANUAL

Amended: ~~August 26~~ November, 2015

Previously:  
May 27, 2010  
February 1, 2008

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## TABLE OF CONTENTS

|  |    |
|--|----|
| <b>SECTION ONE: INTRODUCTION</b> .....                               | 1  |
| <b>SECTION TWO: EMPLOYMENT POLICIES</b> .....                        | 1  |
| EQUAL EMPLOYMENT OPPORTUNITY .....                                   | 1  |
| ADA COMPLIANCE .....   | 1  |
| AFFIRMATIVE ACTION .....   | 1  |
| HARASSMENT .....   | 2  |
| PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE .....                  | 3  |
| EMPLOYMENT OF RELATIVES .....  | 3  |
| OUTSIDE EMPLOYMENT .....   | 4  |
| PRIVATE GAIN, GIFTS, AND GRATUITIES .....                            | 4  |
| POLITICAL ACTIVITY .....   | 4  |
| PERSONNEL FILES .....  | 4  |
| REFERENCES .....   | 4  |
| HIRING POLICY/ JOB POSTINGS .....                                    | 4  |
| TRAVEL AND OTHER REIMBURSEABLE EXPENSES .....                        | 5  |
| REEMPLOYMENT .....   | 5  |
| RESIGNATIONS AND TERMINATION OF EMPLOYMENT .....                     | 5  |
| <b>SECTION THREE: HOURS OF WORK AND COMPENSATION</b> .....           | 5  |
| EMPLOYEE STATUS .....  | 5  |
| ANNIVERSARY DATE .....   | 6  |
| EARNINGS AND HOURS OF WORK .....                                     | 6  |
| <b>SECTION FOUR: TIME-OFF BENEFITS</b> .....                         | 7  |
| HOLIDAYS .....   | 7  |
| PAID TIME OFF (PTO) .....  | 7  |
| UNPAID LEAVES OF ABSENCE .....                                       | 9  |
| MATERNITY LEAVE .....  | 9  |
| MILITARY LEAVE .....   | 10 |
| BEREAVEMENT LEAVE .....  | 10 |
| JURY AND WITNESS DUTY .....  | 11 |
| WORKERS' COMPENSATION .....  | 11 |
| <b>SECTION FIVE: GROUP HEALTH INSURANCE AND OTHER BENEFITS</b> ..... | 11 |
| GROUP HEALTH INSURANCE .....   | 11 |
| RETIREMENT PLAN .....  | 12 |
| CAREER DEVELOPMENT .....   | 12 |
| <b>SECTION SIX: WORK RULES, REGULATIONS, AND DISCIPLINE</b> .....    | 13 |
| CODE OF CONDUCT .....  | 13 |
| DRESS CODE .....   | 13 |
| SOLICITING ON AGENCY PREMISES .....                                  | 13 |
| EMPLOYEE LICENSES AND CERTIFICATIONS .....                           | 14 |
| SMOKE FREE WORKPLACE .....   | 14 |
| USE OF WORKPLACE TECHNOLOGY .....                                    | 14 |
| (Including E-mail and the Internet) .....                            | 14 |
| GUIDELINES FOR EMPLOYEE CONDUCT AND DISCIPLINE .....                 | 14 |
| <b>SECTION SEVEN: DRUG AND ALCOHOL USE IN THE WORKPLACE</b> .....    | 15 |
| DRUG AND ALCOHOL USE IN THE WORKPLACE .....                          | 15 |
| <b>SECTION EIGHT: COMPLAINT PROCEDURE</b> .....                      | 16 |
| <b>DISCLAIMER</b> .....  | 18 |

## SECTION ONE: INTRODUCTION

Welcome to the Southeast Iowa Regional Planning Commission (the Agency or SEIRPC). This handbook describes some of the Agency's policies, procedures, benefits, and other matters concerning your employment with the Agency. Personnel policies and practices contained in this handbook are subject to change. Some of the policies and benefits described in this handbook, such as the group health insurance plan, are covered in greater detail in official policy documents from insurance carriers. You should refer to those documents, available from Agency Administration, for more information. This handbook is not meant to be an exhaustive list of all the rules and entitlements consequent to employment by the Agency. All Agency employees are covered by this handbook, except the Executive Director.

The language used in this handbook is not intended to create a contract, or evidence of a contract, and does not create a contract between the Agency and any one, or all, of our employees.

Employment with the Agency is not governed by any written or oral contract and is considered an employment relationship at any time, for any reason.

## SECTION TWO: EMPLOYMENT POLICIES

### EQUAL EMPLOYMENT OPPORTUNITY

The Agency is dedicated to equal employment and advancement opportunities. It is the Agency's policy to hire and promote qualified individuals on the basis of their qualifications, interest, and aptitude, without unlawful regard to race, religion, color, sex, age, national origin, disability, military status, sexual orientation, marital status, gender identity, genetic information, political ideology, or any other characteristic protected by local, state, or federal law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, training, transfers, promotions, demotions, compensation, discipline, and benefits, termination, and any other conditions or privileges of employment.

### ADA COMPLIANCE

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals on the basis of disability. It is the policy of the Agency to comply with the ADA. The Agency will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of that person's known physical or mental disability. In compliance with the ADA, the Agency will consider reasonable accommodations that do not pose undue hardship to the Agency to enable qualified applicants or employees with disabilities to perform the essential functions of the position. The Agency encourages applicants or employees to make suggestions regarding reasonable accommodations to their supervisors or the Executive Director.

### AFFIRMATIVE ACTION

In keeping with the Agency's policy of non-discrimination, the Agency reserves the right to consider affirmative action in order to attract and retain staff of high quality and diverse backgrounds and to do so without discrimination on the basis of race, religion, color, sex, age, national origin, disability, military status, sexual orientation, political ideology, or any other characteristic protected by local, state, or federal law. Accordingly, the Agency will welcome individuals in these protected categories as candidates for positions that become available. When open positions become available, the Agency uses advertising media which reach a diverse audience of individuals. This policy has been adopted voluntarily and is meant to reaffirm the Agency's continuing commitment to equal opportunity in the workforce.

## HARASSMENT

Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, color, sex, age, national origin, disability, military status, sexual orientation, ethnicity, genetic information, political ideology, or any other characteristic protected by local, state, or federal law is strictly forbidden. Harassing conduct in the workplace includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts or words; and written or printed materials, including computer generated images, made, posted, or otherwise displayed in the workplace or in the course of employment for the Agency that denigrate or show hostility to an individual or group. Harassment in a less direct manner which results in a hostile work environment is also forbidden. Such conduct is considered misconduct subject to disciplinary action.

This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off the Agency premises, and business-related travel.

### Procedures to Report and Investigate Harassment

The very nature of harassment makes it difficult to detect unless the problem is reported. If ~~you an~~ employee believes that ~~he or she you are~~ is being harassed on the basis of a characteristic listed above, or observes such harassment occurring to another Agency employee, the following rules of conduct and policies apply unless another means of investigation is identified by the Executive Director:

1. Any employee who has a complaint of or is aware of harassment at work by anyone should immediately bring the problem to the attention of his or her supervisor or the Executive Director. In the event the complaint is about the Executive Director and the supervisor is not available, the problem should be brought to the attention of the Chairperson of the Board of Directors.
2. After a complaint of harassment is made, an investigation will be conducted in a timely \_\_\_\_\_ manner. Confidentiality will be maintained to the extent that is possible. Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include temporary reassignments or separating the alleged harasser and the employee alleging the harassment.
3. Retaliation  
\_\_\_\_\_ for making such a claim or participating in an investigation of a claim is strictly \_\_\_\_\_ prohibited. Any employee who engages in retaliation against another employee because of a complaint under this policy will be subject to disciplinary action, up to and including discharge.
4. Any employee found to have harassed another employee will be subject to appropriate disciplinary procedures, up to and including termination.
5. Harassment of employees by non-employees in the workplace is not acceptable and should be reported. In the event a non-employee subjects an employee to harassment in the workplace, the Executive Director will inform the non-employee of the Agency's policy against harassment. Other action will be taken as appropriate.

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## PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

### Purpose

All employees are responsible for maintaining a workplace free from sexual harassment. Submission to sexual harassment shall not be a condition of employment or advancement with the Agency. The Agency strongly disapproves of offensive or inappropriate sexual behavior in the workplace, and all employees must avoid any conduct that could be viewed as sexual harassment. This policy has been prepared in accordance with the Equal Employment Opportunity Commission's directives and reaffirms that sexual harassment in the workplace is an unlawful employment practice under Title VII of the Civil Rights Act of 1964.

### Definitions

Sexual harassment is illegal discrimination on the basis of sex. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual or harassing nature by supervisors, managers, co-workers, or others in the workplace. Sexual harassment exists when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of your employment;
2. Submission to or rejection of the conduct is used as the basis for decisions affecting your employment; or
3. The conduct has the purpose or effect of 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:

1. Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats;
2. Non-verbal or visual materials such as derogatory posters, photographs, graffiti, cartoons, drawings, computer-generated images, or gestures;
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact, or assault;
4. Threats or demands to submit to sexual requests in order to keep your job or receive some job-related benefit; or
5. Retaliation for reporting or threatening to report harassment.

Employees experiencing or observing sexual harassment are expected to promptly report the conduct, which will be investigated as outlined in the general section on harassment above.

## EMPLOYMENT OF RELATIVES

The employment of or contracting with members of the immediate family of any person currently employed by the Agency shall be avoided except under extraordinary circumstances authorized by the Executive Director. For purposes of this policy, "members of the immediate family" are defined as an employee's husband, wife, child, father, mother, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, or corresponding step-relations and also concerns persons with which an employee is in a dating relationship.

## OUTSIDE EMPLOYMENT

Employees desiring to engage in outside employment or any enterprise that is unrelated, but in addition to, their position and responsibilities as employees of the Agency shall request authorization to do so by the Executive Director, who will not authorize any such employment or enterprise if it is deemed incompatible or inconsistent with Agency activities or deemed likely to reduce the efficiency of Agency employees or compromise the Agency's interests.

## PRIVATE GAIN, GIFTS, AND GRATUITIES

No employee of the Agency shall use her position or Agency facilities, equipment, supplies, or information developed at public expense for private gain or advantage. No employee of the Agency shall accept any favors, gifts or gratuities from persons, concerns, or businesses which have or seek to have contracts with the Agency, in accordance with applicable state law.

## POLITICAL ACTIVITY

Employees are prohibited from being a candidate for public elective office in a partisan election (candidacy for political party offices is not prohibited). The use of employment by the Agency for the purpose of interfering with or affecting the result of an election or nomination to office or any attempt to directly or indirectly coerce or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes is likewise prohibited.

## PERSONNEL FILES

The Agency maintains personnel files on each employee which contain job-related information including performance appraisals, disciplinary records, and beneficiary designations. Any information pertaining to an employee's health or medical condition will be kept in a separate, confidential file. To assure that our records are current, you must notify Agency Administration whenever there are any changes to your home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents. If you are interested in reviewing the contents of your file, you may do so at a time mutually agreed upon by you and the Executive Director, except you will not have access to or be able to review letters of reference received or furnished by the Agency or any reference check performed by the Agency. A representative of the Agency may be present during your review. You may, at your own expense, request and receive copies of the contents of your personnel file, except as provided above. The Agency may charge a reasonable fee to copy the requested items.

## REFERENCES

Unless exceptional circumstances exist, all requests for information about current, retired, or terminated Agency employees are to be referred to and handled by or at the direction of the Executive Director. The following information will be provided: dates of employment; title(s) of position(s) held; wage(s) or salary level(s); and work location(s).

## HIRING POLICY/JOB POSTINGS

Whenever a position becomes available, a notice of such opening will be posted in the Agency's offices at least ten calendar days before the deadline for filling the position. The notice will contain the position title, a brief job description, and minimum hiring specifications. An advertisement may



also be placed with various media inviting the public to apply for the position. Applicants 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.

## TRAVEL AND OTHER REIMBURSEABLE EXPENSES

### Travel

The Executive Director must authorize in advance any travel to be performed outside of the Agency Region, as well as attendance at any meetings, conventions, or conferences where expenses may be incurred.

Each employee required to travel by automobile as part of their work, or who will drive an Agency vehicle, shall possess a valid driver's license or shall be transported by a driver with a valid driver's license. As authorized by the Executive Director, a member of the staff may use his or her own automobile to accomplish the work of the Agency. The employee shall be reimbursed for the use of his or her automobile at the current rate established by the Agency assuming the employee maintains adequate insurance coverage to fully indemnify the Agency and is able to document expenses. Employees must be able to provide evidence of such insurance to the Executive Director upon request.

### Meals and Other Expenses

Agency employees shall be reimbursed for necessary and reasonable expenses incurred in the performance of official business. An Agency reimbursement form must be used for all claims of reimbursement of expenses incurred. Reimbursement requests must be made within 60 days after the expense was incurred.

## REEMPLOYMENT

Employees of the Agency who have terminated employment and are subsequently rehired are considered new hires and have no accumulated benefits from previous employment.

## RESIGNATIONS AND TERMINATION OF EMPLOYMENT

The Agency expects employees planning to resign to give written notice to the Executive Director at least two weeks in advance of the date of resignation. Accumulated PTO may not be taken during the notice period unless approved by the Executive Director. Employment records will reflect the last day worked as the date of termination. Employees will receive pay through the last day worked.

# SECTION THREE: HOURS OF WORK AND COMPENSATION

## EMPLOYEE STATUS

**"Full-time employee"** means an employee hired to work the Agency's normal full-time work week on a regular basis. Such employees may be exempt (generally salaried and not entitled to receive overtime for work performed beyond 40 hours in a work week) or nonexempt (entitled to overtime pay at the rate of time and one-half the regular rate of pay for hours worked beyond 40 hours in a work week) under the Fair Labor Standards Act (FLSA). Exempt full-time employees may be required to work more than 40 hours per week from time to time.

**“Part-time employee”** means an employee hired to work less than the Agency’s normal full-time work week. Such employees may be exempt or nonexempt under the FLSA.

**“Temporary employee”** means an employee engaged to work full-time or part-time for the Agency with the understanding that his or her employment will be terminated no later than upon completion of a specific assignment or time period. Temporary employees are not eligible for any benefits described in this handbook or elsewhere, unless otherwise indicated.

**Nothing in this or any other section of this handbook shall be construed as a guarantee of the number of hours an employee will be scheduled to work.**

## ANNIVERSARY DATE

An employee’s anniversary date is the date from which benefits are calculated. For salary purposes, the anniversary date shall be calculated on the date of entry of a salary rate for a particular position. For leave purposes, the anniversary date shall be the first day of the first full calendar month of employment.

## EARNINGS AND HOURS OF WORK

### Hours of Operation, Work Schedules, and Recording Hours

The Agency will be open Monday through Friday, five days per week, from 8:00 a.m. to 4:30 p.m., except on regularly scheduled holidays or as otherwise directed by the Executive Director. Normal working hours for full-time staff members will be 8:00 a.m. to 4:30 p.m. Monday through Friday plus night meetings as needed, unless flexible scheduling has been approved by the Executive Director. Schedules may be altered to meet Agency needs. All nonexempt employees must accurately record their hours worked for each pay period on a form provided by Agency Administration.

### Flexible Scheduling

The Executive Director may permit the use of flexible schedules by employees allowing for 40 hours of work per week to be performed in more or less than five working days, or in blocks of time not equal to eight hours per day. Approval is at the Executive Director’s discretion.

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### Payday and Salary Deductions

Employees are paid bi-weekly. All required deductions, including those for state and federal taxes and all authorized voluntary deductions, including health insurance contributions, will automatically be withheld from paychecks.

### Overtime

Any work performed in excess of 40 hours per week by nonexempt employees will be considered overtime. If you are classified as a nonexempt employee under the Fair Labor Standards Act (FLSA), you will be compensated for overtime hours in the form of monetary compensation at the rate of one and one-half times your straight time hourly wage rate, or compensatory time at the rate of one and one-half hours of time off. Employees who are classified as exempt employees under the FLSA are not eligible for overtime payments. Only hours worked count toward overtime. PTO time is not counted as working time for purposes of computing overtime. It is the policy of the Agency not to schedule overtime without the express approval of the Executive Director.

## SECTION FOUR: TIME-OFF BENEFITS

### HOLIDAYS

Employees are eligible for the following holidays with pay:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
2 Flex Holidays – These holidays are selected by the employee and must be confirmed by the direct supervisor before taking leave.

Holidays falling on a Saturday are normally observed on the preceding Friday and holidays falling on a Sunday are normally observed on the following Monday. Nonexempt employees who work on one of these holidays with the Executive Director's approval shall receive normal compensation for the day and will receive another day off with pay. If a holiday falls while an employee is out of the office on excused leave, it will be counted as a holiday and will not be deducted from the employee's PTO bank. Employees out on unpaid leaves over a holiday will not be paid for that holiday. A new employee whose first working day is the day after a paid holiday shall not be paid for that holiday. An employee who is terminating his or her employment whose last working day is the day before the holiday shall not be paid for that holiday.

**Flex Holidays** - The 2 Flex Holidays are eligible to be chosen by the employee (with permission from supervisor) throughout the fiscal year on the following days:

Your own birthday  
Columbus Day  
Christmas Eve Day  
New Year's Eve Day  
President's Day  
Good Friday

If the Flex Holiday(s) are not taken by the employee at the end of the fiscal year, they do not carry over into the next fiscal year.

### PAID TIME OFF (PTO)

The Agency's Paid Time Off ("PTO") policy provides employees with an entitlement of days away from work with pay. PTO combines vacation and sick leave into one type of leave. PTO must be scheduled in advance and approved by the Executive Director or other supervisor, except in cases of illness or emergency. There is no guarantee that the PTO request will be approved. PTO is earned on an employment year basis, ~~but accrues at an established rate per pay period.~~

Employees cannot have a negative PTO balance unless approved by Executive Director. Both exempt and non-exempt employees are covered by this plan.

Annual PTO ~~accruals-benefits~~ are based on the number of hours worked by eligible employees and the length of service. To the extent any PTO remains at the end of a fiscal year, an employee can carry over at most 25% of his potential annual ~~accrual-benefit~~ amount. Thus, an employee's PTO balance cannot exceed the total PTO hours he or she can accumulate in one year, plus 25%. ~~An employee that reaches the PTO accrual maximum, will cease to accrue PTO hours until sufficient PTO time has been taken to bring the balance below the maximum.~~

This PTO policy does not cover scheduled holidays, bereavement leave, military leave, or jury or witness duty. Once an employee has exhausted all of his or her accrued PTO time, additional absences, assuming they are approved by the Executive Director, will be unpaid unless they fall under another policy (i.e., bereavement leave, jury duty leave).

Unless the agency is experiencing financial hardship, the employee is terminated for misconduct, or the employee fails to give appropriate notice of resignation, accrued but unused PTO will be paid out to the employee upon separation from employment. Employees may not use PTO time in lieu of notice of resignation.

The ~~maximum accruals~~ PTO benefits outlined in the following table ~~are are~~ based upon a 40-hour work week. ~~PTO does not accrue on overtime hours or unpaid leaves.~~ PTO ~~accrual is~~ benefits are pro-rated for part-time employees and full time employees working a regular schedule of 30 or more hours but less than 40 hours. ~~Accrual amounts are credited according to the payroll schedule.~~ The maximum amount of hours the employee can possibly ~~accrue-use~~ will be advanced in full to the employee's PTO account on July 1<sup>st</sup> of each fiscal year, or on the employee's anniversary date, whichever is sooner. Employees may draw against the entire balance credited with the stipulation that any PTO taken but not earned prior to separation will be deducted from the employee's last paycheck. In the event that paycheck is not sufficient, the employee will be invoiced for the remainder of the funds ~~owing~~ based on the following table an accrual accounting of PTO hours accrued per pay period employed of the current fiscal year, including any PTO carryovers.

**PTO ~~Accrual Table~~Benefit Table:**

| Completed Years of Service | Potential Pay Period Accrual Rate | Potential Annual Accrual Amount | Maximum Allowable in PTO Balance |
|----------------------------|-----------------------------------|---------------------------------|----------------------------------|
| 0 – 3                      | 7.0 hrs                           | 160hrs/20 days                  | 200 hrs/25 days                  |
| 4 – 6                      | 8.0 hrs                           | 192 hrs/24 days                 | 240hrs/30days                    |

|      |          |                 |                    |
|------|----------|-----------------|--------------------|
| 7-10 | 9.0 hrs  | 216 hrs/27 days | 270 hrs/33.75 days |
| 10 + | 10.0 hrs | 240 hrs/30 days | 300 hrs/37.5 days  |

**Long Term Illness/Injury Account:** Accumulated Sick, Annual, and Administrative Leave ~~was converted to the Long Term Illness/Injury Account for employees when the PTO Leave initially began~~ may be converted from PTO up to 2 and one half (2.5) days per fiscal year with a maximum accrual of 16 days or 160 hours. No ~~one-employee~~ employee may put hours into this account ~~any longer on behalf of another employee.~~ Leave under this account may be used for any non-work related illness or injury or temporary disability, including pregnancy that prevents an employee from performing their job duties, or due to the illness or injury of an employee's spouse, child, parent or household member. Leave under this account may only be used after the second day of absence due to illness or injury. The Executive Director may require the employee to furnish a certificate issued by a licensed physician and/or nurse or other evidence of illness/injury satisfactory to the Executive Director. Any balance in this account established at the time of conversion will be maintained for the employee's use throughout employment with the agency until it is depleted. The agency will not provide payment for any remaining balance upon resignation or termination.

## UNPAID LEAVES OF ABSENCE

Unpaid leaves of absence may be granted in certain circumstances. If you have exhausted all ~~applicable accrued~~ PTO you may request an unpaid leave of absence. During such a leave, employees are not eligible for holiday pay ~~and PTO does not accrue.~~ Applications for unpaid leave must be made in writing, state the reasons for the leave and inclusive dates, if known, and be submitted to the Executive Director. In some cases, medical certification of the expected duration of the leave may be required. Approval of unpaid leave is at the discretion of the Executive Director. If the leave is for more than ~~30-90 days~~ (3 months), the employee will be responsible for the full cost of health insurance premiums.

### Return to Work

If you plan to return to work following an unpaid leave taken under this section, you must notify the Executive Director before the end of your leave. If the leave was for anything other than medical issues or military service, the Agency will attempt to restore you to the position you held at the start of the leave, or in a comparable position, if possible. If no such position is available, your employment will be terminated.

If the unpaid leave was for medical reasons, you may be required to submit to fitness-for-duty testing before returning to work. If, at the end of the unpaid leave of absence, the employee is not able to perform his or her normal job duties, the Agency will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to work.

If the unpaid leave was for military service, reinstatement will be governed by applicable state and federal law, as discussed below.

## MATERNITY LEAVE

Employees who are disabled because of pregnancy or maternity needs who do not have sufficient PTO available may apply for an unpaid leave for the period of the disability, or up to eight weeks, whichever

is less, as provided in Iowa Code section 216.6(2)(e). The Agency may require medical certification stating that the employee is not able to perform the duties of employment.

## MILITARY LEAVE

### Leaves Available

The Agency will 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 leave for the period of service unless the cumulative military leave periods of the employee exceed five years. The first 30 calendar days of military leave taken each fiscal year shall be without loss of pay or employer contributions to insurance or other programs.

### Reemployment Rights - Eligibility

Your eligibility for reemployment with the Agency after you complete military service will be determined in accordance with applicable state and federal law. Conditions for reemployment are briefly explained as follows:

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable;
2. The cumulative length of the absence and all previous absences from your employment with the Agency for reason of military service must not exceed five years;
3. Your discharge from military service must be honorable; and
4. When you return from military service, you must report to work or submit a timely application for reemployment according to the following schedule:

For service of less than ~~30~~-31 days you must notify the Agency of your intent to return to work by the beginning of your first regularly scheduled work day on the first full calendar day following completion of service and the expiration of eight hours.

For service of 31 to 180 days you must apply for reemployment within 14 days after completing service.

For service of 181 days or more you must apply for reemployment no later than 90 days after completing service.

### Continuation of Health Insurance Benefits During Military Service

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

1. An employee that leaves employment for 30 days or less is entitled to continued health insurance coverage and will not be required to pay more than what an active employee would pay for coverage.
2. An employee that leaves employment for more than 30 days is allowed to elect to receive continued coverage under the Agency's health insurance plan for up to 18 months following separation from employment or until the employee's reemployment rights expire, whichever event occurs first. The Agency may require the employee to pay the premiums.

## BEREAVEMENT LEAVE

An employee may be granted up to five days paid leave of absence for the death of an immediate family member or a member of their household. For purposes of this policy, "immediate family member" is defined as an employee's husband, wife, partner, child, step-child, father, mother, step-father, step-mother, brother, sister, step-brother, and step-sister, and corresponding step-relations. A "member of the household" is someone who was a permanent occupant of the employee's place of residence. An employee may be granted up to three days paid leave of absence for the death of an extended family member, defined for purposes of this policy as the employee's sister, brother, sister-in-law, brother-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandfather, grandmother, grandchild, spouse or partner's grandfather, spouse or partner's grandmother, spouse or partner's grandchild, and corresponding step-relations. These leave periods constitute the maximum number of days allowed for paid bereavement leave and are not guaranteed. The number of days needed for leave will be reviewed and approved on a case-by-case basis by the Executive Director. Additionally, the Executive Director reserves the right to request proof of death and/or relationship to authenticate the right to paid bereavement leave.

#### **JURY AND WITNESS DUTY**

Any full-time employee required to report for jury duty shall receive a paid leave of absence for the time spent on duty subject to the requirements of this policy. Any part-time employee required to report for jury duty shall receive an unpaid leave of absence for the time spent on duty. Any full-time or part-time employee subpoenaed to appear as a witness in a civil or criminal proceeding in which that employee is not directly involved as a plaintiff or defendant shall be granted a leave without pay.

All employees summoned to jury duty or witness duty must submit a copy of the summons to their supervisor within two working days after receiving the summons. Employees on jury or witness duty are expected to promptly return to work when released from service, either permanently or temporarily. While on paid jury leave, the Agency will continue your regular salary, but you must submit certification of the number of hours spent in such service and assign any compensation you receive in connection with the duty, less any reimbursement for travel or meal expenses, to the Agency.

#### **WORKERS' COMPENSATION**

To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by workers' compensation insurance. The amount and duration of benefits payable depend on the nature of your injury or illness. In order to qualify for such coverage, an employee must report a work-related injury or illness to his or her department head immediately following the injury, or as soon as the employee has knowledge of the illness or injury. Before returning to work, an employee who has been receiving workers' compensation benefits must submit evidence satisfactory to the Executive Director that the employee is safely able to return to work.

### **SECTION FIVE: GROUP HEALTH INSURANCE AND OTHER BENEFITS**

#### **GROUP HEALTH INSURANCE**

In order to protect both you and your family against the consequences of medical expenses caused by sickness or accidents, the Agency provides eligible employees with the opportunity to participate in a group health insurance program. Should an employee elect to be covered under any of the Agency's health insurance plans, the employee will be required to participate in payment of a premium for said coverage. The premium amount for the health insurance coverage will be determined by the Agency on an annual basis. All employees shall be notified in advance of the dollar amount which must be paid by the employee under the plan selected. The insurance program, coverage, and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the Agency. Details of the plan, including benefit levels and covered expenses, are explained in the Agency's group health insurance plan booklet. Health insurance coverage shall begin the first day of the month following the date of hire. Health insurance coverage shall terminate on the last day of the month for which the premium has been paid.

#### **Continuation of Coverage**

In the event of loss of coverage due to termination, permanent or temporary layoff, approved leave of absence, dissolution or annulment of marriage, or death of the employee, the employee and the employee's dependents may be eligible to continue coverage under the Agency's group health insurance plan as provided by Iowa Code Chapter 509B.

### **RETIREMENT PLAN**

All Agency staff are required to participate in the Iowa Public Employees Retirement System. Both the Agency and the staff member will contribute a percentage of the staff member's gross monthly salary as set by state law from time to time.

### **CAREER DEVELOPMENT**

It is the policy of the Agency to promote a better educated and more highly skilled professional staff by providing tuition assistance to employees who voluntarily pursue and satisfactorily complete academic courses and other career development activities that directly benefit the Agency. Tuition assistance shall be provided within the financial constraints of the Agency and in accordance with the guidelines established below. The Executive Director retains the right to discontinue this program if financial difficulties face the Agency.

#### **Eligibility**

All full-time employees who have completed a minimum of one year of service are eligible to participate in the program. Approved courses that begin prior to eligibility, but have not been completed upon eligibility, are not covered under this policy.

#### **Approved Courses and Programs**

1. Undergraduate and graduate level courses offered through accredited colleges, universities, and technical schools that, in the Executive Director's opinion, are related to an employee's current or potential work assignments. Class attendance and completion of study assignments are to be accomplished outside of the employee's regular working hours.
2. Professional seminars or certification programs conducted by accredited and/or recognized professional organizations that will enhance an employee's job knowledge and skills, if approved by the Executive Director. Employees will be required to utilize appropriate accrued PTO to attend seminars/programs occurring within an employee's regular working hours.

#### **Reimbursement Criteria**

Reimbursement covers actual costs of tuition, registration, and other required educational fees and materials only, and is limited to \$1,500 per employee per fiscal year. Reimbursement will only be provided to personnel employed at the time the Agency receives evidence of satisfactory course completion, subject to the following conditions:



- For undergraduate level courses, evidence of successful completion of the course with a grade level of C or higher.
- For graduate level courses, evidence of successful completion of the course with a grade level of B or higher.
- For attendance at a professional seminar or certification program, evidence of attendance or certificate of completion.
- Employees receiving assistance from other sources, e.g., scholarships, grants, and military benefits, may seek assistance under the Agency program, but will be reimbursed only for that portion of the costs not covered by other sources and only up to the maximum reimbursement allowed by this policy.
- An employee who is terminated during enrollment or prior to completion of a course, due to a reduction in work force or elimination of position, will remain eligible for reimbursement. An employee who terminates employment with the Agency prior to the completion of a course for reasons other than those stated will not be eligible for reimbursement.

If the employee separates from employment for any reason within a year of finishing the course or program in question, he or she will be required to ~~reimburse~~ remit payment to the Agency for the costs associated with the program/course as reimbursed to employee by the Agency under this section. ~~the cost of the program.~~

#### **Application Procedures**

Applications for tuition reimbursement must be submitted to the Executive Director prior to registration for the proposed educational or career development activity. Once the activity is completed, the Executive Director's approval is required for reimbursement. The Agency may provide application and reimbursement forms for these purposes.

## **SECTION SIX: WORK RULES, REGULATIONS, AND DISCIPLINE**

### **CODE OF CONDUCT**

Employees are expected to maintain good work habits including regular attendance and punctuality, and to conduct their job duties in an ethical fashion. Employees must avoid any activity outside of their employment with the Agency that would adversely affect their performance on the job or involve a possible conflict of interest. Employees must maintain the confidentiality of any protected information revealed to them during the course of their employment with the Agency.

### **DRESS CODE**

Appropriate attire befitting the employee's work site and job position will be maintained. In the event you have questions about appropriate attire, please ask your supervisor or the Executive Director. Employees are to be mindful that they represent the Agency in their activities and appearance. The Executive Director reserves the right to counsel employees in the event he or she believes a particular employee is not wearing appropriate attire.

### **SOLICITING ON AGENCY PREMISES**

Unless otherwise approved by the Executive Director, the Agency prohibits on-site soliciting, buying, or selling of any kind during work hours or when an individual approached is performing job duties for the Agency. This policy applies to any form of solicitation including seeking contributions to charities or

selling tickets or goods. Solicitation by one employee of another is prohibited during the time either employee is required to be performing job duties. Distribution of leaflets, pamphlets, or any other materials is also forbidden during working time. For purposes of this policy, working time does not include breaks or meal times.

## EMPLOYEE LICENSES AND CERTIFICATIONS

It is the employee's responsibility to keep his or her required licenses and/or certifications current. All required licenses and certificates shall be brought to Agency Administration to be copied for the employee's personnel file. Failure to keep required licenses and certifications current may result in termination.

## SMOKE FREE WORKPLACE

The Agency will provide for a smoke-free environment in all Agency-held property.

## USE OF WORKPLACE TECHNOLOGY (Including E-mail and the Internet)

The Agency may provide electronic mail systems, computers, telephone systems, voice mail, fax machines and other technology to employees at Agency expense for their use in performing their duties for the Agency. The purpose of this policy is to ensure appropriate, efficient, and effective use of such technology. ~~Exceptions to this business-only policy are limited to necessary personal phone calls and authorized use of the Internet and e-mail systems as approved by the Executive Director.~~ All communications over, and activity conducted on, the Agency-owned systems are property of the Agency and the Agency reserves the right to access, review, audit, and disclose all matters sent over its systems or placed into its storage. ~~Occasional, incidental p~~Personal use of Agency technology must not interfere with job activities nor result in any expense to the Agency. Simply deleting a message or file may not fully eliminate the message from the system. The use of personal passwords or access codes does not restrict the Agency's ability to access electronic communications or files.

Employees who download information from the Internet must comply with disk scanning procedures established by the Agency to minimize the risk of contracting a computer virus. Loading or installing any software is prohibited without authorization from the Executive Director. Any use of the Internet or other technology to obtain, transfer, download, or send sexually explicit material is expressly prohibited. Employees will be disciplined, up to and including termination, for violating this policy.

## GUIDELINES FOR EMPLOYEE CONDUCT AND DISCIPLINE

In order to maintain safe and efficient operations, and to continue to provide the highest standard of public service, the Agency has adopted the following rules outlining examples of unacceptable employee conduct. This list is not necessarily an exhaustive list of unacceptable conduct. Each rule reflects a common understanding of what behavior is acceptable in the workplace.

These rules can be modified by the Agency as changing conditions warrant. The Agency may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not included in the following list. You must understand that any offense, whether or not it is included in these work rules, may result in disciplinary action, up to and including discharge, without prior warning.

### Employee Conduct

While it is not possible to list all the offenses for which you will be disciplined, the following are examples of inappropriate, unacceptable conduct:

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records.
3. Violating the Agency's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism, or failing to report for work without notification to the Agency.
5. Unauthorized failure to return from a leave of absence.
6. Engaging in unnecessary or unauthorized use of Agency property or supplies, particularly for personal use.
7. Reporting to work intoxicated or under the influence of nonprescribed drugs, or prescribed drugs not being used for prescribed purposes, alcohol, or other substances.
8. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
9. Bringing or using alcoholic beverages to or in Agency workplaces or using alcoholic beverages while engaged in Agency business off of Agency premises.
10. Fighting or using obscene, abusive, or threatening language, or any other behavior the Agency believes jeopardizes the safety of the public or other Agency employees.
11. Stealing property of coworkers, customers, clients, or the Agency.
12. ~~Having Possessing~~ unauthorized firearms or other weapons on Agency premises or while on Agency business.
13. Disregarding smoking, safety, or security regulations.
14. Insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers.
15. ~~Failing to follow Agency job instructions or to perform work requested by a supervisor or manager.~~
- ~~16-15.~~ Violating an Agency safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
- ~~17-16.~~ Failing to maintain confidentiality of Agency or client information.
- ~~18-17.~~ Failing to maintain required licenses and/or certifications.
- ~~19-18.~~ Failing to maintain required motor vehicle insurability.
- ~~20-19.~~ Engaging in activity outside of employment with the Agency that would adversely affect your performance on the job or involve a possible conflict of interest.
- ~~21-20.~~ Violating the Agency's policy on workplace technology.

#### Discipline

The Agency may use whatever discipline it decides is appropriate in any situation, up to and including discharge, without regard to the progressive discipline guidelines explained below. The Agency may determine that an offense may be corrected using progressive discipline. Situations the Agency believes may respond to corrective discipline may be handled according to the following procedure:

1. **Counseling:** The employee's supervisor may give the employee a verbal warning.
2. **Written warning:** If the unsatisfactory conduct continues, the Executive Director may issue a written warning.
3. **Suspension:** If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended without pay.
4. **Termination:** If the conduct continues, the Executive Director may terminate the employment of the employee.

Unpaid disciplinary suspensions of exempt employees shall be for one or more complete work days in accordance with the Fair Labor Standards Act.

## SECTION SEVEN: DRUG AND ALCOHOL USE IN THE WORKPLACE

### DRUG AND ALCOHOL USE IN THE WORKPLACE

The Agency requires all employees to report to work on time and in the appropriate mental and physical condition for work. Employees using alcohol or drugs in the workplace or in the course of employment without medical authorization are subject to discipline up to and including termination.

The Agency recognizes that drug and alcohol dependency and abuse pose major health, safety and security problems. Employees needing help with such problems are encouraged to contact the agencies located in the community who provide substance abuse assistance programs.

This policy is not meant to be an exhaustive drug or alcohol use policy governing any transit drivers who are also covered by federal law regarding drug testing in the workplace.

#### **Drug Free Workplace Policy**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is PROHIBITED in this work place. Work place is defined as:

- Any building and/or office occupied by Agency employees for the purpose of conducting business.
- Any and all vehicles owned or leased by the Agency.
- Any private vehicle used by an employee for travel for which they are reimbursed mileage or paid a wage.

Controlled substances are defined as any drug (a) which is not legally obtainable; or (b) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not being used for prescribed purposes. This also includes marijuana. The presence in any detectable amount of any illegal drug in any employee while performing Agency business or while in the SEIRPC office is prohibited.

#### **Action Taken**

When a supervisor suspects an employee of violating this prohibition, they will notify the Executive Director or his designee. The Executive Director will take action as he deems appropriate. When the employee is convicted of any criminal drug statute violation occurring in the work place, they shall notify their employer no later than five (5) days after such conviction. The employer must notify the funding source for the program in which the violation occurred within ten (10) days after receiving notice from the employee of such conviction.

Any employee convicted of the unlawful manufacture, distribution, or dispensing of a controlled substance in the work place shall be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate Agency. ~~Persons~~ Employees refusing to participate in such a program shall be terminated. ~~Persons~~ Employees who successfully complete a program of rehabilitation as defined by the assisting program, shall be reinstated to their original position, providing that all actions taken by the Executive Director have priority.

The policy is in effect for all employees, but does not take precedent over any policy required by a program which incorporates stricter compliance rules or punishment for violators.

## **SECTION EIGHT: COMPLAINT PROCEDURE**

#### **Purpose**

The purpose of this complaint procedure is to provide employees a systematic means of obtaining further consideration of problems after every reasonable effort through discussion has failed to resolve them; to provide that the complaint be settled as close as possible to the point of origin; and to promote improved and positive staff relations.

Misunderstandings, conflicts, problems, or other questions about your job can arise in any workplace. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If your concern relates to sexual harassment or another type of workplace harassment, follow the procedure in the sexual harassment policy contained in this handbook. For other complaints, the Agency has adopted the following procedure to respond to your concerns.

**Procedure**

1. An employee shall present the complaint in writing within ten working days of the incident giving rise to the complaint to his or her immediate supervisor, unless the grievance respects that individual, and then to the next higher supervisor.
2. The person to whom the written complaint has been submitted will meet informally with the affected employee and will render a decision within five working days of receipt of the written complaint. A copy of the decision will be provided to the Executive Director.
3. If the employee is not satisfied with the resolution of the complaint, he or she may present the complaint, in writing, to the Executive Director within five working days of receipt of the decision.
4. The Executive Director will meet to discuss the grievance with the employee and immediate supervisor and will render a written decision within five working days of the meeting.
5. If the employee is not satisfied with the resolution of the complaint, the employee will have five working days to file a written request for a hearing with the Executive Committee at the next scheduled meeting of the Board of Directors. The employee, immediate supervisor, and Executive Director will be present at the meeting of the Executive Committee. The decision of the Executive Committee will be final, and will be reported in writing to the employee within ten working days of the meeting.

## DISCLAIMER

This handbook is provided for informational purposes only. The Agency may revise the policies, procedures, benefits, and plans described in the handbook at any time without prior notice. The Agency retains the exclusive right to change, add to, eliminate, or modify any of the policies in the handbook at any time at its discretion, with or without notice.

Any promises, representations, or actions by an Agency official or employee, other than the Executive Director, which are contrary to this handbook are not the official policy of the Agency, and are of no force or effect. This handbook supersedes and cancels the effect of any previous versions of an Agency employee handbook or personnel policies.

This employee handbook is not intended to create any contractual rights in favor of you or the Agency. This handbook is not to be construed as an employment contract, expressed or implied, or as a promise that you will be employed for any specified period of time. Employees may resign their employment at any time and for any reason, and the Agency reserves the same right to terminate any individual's employment at any time and for any reason. Nothing in this handbook changes the at-will nature of your employment with the Agency.

**EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK**

*This form must be signed and returned to Executive Director - within three days of receiving the handbook.*

I have received my copy of the employee handbook. I understand that the handbook has been provided to me for informational purposes only, and that the Agency has the right to amend or terminate any policies, procedures, or benefit programs at any time. I acknowledge that this handbook is not a contract of employment, express or implied, and that I am not guaranteed employment for any specific duration. Either the Agency or I may terminate my employment at any time with or without cause.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

**WORKPLACE TECHNOLOGY POLICY ACKNOWLEDGMENT**

I have received a written copy of the Agency's Workplace Technology policy. I fully understand the terms of this policy. I understand ~~that the Agency's computer and electronic communications systems are to be used for business purposes only, and~~ that all information stored in, transmitted or received through the Agency's systems is the property of the Agency. I realize that the Agency's security software may record for management use the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive using the Agency's systems may be recorded and stored in an archive file for management use. I understand that I should have no expectation of privacy when using any of the Agency's computer and electronic communications systems. I know that any violation of this policy could lead to discipline, up to and including termination.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**DRUG FREE WORKPLACE  
ACKNOWLEDGEMENT AND LIABILITY RELEASE**

I, \_\_\_\_\_, an employee of the Southeast Iowa Regional Planning Commission, hereby certify that I have received a copy of the employer's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on this employer's premises or while conducting the employer's business. A violation of this policy can subject me to discipline up to and including termination. I realize I must abide by the terms of this policy and that if I am directly engaged in work performed pursuant to a federal grant or contract, as a condition of employment, I must notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that the employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

# Transit Facility Facility General Plan

OB #3





# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: February 25, 2016  
Re: Transit Facility General Plan

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As authorized by the SEIRPC executive board, staff have retained an engineer to complete site and building plans and alternatives for a transit facility on the SEIRPC grounds.

The alternatives are not yet complete, but substantial progress has been made. Evaluating the functions of the building and balancing projected costs is the key part of the exercise.

Staff will present a range of options to the board with a preferred alternative once more information is sorted.

Information points:

- Storage for nine buses (presently have six on campus)
- Wash bay
- Parts storage
- Maintenance area (light maintenance only)
- Driver changing area
- Restrooms
- Training area
- One office space
- Location and access
- Building material, type and configuration
- Traffic flow
- Costs, process, financial plan for any or all of the above

More should be available for presentation in March and hopefully a final presentation in April.