



IOWA PBS EMPLOYEE HANDBOOK

SUPPLEMENTAL POLICIES TO THE
STATE OF IOWA EMPLOYEE HANDBOOK

Version 3, Revised November 2022

Iowa PBS

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Iowa PBS educates, enriches and inspires Iowans.

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SECTION 1: INTRODUCTION

The Iowa PBS Handbook (“Handbook”) has been prepared to provide basic information and to aid your understanding of Iowa PBS policies, procedures, and practices (work rules). This Handbook is intended to supplement the State of Iowa’s Employee Handbook and other employee policies promulgated by the Department of Administrative Services (DAS), available at <https://das.iowa.gov/human-resources/hr-info-employees>. Where there are differences between this Handbook and the State of Iowa Employee Handbook and other DAS policies, the State of Iowa Employee Handbook and other DAS policies shall prevail. This Handbook does not create an employment contract. It is the personal responsibility of each Iowa PBS employee to know, understand, and follow all work rules, policies, and procedures that apply to the employee. **Violation of any of these work rules may result in disciplinary action, up to and including discharge.** (See Progressive Discipline)

The Handbook is intended to define employee obligations and to assure that network objectives are reached through orderly processes. Some are concerned with job performance and the personal conduct of employees; others are procedural.

Personal qualities such as good citizenship, honesty, loyalty, industriousness, amenability, and willingness to cooperate with associates are implied expectations for maintaining employment. As required by the nature of the work performed or the specific circumstances, Iowa PBS management may provide additional work rules to employees which may concern only individual positions or classifications.

Other applicable standards of conduct include, but are not limited to, those provided by federal and state statutes, U.S. Department of Labor (USDOL) guidance, contracts to which Iowa PBS is a party, Corporation for Public Broadcasting guidance, and the Statement of Principles of Editorial Integrity in Public Broadcasting. It is the personal responsibility of each Iowa PBS employee to know, understand, and follow all applicable standards of conduct. Iowa PBS may take disciplinary action, up to and including discharge for a violation of an applicable standard of conduct.

Employees desiring clarification of specific items or other issues pertaining to any work rule should seek clarification from their immediate manager.

Grievances and appeal procedures are established in [Iowa Administrative Code, Administrative Services Department \[11\], Chapter 61](#) (Grievances and Appeals).

SECTION 2: VISION, MISSION, AND PURPOSE

VISION: Enrich Lives.

MISSION: Iowa PBS educates, informs, enriches, and inspires Iowans.

PURPOSE: Iowa is at the heart of Iowa PBS. Iowa PBS offers Iowans a partner in their quest for community and lifelong learning by engaging people of all ages with trusted services and programming that both educate and inspire. A statewide hub for public policy and a platform for civic and civil discourse, Iowa PBS provides news and information with historical perspective that enhances the lives of Iowans from all backgrounds, all generations and all walks of life. Iowa PBS is committed to delivering high-quality and innovative media and services that create insight, fulfillment, and growth while offering companionship, comfort and entertainment. Iowa PBS provides the lens through which Iowans may better see their world.

SECTION 3: GENERAL INFORMATION

3.1 Authority of Managers

Pursuant to Iowa Code Chapter 20.1, Iowa PBS Management must maintain the operational efficiency of the agency. Therefore, managers have the authority to:

- Assign employees a schedule based on business needs. This includes determining the starting time and ending time of an employee's workday, as well as establishing break and lunch times.
- Authorize or require employees to work overtime on assignments.
- Authorize an employee to take time off.
- Assign work to employees.
- Give an employee oral or written feedback regarding their performance.
- Establish standards of conduct for employees.
- Establish performance standards for employees.

3.2 Employment Records Updates

Keeping employment records up to date is important. Employees must update any changes to their legal name, emergency contacts, marital status, or number of dependents via Workday through employee self-service. There are several Smart Guides available to assist you via the Iowa Worksmart Website.

3.3 Employee Notification of Changes to the Handbook

When content changes are made to the Iowa PBS Employee Handbook, all employees will be notified by email or directly by their manager. Employees will be asked to sign an acknowledgement document, which must be returned to Iowa PBS's Human Resources Associate, within the specified deadline.

3.4 Intranet

The Iowa PBS Employee Intranet contains a variety of useful information. Employees can find many documents they may need to reference over the course of their employment. For example, if you need a listing of current show numbers, you can find the Iowa PBS Program Numbers by Fund in the Iowa PBS Documents section on the intranet. It can be found at:

<https://www.iowapbs.org/ipbsintranet/>

SECTION 4: WORK RULES AND POLICIES

4.1 Attendance

The work of Iowa PBS employees is important. Employees contribute to providing essential services for viewers, educators and other customers, thus, attendance is critical. Absent extenuating circumstances, if an employee is unable to report to work on time, they must notify and obtain authorization from their manager a minimum of fifteen (15) minutes prior to the start of their shift. Such notification may be made electronically or by phone as agreed to by the manager and must include the time the employee expects to arrive to work as well as a reason as to why the employee will not be arriving on time. If an employee is unable to arrive at the originally communicated arrival time, the employee must provide follow-up notice to their manager with updated information on when they will arrive and why they are unable to arrive by the originally communicated arrival time. If an employee is incapable of personally communicating, the employee's designee must make this notification as soon as possible. Employees must submit a time off request upon arrival to document the time off. Employees are to work their entire assigned shift unless taking authorized time off. Employees will not be paid for unauthorized time off.

If an absence is related to FMLA, see section 4.8 Family Medical Leave Act (FMLA) for more information. In instances when a doctor's statement is required to justify time off, consistent with Iowa Administrative Code, Administrative Services Department [11], Chapter 63.3(5), failure to provide such a statement in a timely manner may result in disciplinary action, up to and including discharge. A continuing record of unsatisfactory attendance or lack of punctuality may result in discipline, up to and including discharge.

The Department of Administrative Service Policy shall govern Severe Weather Emergency situations. It may be accessed online at:

https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/severe_weather_policy.pdf

4.2 Breaks and Meal Periods

Most positions do not require scheduled breaks and meal periods, and employees are allowed to take them when the need arises and as work permits. However, breaks and meal periods may be managed and scheduled at the discretion of an employee's manager if necessary, due to the nature of the employee's position, the particular assignment on which the employee is working, or past performance issues.

1. BREAKS. All employees are allowed a paid 15 minute break for each four-hour work period. Breaks are paid and counted toward worked hours. Breaks may not be used to compensate for absences such as arriving late or leaving work early. Employees are required to observe the time limits of breaks.

2. **MEAL PERIODS.** All employees are permitted an unpaid meal period of at least 30 minutes. Meal periods are unpaid and not counted toward worked hours. A meal period must be taken if working six or more hours, with the exception of productions/events that do not have a meal period built into the schedule. Meal periods should be taken around the mid-point of a scheduled shift, unless business reasons necessitate a different meal period. Meal periods are considered personal time, and employees will leave the immediate work area in order to eat and relax. If an overtime eligible employee is required to perform any work duties while on a meal period, the time spent working during the meal break will be counted toward the total hours worked.
3. **CONSOLIDATION.** Employees may consolidate breaks and meal periods for an extended lunch in the middle of the work day, however, they may not be consolidated for the purpose of arriving late or leaving early. Depending on the job assignment, consolidation of breaks and meal periods may not be permitted.

Below is a table that illustrates the breaks and meal periods that are required based on hours worked.

Hours Worked	15 Minute Break	30 Minute Meal Period
Less than 4	0	0
4-5.75 Hours	1	0
6-7.75 Hours	1	1
8 Hours	2	1

4.3 Building Security

All employees are required to help keep our building and work areas secure by taking the following steps:

- Do not share keys or security/identification badges.
- Do not make duplicates of keys without authorization.
- Report all missing or stolen keys and badges immediately to your manager.
- Do not prop open any doors.
- Do not enter into restricted areas or permit others to make unauthorized entry to Iowa PBS facilities.
- Security/identification badges are for employees only. Certain non-employees working in the building will be given badges for limited access as approved by a manager, which will not allow access in off-hours (evenings and weekends). All others shall be escorted throughout the building. Vendor access without escort must be approved by management.
- Employees should be aware of unauthorized individuals entering secure areas. If you observe any suspicious behavior or believe a security incident has occurred or may occur, contact the local Police Department and inform management immediately.

4.4 Call Back

All employees may be called back into work. If an overtime eligible employee is directed to report to work during unscheduled hours that are not contiguous to the beginning or the end of the employee's assigned shift, the employee shall be paid a minimum of three hours. These hours shall not count as standby hours if the employee is in standby status. Overtime exempt employees who are called back into work will receive no additional compensation.

4.5 Confidentiality

In the course of day-to-day duties, Iowa PBS employees may have access to confidential information and records. It is vital to preserve confidentiality and use information necessary for business purposes only. Employees are prohibited from sharing or discussing confidential business matters with other employees who do not have a business need to know. Employees are also prohibited from sharing or discussing such information with persons outside the office, including family members.

Inspecting or accessing confidential information or records without authorization or without a business purpose may lead to disciplinary action, up to and including discharge.

4.6 Conflict of Interest/Outside Employment

Iowa PBS must conduct its business without any appearance of unethical business practices. Employees shall avoid any activity that impairs or would reasonably appear to impair the ability of the employee to perform their duties with independence and objectivity. If someone could keep you from acting in the best interests of Iowa PBS, you may have a conflict of interest. When you become aware of a possible conflict of interest or even the appearance of one, you must immediately bring the matter to the attention of your manager.

For example, accepting a gift or service from a customer or business associate may constitute a conflict of interest. If you receive such a gift or service, you must immediately report it to your manager who will advise you regarding the gift or service.

Employees of Iowa PBS are prohibited from transacting business with any entity or person in which the employee has an interest, except as authorized by law. Employees are prohibited from engaging in any outside employment that conflicts with their official Iowa PBS duties and responsibilities.

Employees engaged in outside employment must ensure the outside employment does not conflict with their Iowa PBS employment, and are required to take vacation or other appropriate approved time off if the work responsibilities conflict with the hours of work required by Iowa PBS. This time off must be approved by the manager prior to the time off. No resources of the State of Iowa (e.g. material, equipment, etc.) may be used to support the work of the outside employer. Iowa Code 68B.2A should be reviewed to ensure there is no conflict of interest or prohibited outside employment.

4.7 Employee Assistance Program (EAP)

The State of Iowa Employee Assistance Program is a confidential, professional service to help full and part-time employees and family members in their household. For more information, an employee may visit the Department of Administrative Services website:

<https://das.iowa.gov/human-resources/healthy-opportunities/employee-assistance-program>

4.8 Family Medical Leave Act (FMLA)

Employees must report any FMLA-related work absences to both their manager and to the State of Iowa Workday System. When completing a time off submission that is for a FMLA covered absence, the FMLA must be entered in Workday. For more information on the Family Medical Leave Act, visit the DAS website at: <https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employee-benefits/managing-your-leaves-absence/fmla>.

4.9 General Conduct

While at work, Iowa PBS employees shall conduct themselves in a manner that reflects positively on Iowa PBS. An employee's job is important and employees are expected to cooperate and follow instructions of managers or other designated members of management. Insubordination (refusal to follow an authorized manager's reasonable orders or instructions) is prohibited unless such instructions are contrary to applicable law, rule, or regulation. Employees are expected to perform their work accurately, efficiently, and successfully to meet performance standards. Employees are expected to seek, accept, and accurately complete assignments within deadlines and not neglect job duties and responsibilities. Employees shall not be inattentive to job duties or engage in unauthorized personal business while on duty.

Employees must be respectful of the persons with whom the employee interacts while working. This includes, but is not limited to, being polite, courteous, and responsive. Employees are prohibited from engaging in abusive, profane, argumentative, offensive, indecent, threatening, exploitative, coercive, or unethical conduct.

Employees shall refrain from engaging in behavior that undermines or disrupts the efficient and effective operation of Iowa PBS such as behavior that is distracting to other employees or which interferes with other employees' ability to complete their assigned job duties. Employees must maintain their immediate work area in an orderly and sanitary manner.

Employees must perform their work with the utmost integrity and highest of ethical standards. Employees are prohibited from the falsification of agency records and forms, including, but not limited to, time sheets, travel claims, program logs, financial, personnel or other Iowa PBS records. Employees are also prohibited from giving false information to other governmental agencies, private organizations, employees, or the public.

While on State time, the employee is prohibited from:

- Interfering with employees in the orderly performance of their duties by inflicting bodily harm, threats, intimidation, or the use of abusive language.
- Participating in disorderly or illegal conduct while in the performance of job duties which can be considered as unbecoming or detrimental to Iowa PBS.
- Not complying with officially posted signs, notices, warnings, or instructions.
- Reporting to work under the influence of alcoholic beverages or unauthorized controlled substances.
- Possessing weapons without authorization.
- Using alcoholic beverages or unauthorized controlled substances during working hours or while engaged in Iowa PBS business.
- Making false or malicious statements concerning employees, managers, or the network.
- Smoking in non-smoking areas.
- Eating and/or drinking in areas not authorized by Iowa PBS management.
- Engaging in unauthorized solicitation of funds or donations on State time and/or Iowa PBS premises.
- Possessing or duplicating without authorization, or improperly using, and failing to report promptly, the loss of State keys or badges, computers, mobile telephones, procurement cards, identification cards, or other job-related materials.
- Grooming or dressing inappropriately for a specific work assignment.
- Soliciting or accepting unauthorized compensation, reward, gratuity, or gifts for any matter related to job performance or network activity.
- Engaging in gambling, including, but not limited to, sports pools, bets, dice, pools, card games, fantasy sports, or any other type of gambling activity.
- Sleeping.
- Using sick time off inappropriately, (Use of sick time off shall be in accordance with Iowa Administrative Code, Administrative Services Department [11], Chapter 63.3(8A).
- Otherwise neglecting job duties.

4.10 Health and Safety

Iowa PBS is committed to a healthy and safe workplace for all of our employees. Iowa PBS strives to provide employees with the safest possible work environment and the knowledge necessary to safely carry out assigned job duties. Safety is everyone's responsibility. Employees must report immediately, but no later than 24 hours after, all accidents or injuries that occur during working hours or while in the performance of job duties, even if no medical attention is required. This should be reported to both your manager and Iowa PBS's Human Resources Associate.

Employees must observe health, sanitation and safety practices as ordered by the manager or by agency policy. Employees must immediately report to their manager any inoperable equipment or damage to equipment which occurs during the performance of job duties.

4.11 Employee Time Off

The State of Iowa Employee Handbook includes a comprehensive description of various time off benefits. The section below does not cover all types of time off available. See the State of Iowa Employee Handbook for more information.

Vacation and sick time off are accrued on an hourly basis each pay period; see the State of Iowa Employee Handbook for details on the accrual rates. Time off can only be used in the pay period after it has been earned. The biweekly accrual, time off taken and remaining balance are shown on your pay slip. If an officially designated State holiday falls within a period of time-off usage, the time off balance will not be reduced for the day of the holiday. To be eligible for the holiday pay, the employee must be in pay status the last scheduled day prior to and the first scheduled day after the holiday. Time off must be used on a workday basis, prior to any time off without pay. Unpaid time off, with the exception of any approved state or federally mandated leave of absence must have prior approval from the Iowa PBS Executive Director/General Manager.

4.11.1 System for Entering Time Off

Iowa PBS utilizes Workday, the State of Iowa Payroll system, to enter time off requests. All time off requests must be entered into this system. The request routes all time off requests to the manager associated with the employee. Manager information can be seen when you navigate to your profile page of Workday.

When you submit your time off request, you will see the request in a gray color on your absence calendar. If your manager approves the time off request, the color will change to green. It is the employee's responsibility to make sure that all scheduled time off has been approved prior to taking the scheduled time off. All requests for time off that were unscheduled and occurred during the pay period must be entered by the close of business on the last day of the pay period. Occasionally the deadline may need to be changed. All changes to the deadline will be communicated in the *Iowa PBS Update* or via email from the Iowa PBS Human Resources Associate.

4.11.2 Sick Time Off

Accrued sick time may be used during a period when an employee is unable to work because of: medically related disabilities; physical or mental illness; medical, dental, or optical examinations, surgery or treatment; or when performance of assigned duties would jeopardize the employee's health or recovery. Medically related disabilities caused by pregnancy or recovery from childbirth shall be covered by sick time off. The use of sick time off is governed by Iowa Administrative Code, Administrative Services Department [11], Chapter 63. Excessive absenteeism or abuse of sick time off will not be tolerated and may result in disciplinary action, up to and including discharge.

Employees must fill out a time off request and receive manager approval prior to a scheduled appointment whenever possible. When an employee or immediate family member is ill, the time off request should be made on the first day the employee returns to work. This time off must be entered and approved by the last day of the pay period.

If an employee is absent from work on sick time off for more than three work days, the reason for the absence may be required to be verified by a physician or other medical practitioner, as required by management. Management may require verification for lesser periods of absence and at any time during an absence.

Per the Iowa Administrative Code, Administrative Services Department [11], Chapter 63.3(11), employees may use up to 40 hours per fiscal year for the following purposes. If this type of time off is used, you must state the relationship in the comment box of the request.

- When a death occurs in the immediate family;
- For the temporary care of, or necessary attention to, members of the immediate family.

4.11.3 Vacation Time Off

Iowa PBS will attempt to honor all vacation requests. Employees are encouraged to work with their co-workers and managers within their work units to schedule vacations. Time off requests will be approved or denied by considering the operational needs of Iowa PBS, employee preferences and previous vacation history within the work unit. Managers will ensure that there is no interruption of service and business provided by Iowa PBS to its viewers, educators and other customers when granting vacation time off requests. Time off requests may be submitted up to six months prior to the first day of the requested time off. All approved time off must be accurately reflected on the employee's work calendar. Employees may not take vacation without prior approval from the employee's managers.

Employees should have sufficient accrued vacation time at the time of the vacation request in order for the request to be considered for approval. However, a manager may approve a vacation request on a conditional basis, with the condition that there is a sufficient number of vacation hours at the time the vacation will be taken. A manager has the right to cancel an employee's vacation request if, on the day of the requested vacation, the employee will not have a sufficient number of vacation hours to cover the employee's requested vacation. Vacation time off cannot be requested in less than 15 minute increments, exceptions will be made only in times of FMLA or balances below 15 minutes.

In the event of an illness while on vacation, the portion of the vacation time that is spent under the care of a physician may be switched to be charged to sick time off only upon satisfactory proof from the physician of the illness and the duration of the illness.

4.12 Overtime

DAS designates job classes as overtime eligible or overtime exempt in accordance with DAS Administrative Code Rule 11-53.11. DAS categorizes overtime-eligible employees pursuant to the Fair Labor Standards Act ("FLSA"). Eligibility can be reviewed through the Interactive Class and Pay Plan interface, available at <https://eservices.iowa.gov/icpp/index.faces>. Overtime exempt (FLSA exempt) employees are coded as "0" and overtime eligible employees are coded as "2."

Your manager may adjust your workweek during emergencies or periods that require extra work. Overtime eligible employees are eligible for time-and-a-half overtime for all time worked over 40 hours in a pay week (Friday–Thursday). Overtime is based on actual hours worked, which does not include hours taken for time off such as sick time off, vacation time off, or usage of compensatory time. Holiday hours are also not included in calculating overtime. Prior to working any overtime hours, employees must:

1. Request and obtain approval from their manager; or
2. Be requested by their manager to work overtime.

If an overtime-eligible employee has scheduled time off (time off approved in advance by the manager) in a week that would result in the total hours documented being greater than 40, the employee has two options. The employee can work with their manager to reduce their scheduled time off to get to a total 40 hours for the week. They would only receive pay for the 40 hours, and their time off balance would only be reduced by the number of hours needed to get them to 40. The employee would need to edit their time off request in Workday to reflect the number of hours needed. For example, the employee has 8 hours of vacation scheduled during the workweek, but ends up working 35 hours the other days of the week. That employee can work with their manager to reduce the number of vacation hours needed to 5, leaving the 3 remaining hours in their vacation bank. That employee would edit the already approved time off request in Workday.

The employee can also choose to be paid for the scheduled time off. If the employee does not actually work more than 40 hours that week, all hours will be paid at the straight rate. The employee can also choose to be paid for the full 8 hours of vacation, and would be paid a total of 43 regular hours for the week. Nothing would be changed in Workday. Using the example above, the employee would record the 35 hours worked on their time sheet as regular time and the 8 hours of scheduled vacation would remain as originally submitted. They would report a total of 43 hours for the week on their time sheet.

If an overtime-eligible employee uses unscheduled time off in a week that total hours are greater than 40, the unscheduled time off will be reduced so the total hours for that workweek are 40. Using the same example from above, if the employee works 35 hours and calls in sick for an 8-hour day, that employee must enter their time off request in Workday for only the 5 hours that will get them to 40 hours total for the week.

Overtime exempt (FLSA exempt) employees are ineligible for additional pay for hours worked over 40 hours in a pay week (Friday–Thursday).

4.13 Performance Evaluation Scheduling

Each employee will be provided a timely performance evaluation, regardless of whether the employee is eligible for a pay increase. Performance evaluations are completed annually but may be completed more frequently at the discretion of the manager. Notwithstanding the foregoing, pay increases will only occur on or after the employee's pay-increase eligibility date.

An employee's manager will set up a meeting at the beginning of the employee's rating period to provide the employee their Performance Plan, which generally outlines goals, action steps, and performance criteria. At the end of the rating period, an employee's manager will set up a meeting to discuss the employee's performance and ratings based on the Performance Plan goals.

4.14 Personal Electronic Devices

Employees may carry and use personal electronics and cell phones while on duty. However, employees must not use these devices in a manner that disrupts their productivity, causes a distraction for coworkers, or compromises safety. Managers may, on a case-by-case basis, determine whether the presence of a personal device is causing unsafe work conditions, loss of productivity, or a disruption in the workplace. In such cases, the manager may require the employee to put away the personal device and may require the device no longer be used during work hours. Employees shall not use personal email accounts or personal social media accounts to conduct State business.

4.15 Progressive Discipline

Iowa PBS will generally follow a progressive discipline approach when disciplining merit covered employees, but reserves the right to use any and all available discipline depending on the severity of the incident. Based on the facts of a given situation, Iowa PBS may skip one or more steps in the progressive discipline process. Certain acts or omissions by an employee are serious enough or sufficiently below the standard of conduct that Iowa PBS has a right to expect of its employees that they merit immediate termination of employment with the network, regardless of the employee's prior performance or conduct on the job. For more information refer to the State of Iowa Employee Handbook.

Non-Disciplinary Corrective Actions

Iowa PBS may, when deemed appropriate, utilize any of the following forms of non-disciplinary corrective actions, including, but not limited to:

- Verbal Coaching/Counseling
- Verbal/Written Work Directive
- Performance Improvement Plan

Formal Disciplinary Corrective Actions

Iowa PBS may, when deemed appropriate, utilize any of the following forms of formal disciplinary corrective actions, including, but not limited to:

- Written Reprimand
- One (1) Day Suspension
- Three (3) Day Suspension
- Five (5) Day Suspension and Final Warning
- Termination

4.16 Social Media

All employees are brand ambassadors for Iowa PBS whether that is in their job description or not. Every time employees wear branded apparel in public, drive a branded vehicle, post about work projects or events in social media, or even tell anyone where they work, employees add a lens through which the public views Iowa PBS.

No matter how private employees believe their personal platform(s) or account(s) is(are), social media was created to be a sharing tool and the algorithms they are built with were created to extend messages. When employees post anything online, employees should consider how it may be received by the public, not just social circles. Best practice is not to post anything online that you are not comfortable being attributed to you on the front page of the morning newspaper. Your first amendment right guarantees you the freedom to say what you wish. However, it does not provide you freedom from responsibility for your comments. Be thoughtful, and understand that your activity may reflect not only on you personally, but on your colleagues and on the network as a whole.

Employees must act in accordance with the State of Iowa's Social Media policy which may be found in the [State of Iowa Employee Handbook](#).

4.17 State Owned Vehicle Usage

All employees who use a State vehicle must follow the State Employee Driving Guidelines IAC 103 and the [DAS Fleet Services Policy and Procedures Manual](#). An employee is prohibited from using a State-owned motor vehicle for unauthorized, improper, malicious, illegal, or unethical purposes. An employee's spouse, children, relatives, or any other unauthorized non-State employee shall not drive or be a passenger in a State-owned vehicle unless performing State business, and only with prior authorization from their manager.

When using an Iowa PBS vehicle, employees must complete the daily log sheet, to include both the 'to' and 'from' location, ending mileage for the day, and any gas purchases. Original receipts for gas purchases must be turned in with the mileage log. It is recommended that prior to driving an Iowa PBS or State-owned vehicle, a quick visual inspection of the vehicle is done and any existing damage be noted on the log and communicated to the employee's manager.

4.18 Telework Program

The Iowa PBS Telework Agreement is designed to be completed by the employee to facilitate positive discussions between the manager and the employee. The entire form should be reviewed and discussed to determine feasibility of the arrangement. The Telework Agreement describes the terms and conditions of remote working (excluding the situations where remote working is required for business continuity) agreed upon by the employee, their manager, and the Executive Director and General Manager. The Telework Agreement may be revoked or cancelled at any time. No teleworking will be permitted outside the State of Iowa without prior written consent by the Executive Director and General Manager and the Iowa Department of Administrative Services. All Iowa PBS and State of Iowa Work Rules must be followed at all times.

Iowa PBS will utilize the Department of Administrative Service's Telework Agreement which is located at

https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/TeleworkProgram.pdf

4.19 Time Sheets

For FLSA covered employees, time sheets must be a true and accurate report of the time worked and any time off taken during a pay period. Time sheets are not completed by FLSA exempt employees unless they are needed to track projects. FLSA exempt employees are compensated for 8 hours a day, and should reflect that on their time sheet when submitted. Any time off taken by a FLSA exempt employee in the pay period a time sheet is completed will be reflected on that time sheet, but no other additional time needs to be entered. Time sheets must be submitted for approval by the close of business at the end of the pay period. Any time off submissions must also be completed in Workday by the close of business at the end of the pay period.

Occasionally the deadlines may need to be changed. Changes to the deadline will be communicated in the Iowa PBS Update or by the Iowa PBS Human Resources Associate. Completion and approval deadlines may be adjusted during holidays. Iowa PBS's Human Resources Associate will notify staff when this occurs. Failure to complete the time sheet before the close of business at the end of the pay period may result in a delay of payment of wages for the pay period. It is recommended employees submit their time sheets prior to taking approved time off or being out of the office for a work assignment, or immediately upon returning from sick time off. Both the employee and their manager shall certify to the accuracy of the employee's time sheet each pay period by approving the employee's time sheet. Employees are required to submit time sheets prior to planned absences occurring over the end of the pay period.

In the event of an employee's unplanned absence, Iowa PBS's Human Resources Associate and the manager will ensure completion of time sheets with the best information available. Retroactive corrections may be completed after the employee returns to work.

Employees required to complete distribution time sheets (for grants, projects funded by program development funds, etc.) are required to have completed time sheets submitted to the manager on or before the last day of the pay period.

4.20 Travel and Reimbursement

Expense Reports must be submitted within 30 calendar days from the completion of the travel. See the In-State or Out-of-State Travel guidance on the Iowa PBS Intranet page and/or the [State Accounting Travel and Relocation Policies](#) for more details on the reimbursement process.

4.21 Unlawful Discrimination

Employees must act in accordance with the State of Iowa's Equal Opportunity, Affirmative Action and Anti-Discrimination Policy for Executive Branch Employees, which is available on the DAS website: https://das.iowa.gov/sites/default/files/hr/documents/aaeeo/ea_aa_policy.pdf

4.22 Use of Iowa PBS/State Property:

Many employees are issued office items, desk equipment or tools at the beginning of or during their employment with Iowa PBS. Office items/equipment and tools are to be used only to carry out job responsibilities. Employees shall not misuse, waste, or abuse Iowa PBS's or other State supplies, materials and/or equipment. The loss of or any damage to such items should immediately be reported to the employee's manager. All items are considered to be the property of the State and are to be returned to the employee's manager upon employment separation from Iowa PBS. Employees are prohibited from using State property outside of their assigned duties.

Employees are prohibited from unauthorized personal use or destruction of Iowa PBS or other State-owned equipment, property or materials. Employees are prohibited from defacing or the unauthorized removal of posted materials.

State telephones are to be used primarily for the benefit of Iowa PBS in carrying out its mission. On occasion, personal calls may need to be made and received at the work site. Such calls must be kept to a minimum. Employees are prohibited from excessive personal telephone calls or use of cell phones, the Watts line (1-800) or long distance phone calls for non-business calls.

Employees are prohibited from unauthorized possession (including stealing) or sale of Iowa PBS and other State property, materials or equipment. Iowa PBS has a zero tolerance policy for theft of State or Iowa PBS resources. Employees shall use reasonable measures to protect network property from misuse or theft.

4.23 Use of Personal Property

Employees that would like to use personal property for conducting State business must obtain prior approval from their manager before the use of such property for State business. Employees that choose to use their personal property to conduct State business will not be reimbursed for the acquisition of, theft of, or damage to that property. Any work (images, video, audio, etc.) performed or resulting product derived from using personal property in the course of conducting State business is the exclusive property of Iowa PBS.

4.24 Within Grade Merit Increase Guidelines

Employees in permanent positions may be eligible for a within-grade merit increase unless the employee is being paid at the maximum pay rate for the class. Within-grade merit increases are not automatic. Within-grade merit increases must correspond with the employee's pay increase eligibility date on Workday and a current (within the last 12 months) performance evaluation must be on file with Iowa PBS's Human Resources Associate. Eligible employees will receive within-grade merit increases based on performance.

Employees who receive an "exceeds expectations" or a "meets expectations" may receive a within-grade merit increase. Employees who receive a "does not meet expectations" will not receive a within-grade merit increase.

Appendix A: Outside Media

Communicating a clear, consistent message to the public through the news media is a vital part of maintaining our credibility as a network, as well as allowing us to continue to build relationships with key media around the State.

With this goal of clear, consistent communication with the news media in mind, we have a policy for network employees dealing with members of the news media. In short, each contact with the news media where you are representing Iowa PBS should go through the Communications Division first.

For example:

- If you are contacted by any member of the news media to comment about any Iowa PBS-related issue, please refer that reporter to the Communications Manager at 515-214-7895 or to the Director of Communications at 515-608-0395. Please do not speak to reporters, on the record or off, without the reporter first going through Communications.
- If a newspaper, television station, or radio station invites you to participate in an on-air or on the record interview about your area of expertise at Iowa PBS, we welcome this opportunity to showcase our knowledgeable staff. However, to make sure we are not also working with that reporter on something else, and to make sure Communications is aware in case the reporter should have questions, please work with the Communications Manager to coordinate interview logistics and general network talking points for this interview.
- At all times, we will look to find the most appropriate person to comment on a given situation publicly. That person will be determined by Communications and all requests for comment will go through this division.

If you're unable to reach someone in Communications, or if it's not practical to do so due to the nature of the conversation, please let the Director of Communications or the Communications Manager know immediately after you talk to the media.

This policy is designed to ensure we have one clearinghouse for members of the media. It is easier for them to have one initial point of contact at the network, and it makes the consistency of our messages stronger. We understand many of us have long-established relationships with members of the media, and we appreciate these connections. We ask that these contacts, when they are on behalf of Iowa PBS, go through Communications to make sure we're not working with another reporter in the same organization or that the issue isn't already being handled in another capacity.

Iowa PBS Employee Handbook Acknowledgement of Receipt

I, _____ acknowledge that I have received the
Employee's Name

Iowa PBS Employee Handbook, Revised November 2022. I have been directed to read the Iowa PBS Handbook and was offered an opportunity to ask questions about its content. I acknowledge that the Iowa PBS Handbook is not a contract of employment between Iowa PBS and me. I further acknowledge that the Iowa PBS Handbook supplements the State of Iowa Employee handbook. I understand that any violation of the Iowa PBS Handbook may result in disciplinary action, up to and including discharge.

I understand that I am responsible for reviewing and following any updates to the Iowa PBS Handbook.

Employee's Name (print)

Employee's Signature

Date

Manager's Signature

Date

Place the original of this form in the employee's personnel file.