# State of Iowa
# Employee Handbook

IOWA

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**Iowa Department of Administrative Services – Human Resources Enterprise**

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# Welcome to Iowa State Government

We hope you will find a great deal of challenge and personal satisfaction in your employment with the State. You have an important role in accomplishing the goals of your department and of state government.

As a state employee, it is very important that you always present the best possible image to the public. Remember to act promptly, be courteous, and treat people, our customers, respectfully. Your actions will make a lasting impression. Be sure it is a positive one.

This is your employee handbook. This information is based on Iowa Department of Administrative Services (DAS) rules and policies **and does not create an employment contract**. Much of the information in this handbook is also covered in the State's collective bargaining agreements. Where there are differences between a collective bargaining agreement and this handbook, the collective bargaining agreement prevails for employees covered by the agreement. Where there are differences between this handbook and DAS rules and policies, DAS rules and policies prevail. Also, individual state agencies may have more specific policies in place that augment those contained in this handbook.

Some of the employee benefit plans described in this handbook are subject to legal requirements concerning reporting and disclosure. This handbook contains highlights of those plans. For complete details about benefit plans, consult the benefit handbooks and the official plan documents. In case of any discrepancy, the official plan documents prevail. Of course, changes in laws may affect the benefit programs described in this handbook.

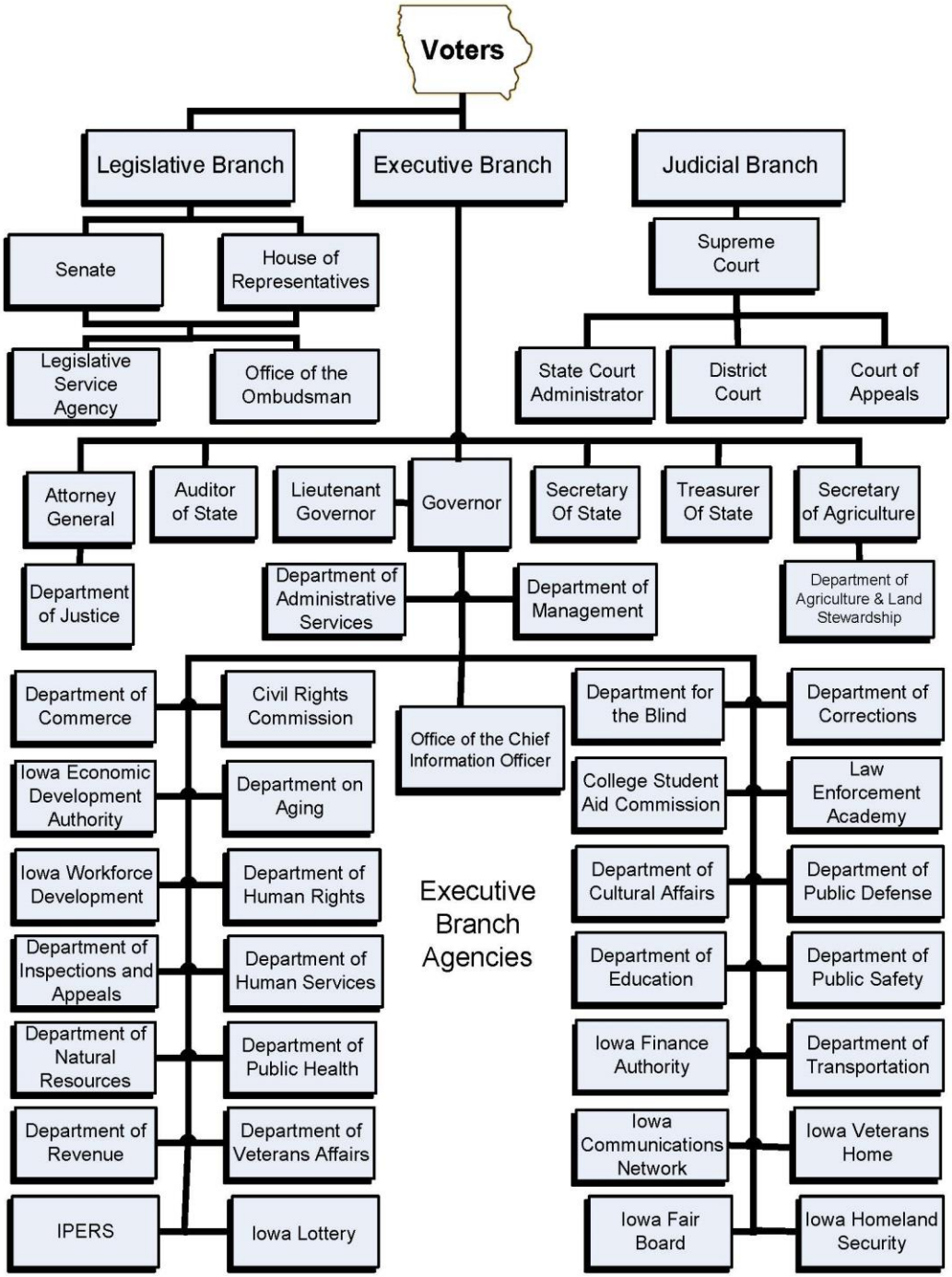
If you have any questions, contact your supervisor, your department's personnel assistant, or your personnel officer.

Again, welcome to the State's workforce!

The Iowa Department of Administrative Services

*The State of Iowa reserves the right to amend the contents of this handbook at any time without prior notice. The provisions of this handbook and other policies do not establish contractual rights or conditions of employment between the State and its employees.*

# State of Iowa Organizational Chart



# General Employment Information

## *Probationary Period*

If employed in a permanent, merit-covered position, employees will serve a period of probationary status for six months.

If employed in a permanent, non-merit covered position that is covered by a collective bargaining agreement, employees will serve a period of probationary status for six months. (Note: Peace Officers employed by the Iowa Department of Public Safety are subject to a 12-month period of probationary status.)

Before your probationary period is completed, your supervisor will evaluate your work performance. At that time, you may be granted permanent status or you may be terminated. There is no right of appeal if you are terminated during your probationary period. Ask your supervisor or your department's personnel assistant if you have any questions about your employment status.

## *Permanent Status*

If you successfully complete your probationary period, you will obtain permanent status. Permanent status does not mean that you cannot be disciplined or discharged for misconduct, poor job performance, or any other just cause. Further, permanent status does not guarantee that you will not be subject to layoff. (Note: If you are employed in a permanent position that is exempt from the provisions of the State's merit system and the collective bargaining agreements, you may not be subject to a just-cause standard for discipline or discharge.)

## *At-Will Employees*

At-will employees serve at the pleasure of the Appointing Authority, i.e., a Department Director, the Governor, or a Board or Commission, and 1) are not covered by the State's merit system; and 2) are not covered by a collective bargaining agreement; and 3) are not covered by Iowa Code provisions relating to cause or just-cause discipline and discharge hearings; or 4) are designated by the Iowa Code as being at-will. At-will employees do not serve a probationary period and may be terminated for any lawful reason at any time without regard to the just-cause standard. Ask your supervisor or your department's personnel assistant if you have questions about your employment status.

## *Work Hours*

The standard work schedule for most employees is 40 hours per workweek. In locations with around-the-clock operations, schedules and days off will vary. In some departments, employees may be permitted to use various options that give them flexibility in scheduling their work hours. Your supervisor will explain any options that may be available to you. Typically, a 15-minute paid rest period in the first half of your workday, another 15-minute paid rest period in the second half, and a 30-minute unpaid lunch period will be arranged by your supervisor. The administration of rest periods and meal periods varies based upon the applicable collective bargaining agreement.

## *Overtime*

During emergencies or periods requiring extra work, your workweek may be adjusted by your supervisor. Overtime compensation is made in accordance with the federal Fair Labor Standards Act,

DAS-HRE rules, and the applicable collective bargaining agreement. If you are eligible for overtime pay, you must have prior approval from your supervisor to work overtime. For specific information, refer to your collective bargaining agreement, DAS-HRE rules, or consult with your supervisor.

## *Promotion*

To be considered for promotional opportunities in positions covered by the merit system, you must apply for the appropriate job class and be on the DAS-HRE list of eligibles for that class.

DAS-HRE accepts applications for promotion from permanent employees. You may apply online at https://das.iowa.gov/human-resources or obtain a paper copy of a DAS-HRE Employment Application from the personnel assistant in your department. Completed applications are to be submitted to DAS-HRE in Des Moines.

Minimum qualifications for each job classification are listed in the DAS-HRE job class descriptions, which are available at your local Iowa Workforce Center, at DAS-HRE, or online at https://das.iowa.gov/human-resources.

If you are promoted within your employing department, you may be required to serve a probationary period in your new position. This requirement does not affect your permanent status. If you do not perform satisfactorily in the new position, you may be returned to a position in your former job class. Refer to the DAS-HRE rules for further information.

Promotional opportunities for positions not covered by the merit system are handled directly by the department involved.

## *Dual Executive Branch Compensation*

Pursuant to Iowa Code section 68B.2B, an official or employee accepting simultaneous employment with another executive branch agency shall file notice of the dual employment with the Iowa Ethics and Campaign Disclosure Board within 20 business days of accepting the second employment. (This does not apply to service in the Iowa National Guard or General Assembly.) The form can be found on the Iowa Ethics and Campaign Disclosure Board website at http://www.iowa.gov/ethics/forms_brochures/formsindex.htm.

In addition, a state employee may not perform work for another state department that is the same or substantially similar to work performed as part of that employee's regular employment duties.

## *Job Reclassification*

Management may change the duties and responsibilities of your position. If the changes are significant and assigned permanently, the position may be considered for reclassification to a job class that more accurately reflects the new duties, if necessary. If a different job class is necessary, it may be higher, lower, or in a different class in the same pay grade. If your position is reviewed, you and your supervisor will be asked to complete the appropriate forms, which will include a description of your duties.

You or your department may request a classification review of your position. Approval must be obtained from DAS-HRE (and the Department of Management, if there are budget implications) before a reclassification can be effective. If you are affected by a reclassification and you do not agree with the decision, you may have the right to file an appeal with the Classification Appeal Committee in accordance with DAS-HRE rules.

## *Performance Reviews*

Probationary employees may receive one or more performance reviews prior to the end of their first six months of employment. Permanent employees shall receive job performance reviews at least once per year. If you do not receive a timely job performance review, you should request that your supervisor complete one with you.

## *Safety*

The State promotes a safe work environment for its employees. Employee job safety is very important. It is the duty of every employee to work safely and, when job duties require the operation of a motor vehicle, to drive safely.

Employees who drive or ride in a state vehicle for any reason are required to comply with DAS rules and policies. For more information, please refer to the Fleet Maintenance and Repair Manual at https://das.iowa.gov/fleet/maintenance-manual, as well as your department's policies and procedures.

You are expected to cooperate in every respect with the State's safety program to ensure your own safety and the safety of your coworkers, clients, residents, inmates, and the public. Be sure to familiarize yourself with the emergency procedures for your department and work location. You are expected to follow these procedures. Always check with your supervisor if you are in doubt about any safety factors when performing your assigned duties.

## *Employee Personnel Records*

Each department or the Department of Administrative Services is responsible for maintaining personnel records for employees in accordance with DAS-HRE rules and policies. An employee's personnel file includes payroll documents, insurance applications, beneficiary designations, performance plans and evaluations, and other documents pertinent to employment.

Employees shall have access to information in their own personnel files during business hours. Employees who wish to review their personnel files must arrange a time that is convenient to their departments. Employees may be charged the actual cost of copying their records, but not more than $5.00.

## *Management Access to Work Areas*

Employees are provided work areas and certain materials, equipment, and tools to facilitate the performance of their jobs. Such materials, equipment, and tools are to be used for business or work-related purposes only. Management has the right of access to all work areas at any time. This includes, but is not limited to, the employee's work area, state vehicles, desk drawers, file cabinets, storage areas, passwords, mail, e-mail, keys, lockers, state-issued phones, and computer data and information. As such, employees have no right to expect privacy in their work areas. Purses and briefcases belonging to employees are not, under normal circumstances, considered work-related areas.

Employees given keys to locked work areas or passwords to computer data or information are hereby given notice that this action does not create an expectation of privacy.

Keys, access badges, or passwords are provided at the discretion of management to preserve confidentiality or to protect state property from unauthorized access. Employees may not install or

change locks or combinations on equipment provided by the State without prior written supervisory approval. Failure to exercise due care and diligence in the use and protection of state-issued equipment, including keys, access badges, or passwords, can be grounds for disciplinary action up to and including discharge.

## *Resignation*

To resign or retire in good standing, you must give at least a 14-calendar-day written notice to your supervisor prior to your departure. In accordance with DAS rules, if you fail to give this prior notice, you may be barred from certification or appointment for a period of up to two years.

# Payday and Paychecks

## *Paychecks*

Paychecks (warrants) are distributed every other Friday, unless the payday would fall on a state holiday. Federal and state income taxes, Social Security (FICA), mandatory wage withholding, and retirement system contributions will be deducted from your check as required by law. Other voluntary deductions will be made only at your request. These could include: health, dental, and supplemental life insurance premiums; credit union deductions; deferred compensation deductions; union dues; voluntary insurance deductions, and flexible spending deductions.

Your paycheck stub will show the deductions taken from your salary, your available vacation and sick leave balances, the maximum number of vacation hours you may accrue and, if applicable, compensatory leave and holiday compensatory leave balances.

You can also view your payroll warrant information online if your department has opted to participate. The Online Payroll Warrant Report contains information concerning an employee's wage payments, deductions, and state-share amounts paid on behalf of the employee. It also contains leave accruals, usages, balances, and tax status information. This electronic document replaces the paper "pay stub." The Online Payroll Warrant Report is accessed through a secure website and is accessible only by the employee who must enter his or her user ID and password to review the report.

## *Direct Deposit*

Direct deposit is a safe and efficient way of handling your paycheck. You are encouraged to have your net pay deposited directly to an account at the participating financial institution of your choice. Your personnel assistant has the forms you will need to enroll in this program. If employed after July 1, 2009, your employer may require direct deposit of your paycheck.

## *Travel Expenses*

Employees who are required to travel on state business should refer to State Accounting Enterprise policies and guidelines located at https://das.iowa.gov/state-accounting – as well as your department's policies and procedures – for information regarding travel reimbursement rates and use of state vehicles. State employee reimbursement for travel expenses is processed through the State's accounting system and paid on a State of Iowa warrant, which is separate from the payroll warrant.

## *Charitable Contributions*

State employees may voluntarily participate in the annual One Gift Campaign. Through payroll deductions, you may designate contributions to the charities of your choice from the list of participating charities. Your personnel assistant can provide you with further details.

# Group Benefit Programs

## *Health Insurance*

An employee with probationary or permanent status who works at least 20 hours per week may participate in the State's group health plans. When both spouses are employed by the State, they can enroll under the same family coverage. Employees cannot be covered as both an employee and a dependent under the State's health and dental benefit plans. The portion of the premium paid by the State and the portion paid by the employee depend on the number of hours worked by the employee, the collective bargaining agreement, if any, that applies to the employee, and the health plan elected by the employee. Employees covered by the State Police Officers Council (SPOC) have a separate group health and dental combination plan.

Coverage will become effective the first day of the calendar month following the day you complete one month of continuous employment. If the first day of employment is the first working day of the month, coverage will be effective the first day of the next month. Contact your personnel assistant to determine your eligibility and to determine the State's premium contribution in your particular situation.

If you do not enroll when you are first eligible for health benefits, you may enroll during an annual enrollment and change period or 30 days following a qualified life event (60 days in the case of birth or adoption). Benefit elections remain in effect through the end of the calendar year. More information is included in the Qualified Life Events section of this handbook (page 10).

## *Dental Insurance*

An employee with probationary or permanent status who works at least 20 hours per week is eligible to enroll in the State of Iowa's dental insurance program. The State pays all or part of a single policy monthly premium, depending on the number of hours the employee works. When both spouses are employed by the State, they can enroll under the same family coverage. Employees cannot be covered as both an employee and a dependent under the State's health and dental benefit plans. The portion of the family premium paid by the State and the portion paid by the employee depend on the number of hours worked by the employee and the collective bargaining agreement that applies to the employee, if any.

You must enroll within 30 days after your date of employment. (Note: This is the only time you may enroll unless an applicable collective bargaining agreement provides otherwise, or you experience a qualified life event.) Coverage will become effective the first day of the calendar month following the day you complete one month of continuous employment. If the first day of employment is the first working day of the month, coverage will be effective the first day of the next month.

Any qualified life event changes must be made within 30 days of the event (60 days in the case of birth or adoption); see the Qualified Life Event section of this handbook (page 10) for more details.

## *Dependent Verification*

DAS-HRE maintains and verifies eligibility of employees and their family members in order to keep costs down for all employees. You may be asked to provide certain documentation to verify dependent eligibility. In the event this information is requested by DAS-HRE and all necessary form(s) are not

completed and returned within the required timeframes, the dependent(s) will be terminated from the State's plan.

## *COBRA*

If you leave state employment or have certain "qualified events," the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for continuation of health and dental benefits coverage to you and/or your eligible family members at the group premium rate after coverage with the State ends.

The State's share of the premium payment for health and dental benefits will cease at the end of the month in which the qualifying event occurs and you will be responsible for full payment of the premium. COBRA coverage begins the first of the month following the qualifying event. The COBRA election period ends 60 days from the later of:

- The date coverage would otherwise end; or
- The date of the "COBRA Notification/Election Form."

If you divorce, reduce hours, or have a dependent that is no longer eligible for coverage, you must notify your personnel assistant within 60 days following the event so that the COBRA information can be sent. COBRA rights will not be extended to a domestic partner or his/her children.

Please visit https://das.iowa.gov/sites/default/files/hr/benefits/documents/COBRAContinuationRightsltr.docx to view the General Notice of COBRA Continuation Coverage Rights or request a printed copy from your personnel assistant.

## *Sick Leave Insurance Program (SLIP)*

The Sick Leave Insurance Program (SLIP) offers retirement-eligible employees an option for using all or part of their unused sick leave balance to pay the state share of their group health insurance premiums after they retire. Pursuant to Iowa Code section 70A.23(3)c, payment of health insurance premiums will continue until:

- The available value of sick leave is exhausted, or
- The retiree becomes eligible for Medicare (age 65, or earlier, if approved for Social Security Disability), or
- The retiree dies, or
- The retiree returns to state government in a permanent full- or part-time position. (In this case, the returning retiree forfeits any remaining benefits.)

Executive branch state employees are eligible for the SLIP program, except elected officials, Board of Regents employees, and employees represented by the SPOC union. A similar program is offered to employees represented by the SPOC union.

For program information, visit the SLIP website at https://das.iowa.gov/human-resources/employee-and-retiree-benefits/retirees/sick-leave-insurance-program-slip, or consult the DAS-HRE rules and any applicable collective bargaining agreement.

## *Life Insurance*

The State provides basic group term life insurance for employees with probationary or permanent status who are regularly scheduled to work at least 30 hours per week. Additional supplemental life insurance is available at your expense. Supplemental life insurance premiums are paid through payroll deduction. You may enroll for the guaranteed issue coverage available to you without evidence of insurability if you enroll within 30 days after your employment date.

You cannot make changes to your supplemental life insurance until the annual enrollment and change period, unless you have a qualified life event. You must provide evidence of insurability and be approved for coverage by the life insurance carrier before any increase becomes effective. Visit https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/group-insurance/life-insurance for more information.

## *Long-Term Disability Insurance (LTD)*

Long-term disability insurance is provided for probationary or permanent employees who are regularly scheduled to work at least 30 hours per week. A monthly benefit is paid on approved claims starting 90 workdays following your date of disability or after you have exhausted all of your unused sick leave, whichever is later. You are eligible for benefits when you are disabled due to injury either on or off the job or due to a serious illness. Visit https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/group-insurance/long-term-disability-ltd for more information.

## *Qualified Life Events*

When you enroll in benefits, your benefit election remains in effect to the end of the calendar year. You cannot change your benefit elections outside the annual enrollment and change period unless you experience a qualified life event that is consistent with the type of change you wish to make to your benefits.

Qualified events are defined by Internal Revenue Code section 125, based on individual circumstances and plan eligibility. The list may not apply to every benefit plan. Please see the life event matrix on the State of Iowa benefits website at-https://das.iowa.gov/sites/default/files/hr/benefits/documents/life-events-matrix.pdf, or ask your personnel assistant for more details.

## *Supplemental Retirement Savings Program*

The State's supplemental retirement program is called the Retirement Investors' Club (RIC). RIC contains three plans: 457, 401a, and 403b (Department of Education employees only). The program is voluntary and is designed to supplement IPERS and Social Security benefits at retirement. To be eligible for the 457/401a plans, you must be a permanent or probationary employee normally scheduled to work at least 20 hours per week or have a fixed annual salary. There are no eligibility requirements for the 403b plan.

While you are participating in RIC, payroll deductions in the amount you choose (up to the federal maximums) are taken from your check and deposited into an account in your name. Contributions may be made on a pre-tax or post-tax (Roth) basis. The State will match contributions to the 457 plan up to a maximum amount each month and place the funds in a 401a account in your name for your exclusive benefit. There is no match for the 403b plan.

Enrollment is always open and you may change your contribution amount and investment selection at any time. You may direct your contributions to a number of competitive investments, including mutual funds, variable annuities, and fixed rate accounts. For more information, visit RIC's website at http://ric.iowa.gov or call 1-866-460-4692.

## *Flexible Spending Accounts*

Flexible Spending Accounts (FSAs) let you pay for certain health (Health FSA) and dependent care expenses (Dependent Care FSA) with tax-free dollars.

To be eligible, you must be a non-temporary employee who works at least 1,040 hours per calendar year.

This benefit saves you money by reducing your taxable income and increasing your spendable income. You contribute to one or both of the State's FSA accounts with pretax dollars and then are reimbursed for qualifying expenses for you and your family. Pretax dollars are not subject to state, federal, or FICA taxes.

You may enroll within 30 days of your employment with the State or during the annual enrollment and change period. You must re-enroll every year in health and/or dependent care flexible spending. Changes can only be made during the enrollment and change period or at the time of a qualified life event. Contact your personnel assistant for more information, or visit the FSA website at https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/additional-benefits/flexible-spending.

## *Premium Conversion Plan (Pretax)*

Premium Conversion (Pretax) is a State of Iowa benefit that allows probationary or permanent employees who work at least 20 hours per week (1,040 hours per calendar year) to pay their share of health, dental, and supplemental life insurance while saving money on income and FICA taxes. This means that insurance premiums are deducted from your salary before taxes are calculated. Please note that since you do not pay FICA on your insurance premiums, those amounts are not included in your wages for Social Security calculations.

You are automatically enrolled in Pretax when hired by the State. Changes in participation in Pretax can be made only during the annual enrollment and change period or within 30 days of a qualified life event. Newly hired employees who do not want to participate must complete a form within 30 days of their employment date. Contact your personnel assistant for more information.

# Other Benefits

## *Workers' Compensation*

Workers' compensation benefits are provided to you by law. Under workers' compensation, you may be eligible for wage replacement and medical care. On-the-job injuries must be reported immediately to your supervisor. An injury form (First Report of Injury) must be completed. Your department may have other forms to complete to assist in accident investigation and injury prevention.

Workers' compensation is designed to compensate for work-related injuries and illnesses only. Reimbursement for personal medical conditions should be submitted to your group insurance carrier. Keep your supervisor informed of your progress if you are off work. In addition, work with your department to make arrangements for returning to your job as soon as possible.

## *Iowa Public Employees' Retirement System (IPERS)*

Public employment provides most employees with regular membership coverage under the Iowa Public Employees' Retirement System (IPERS). Your employer is required to deduct a specified amount from your gross pay. Your deduction is contributed on a pretax basis for federal and state income tax purposes. (Pretax contributions lower your taxable income.) In addition, your employer contributes a specified amount to IPERS on your behalf.

Even if you do not retire under IPERS, the contributions you make will always be your money. If you leave public employment before retirement age, you may withdraw your contributions and any accumulated interest, or you may leave them in your account and retire when you reach 55. Vested members who receive refunds also receive a portion of their employer's contributions and accumulated interest. You may put the money in another retirement plan or into your own savings.

For more information, contact IPERS at 515-281-0020 or 1-800-622-3849 (Monday – Friday, 7:30 a.m. – 5:00 p.m.), visit www.ipers.org, or e-mail info@ipers.org.

## *Peace Officers' Retirement System (PORS)*

All peace officers in the Iowa Department of Public Safety are provided coverage under the Peace Officers' Retirement System (PORS). Upon retirement, employees eligible for PORS have specific provisions regarding their sick leave balances. Contact your personnel assistant for more information.

## *Employee Assistance Program*

The Employee Assistance Program (EAP) provides professional consultation and referral services, short-term counseling, and life coaching to assist employees with a broad range of personal problems, including substance abuse, family or marital problems, financial concerns, career issues, and emotional problems.

The services provided by the EAP are confidential and offered at no initial cost to the employee. The EAP is intended to promote a healthy and productive workforce.

A brochure describing EAP services is available from your personnel assistant. Services can be accessed by calling EAP at 515-244-6090 in Des Moines or 1-800-EAP-IOWA (327-4692).

## *Benefit Education*

Benefit education is a service provided by DAS benefit staff. The purpose of benefit education is to assist you in making the best use of your benefits. Benefit education is available in a variety of mediums and there is no cost to participate in a benefit education presentation. Additional information about benefit education, including a listing and schedule of presentations, is available online at https://das.iowa.gov/human-resources/employee-and-retiree-benefits/benefit-education. You may view/attend sessions on work time if scheduling permits and your supervisor approves.

## *Training and Development*

Performance & Development Solutions (PDS), through DAS-HRE, provides training opportunities to help employees improve skills, knowledge, and abilities that increase performance and prepare for career advancement. From technical skills, such as computer classes and accounting, to supervision and management, to customer service and communication, PDS offers face-to-face workshops, online training, and special sessions. Course schedules and program descriptions can be accessed online at. https://das.iowa.gov/human-resources/training-and-development. To register, contact your supervisor or training liaison.

# Leaves

## *Absence Reporting*

All absences related to your own medical condition, your family member's medical condition, and/or military duty must be reported to Reed Group, the State of Iowa's third-party FMLA administrator. In addition, you must also follow your agency's absence reporting requirements.

Reed Group can be notified 24 hours per day, 7 days per week. You can notify Reed Group by calling 844-507-5393 (toll free) or by entering your absence in the self-service portal website at stateofiowa.leavepro.com.

## *Holidays*

Holidays are granted to employees who are eligible to accrue vacation and sick leave pursuant to Iowa Code chapter 1C, the collective bargaining agreements, and the DAS-HRE rules.

## *Vacation*

Probationary and permanent full-time employees accrue 80 hours of vacation per year during the first four years of employment. Two unscheduled holidays are added to the vacation accrual rates each year. Part-time employees accrue vacation on a pro-rated basis. Temporary employees do not accrue vacation. Consult the DAS-HRE rules or applicable collective bargaining agreement, or contact your personnel assistant for more information. Vacation accrual rates vary with years of service. You can accrue no more than twice your annual entitlement plus any unused sick leave conversion.

You may utilize unused vacation leave with your supervisor's prior approval. Collective bargaining agreements may have specific provisions regarding the scheduling of vacation leave. If you terminate your employment, you will be paid a lump sum for your unused vacation. Vacation shall not be granted after your last day at work.

## *Sick Leave*

Your sick leave benefits are determined by your sick leave balance and your bargaining status. If you are a part-time employee, you accrue pro-rated amounts of vacation and sick leave based on the number of hours for which you are paid. Temporary employees do not earn sick leave.

Sick leave may be used for personal illness, medical appointments or other reasons as provided for in the DAS-HRE rules or collective bargaining agreement. You must comply with your department's requirements for reporting your absence from work and receive appropriate supervisory approval. You may be required to provide a doctor's certificate or other verification. All employees are expected to use this benefit only for its intended purposes.

All permanent employees who have accumulated a minimum of 30 days (240 hours) of sick leave and who do not use sick leave during the previous calendar month may convert sick leave to vacation leave. Conversion rates differ depending on bargaining status; consult the DAS-HRE rules or applicable collective bargaining agreement for more information.

When an employee has been approved for a monthly benefit under the Iowa Public Employees' Retirement System (IPERS) and retires from employment, the employee's sick leave balance will be

converted to a cash equivalent and will be paid to the employee up to a maximum of $2,000 upon termination. Certain collective bargaining agreements may provide otherwise. Consult the applicable collective bargaining agreement, DAS-HRE rules, or see your personnel assistant for more information.

### *Care and Necessary Attention to Family Members*

Sick leave may be used as leave by an employee for the temporary care of or necessary attention to members of the employee's immediate family. For more information, refer to the DAS-HRE rules or the applicable collective bargaining agreement. Special conditions and time limits apply. For further information, ask your supervisor or personnel assistant.

## *Death in Immediate Family*

When a death occurs in an employee's immediate family (as defined in DAS-HRE rules or the applicable collective bargaining agreement), an employee may be eligible to utilize unused sick leave. This type of leave may also apply when an employee is a pallbearer or funeral attendant for a non-family member. In both situations, special conditions and time limits may apply in accordance with DAS-HRE rules or the applicable collective bargaining agreement. Information concerning specific situations is available from your supervisor or personnel assistant.

## *Military Leave*

If you are called for military duty as a member of the National Guard, organized reserve, or any component part of the military of the State of Iowa or the United States, you will be paid your regular salary for time spent on military leave for up to 30 shifts per calendar year. You must provide proper notice to your supervisor and the personnel assistant in your department.

## *Leave without Pay*

Leave without pay may be granted to an employee for any reason considered acceptable by the employee's agency. You must submit a request for this type of leave in writing and receive prior written approval to use this type of leave. Other requirements or stipulations may also apply. Check DAS-HRE rules or the applicable collective bargaining agreement and contact your supervisor for further information.

## *Donated Leave for a Catastrophic Illness*

Non-contract-covered employees, as well as employees covered by the American Federation of State, County, and Municipal Employees (AFSCME), United Electrical/Iowa United Professionals (UE/IUP), and State Police Officers Council (SPOC) collective bargaining agreements, are eligible to donate or receive donated leave (vacation) hours for a catastrophic illness. Employees covered by the AFSCME collective bargaining agreement are also eligible to donate compensatory leave, holiday compensatory leave, and banked holiday time to any state employee when the employee or the employee's immediate family member has a catastrophic illness. Special conditions may apply in accordance with DAS-HRE rules or the applicable collective bargaining agreement. A "catastrophic illness" means a physical or mental illness or injury of the employee or the employee's immediate family member as certified by a licensed physician that will result in the inability of the employee to report to work for more than 30 workdays on a consecutive or intermittent basis. Contributions shall be designated as "donated leave" and shall be subject to DAS-HRE rules, policies, and procedures.

## *Jury Duty and Court Leave*

If you are called for jury duty or subpoenaed as a witness in a court proceeding, you may be paid for the time you must be in court. This provision does not apply to actions in which you are a party. In order to receive full pay, you must pay to your department's accounting office any compensation you receive from the court (except for travel, parking, food, and lodging expense reimbursements). If you elect to use vacation leave, you are entitled to keep any compensation received from the court. Other requirements may apply. See DAS-HRE rules or the appropriate collective bargaining agreement for details.

## *Bone Marrow and Organ Donation Leave*

Employees are granted a paid leave of absence for the purpose of bone marrow or organ donation. Such leave is without loss of seniority, pay, vacation time, personal days, sick leave, insurance and health coverage benefits or earned overtime accumulation. Employees who serve as bone marrow donors can be granted up to five workdays of leave. The employee must provide written verification from a physician or hospital involved with the bone marrow donation that the employee will serve as a bone marrow donor. Employees who serve as vascular organ donors can be granted up to 30 workdays of leave. The employee must provide written verification from a physician or hospital involved with the vascular organ donation that the employee will serve as a vascular organ donor.

## *Educational Leave and Assistance Program*

Educational opportunities, such as workshops, seminars, or conferences, may be available to employees. Attendance-related fees may be paid by an employee's department, with the approval of the supervisor and in accordance with DAS-HRE rules or the appropriate applicable collective bargaining agreements. Fees for academic work undertaken by an employee at an educational institution may be approved for reimbursement by the employing department, provided that:

- Course work is job related;
- Expenses (tuition and books) are approved by the department director and DAS-HRE prior to course enrollment;
- Course work is successfully completed ("C-" grade for undergraduate courses and "B-" grade for graduate courses); and
- Funds are available.

Educational leave may also be granted at the discretion of the employing department. An employee may be granted educational leave to develop skills that will improve the employee's ability to perform state job responsibilities or to provide training and developmental opportunities of a state agency that will enable the agency director to better meet the staffing needs of the agency. Educational leave:

- May be a full or partial absence from the job;
- May include financial assistance; and
- Must be requested in writing on an "Application for Education Leave and/or Education Financial Assistance" form, available online at https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/552-0304_educ_leave_assistance.pdf or from your training representative.

For more information, contact your supervisor or personnel assistant.

## *Severe Weather and Emergency Closings*

Procedures exist that provide guidance when inclement weather conditions or other emergencies cause a department (or one of its offices or facilities) to be closed, or when travel is not recommended. The Severe Weather/Emergency Evacuation Policy is available online at https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/severe_weather_policy.pdf.

## *Unauthorized Leave*

If you are absent from duty for three consecutive workdays without proper notification and authorization, you may be considered to have voluntarily terminated your employment. All absences from work must be authorized by your supervisor.

## *Family and Medical Leave Act (FMLA)*

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide unpaid job-protected leave to eligible employees for certain family and medical reasons, and for certain reasons due to the military service of a covered family member. FMLA is not an additional type of leave; it is job protection for an employee who is using paid or unpaid FMLA leave. Employees may be required to exhaust all paid leave before unpaid leave is granted. For more information on FMLA, visit the DAS website at https://das.iowa.gov/human-resources/fmla. (Employee rights and responsibilities under FMLA are listed on the next page.) Consult DAS-HRE rules or the appropriate collective bargaining agreement for specific details. **By providing this information concerning FMLA, in no manner or respect does the State waive its sovereign immunity.**

# EMPLOYEE RIGHTS AND RESPONSIBILITIES
# UNDER THE FAMILY AND MEDICAL LEAVE ACT

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**

**For additional information:**
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
**WWW.WAGEHOUR.DOL.GOV**

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1420 · Revised February 2013

# Standards of Conduct

## *Political Activities*

All employees have the right to express their opinions as individuals on political issues and candidates. However, employees are prohibited from engaging in political activity during scheduled work hours or when using state equipment. These activities include, but are not limited to, soliciting or receiving political contributions. Political buttons may be worn by employees who have minimal contact with the public, if the buttons do not constitute a safety risk. In certain situations, departments may have additional work rules regarding the wearing of political buttons.

An employee working in connection with a program financed in whole or in part by federal funds may be covered by the provisions of the federal Hatch Act. An employee covered by the Hatch Act shall not be a candidate for public office in a partisan election, may not use official authority for the purpose of interfering with or affecting the results of an election or a nomination for office, and shall not directly or indirectly solicit or coerce contributions from subordinates in support of a political party or candidate. If you have questions concerning your status under the Hatch Act, you may request an advisory opinion by writing to:

US Merit Systems Protection Board
Central Regional Office
230 South Dearborn Street, 31st Floor
Chicago, IL 60604
1-312-353-2923

## *Outside Employment/Selling Goods or Services*

Employees considering outside employment should refer to their employing department's policies and procedures and Iowa Code section 68B.2A. Outside employment must not conflict with the interests of your department or interfere with the performance of your job duties with the State. No outside work may involve the dissemination of official information not generally available to the public or other employees.

Employees in state regulatory departments may not sell any goods or services to individuals, associations, or corporations that are regulated by their department without the prior approval of their department director.

## *Gifts and Gratuities*

An employee shall not solicit or knowingly accept anything (including money, items of monetary value, any other benefit, or any promise of the previously mentioned items) that is given with an understanding or arrangement that it will influence the public service rendered by the employee or a decision by the employee or by the employee's department. As a general rule, employees of the State and their immediate family members may not receive gifts (including food or beverages) that are valued at more than $3.00 from any person, lobbyist, or entity doing business with or lobbying their employing department. Honoraria are also prohibited, as are loans from lobbyists. If anyone attempts to influence you through a gift or gratuity, you must report it to your supervisor immediately. For further clarification or exceptions, see Iowa Code chapter 68B.

## *Use of State Property*

Government-owned and private property on department work sites or other state premises must be protected. Therefore, the following are prohibited: unauthorized entry to state premises; unauthorized use, abuse, misuse, or waste of property or materials; unauthorized possession or sale of items; and unlawful operation or use of state vehicles and equipment for other than state business. Some state vehicles have a GPS tracking system installed onboard. The State's long-distance service and state-owned cellular phones are to be used for official state business only. Local personal calls from state office phones must be kept to a minimum. State postage stamps and metered mail are for official business only. The State's internal mail system is not to be used for the distribution or receipt of personal mail or packages.

State equipment must be checked out through a management representative before removal from the premises. Equipment may not be taken off premises for employees' personal use. Personal copies made on department photocopy machines may be permitted at a charge to be set by the employing department and with the approval of the employing department.

Employees who are provided access badges will not allow others to utilize the badge to permit entry to facilities. During all work hours, employees should prominently display the badge, or carry it on their person, except when the card is being used by the employee to gain authorized electronic access to buildings, offices, facilities, or electronic communication equipment. Employees are responsible for the care and secure use of access badges provided by the employer and must report, immediately upon discovery, the loss or theft of any issued badge to management.

Internet and e-mail services are provided by the State of Iowa to support open communications and exchange of information, as well as to provide the opportunity for collaborative government-related work. The State of Iowa encourages the use of electronic communications by its employees. Even though employees may have their own passwords for accessing e-mail, the Internet, and computers issued to them, state computers and all the information received or transmitted through them is the property of the State. The State may monitor the use of state equipment and as such, employees should not have any expectation of privacy. As with any resources made available to employees of the State, use of Internet and electronic communication services are revocable privileges. The use of state-provided Internet service must be for state government-related activities and not for personal business, for-profit activities, commercial advertising, shopping, entertainment, or other use that interferes with an employee's productivity or reflects poorly on state government. The use of state-provided Internet and e-mail in the transmittal, retrieval, or storage of any material that is obscene pursuant to Iowa Code section 728.1 will result in discharge.

Misuse of state-provided Internet and e-mail, allowing others unauthorized entry to state facilities, or the unauthorized use and/or abuse of state property and equipment could be grounds for disciplinary action, up to and including discharge.

Upon termination of employment, whether voluntary or involuntary, all state equipment issued to employees must be returned to the appointing authority.

## *Use of Personal Electronic Devices*

The use of personal electronic devices in the workplace will be governed by the employing department. If permitted, use of personal electronic devices shall not interfere with an employee's work.

## *Protection from Reprisal*

The Employer shall not take reprisal action against an employee for disclosure of information by that employee to a member or employee of the General Assembly, the Office of the Ombudsman, or other political official or law enforcement agency, or for disclosure of information which the employee reasonably believes is evidence of a violation of law or rule, mismanagement, a gross abuse of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

For information about protection from reprisal, please see Iowa Code section 70A.28 (https://www.legis.iowa.gov/DOCS/ACO/IC/LINC/2013.Section.70A.28.PDF).

# Disciplinary Actions and Your Rights

## *Disciplinary Actions*

Employees covered by the merit system are subject to any of the following progressive disciplinary actions when based on a standard of just cause: written reprimand, disciplinary suspension, reduction of pay within the same pay grade, disciplinary demotion, discharge, or other appropriate disciplinary measures. Disciplinary action involving employees covered by a collective bargaining agreement shall also be in accordance with the provisions of the applicable agreement. Disciplinary action, up to and including discharge, may be based on, but not limited to, any of the following reasons: inefficiency, insubordination, less-than-competent job performance, unauthorized use or abuse of state property, failure to perform assigned duties, inadequacy in the performance of assigned duties, inattentiveness to duty, dishonesty, theft, improper use of leave, substance abuse, negligence, conduct which adversely affects the employee's job performance or the department, conduct unbecoming a public employee, misconduct, or any other just cause. Not all employees are subject to the just-cause standard for discharge. The provisions of this handbook do not establish contractual rights or conditions of employment between the State and its employees.

## *Grievance Procedures*

All employees have the right to file grievances. The procedures for filing grievances are outlined in the collective bargaining agreements and in DAS-HRE rules.

Employees who are covered by a collective bargaining agreement and who have grievances alleging a violation of the agreement must file grievances on the appropriate forms provided by the union. For grievances alleging a violation of DAS-HRE rules and for issues not covered by a collective bargaining agreement, both contract-covered and non-contract-covered employees must follow the procedures set forth in DAS-HRE rules and file a non-contract grievance using the grievance form designated by DAS-HRE, which is available from the personnel assistant or online at https://das.iowa.gov/human-resources.

All grievances must state the issue(s) involved, the relief sought, the date of the incident, and any rule(s) or contract violation(s) involved. For non-contract-covered employees who are covered by the merit system, issues involving disciplinary suspension, reduction in pay within the same pay grade, disciplinary demotion, or discharge must be filed as appeals in accordance with the procedures listed in DAS-HRE rules.

## *Violations of Rules and Policies*

Violations of the work rules of the employing department or of any of the State of Iowa's policies may result in discipline, up to and including discharge.

# Policies

## *Equal Employment Opportunity, Affirmative Action, and Anti-Discrimination Policy*

### Policy Summary

The State is committed to providing equal employment opportunity within state government to all persons. The policy sets forth expectations to ensure that individuals are not denied equal access to state employment opportunities because of their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity, consistent with applicable state and federal policies and regulations. The policy further provides procedures to report complaints.

### Full Policy

For the full text of the State of Iowa's EEO, AA, and Anti-Discrimination Policy, see Appendix A or https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/Chapters/SM-02-40.pdf.

## *Drug-Free Workplace and Substance Abuse Policies*

### Summary of Policies

The State is committed to maintaining a safe work environment that is free from the use, abuse, and effects of alcohol, drugs, and controlled substances. The policies set forth expectations and identify prohibited conduct related to alcohol, drugs, and controlled substances. The policies discuss drug and alcohol dependencies as treatable illnesses. Employees in need of help are strongly encouraged to take advantage of the State's Employee Assistance Program.

### Full Policies

For the full text of the State of Iowa's Drug-Free Workplace Policy, see Appendix B or https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/Chapters/SM-09-60.pdf.
For the full text of the State of Iowa's Substance Abuse Policy, see Appendix C or https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/Chapters/SM-09-50.pdf.

## *Smoking and Tobacco Use Policy*

### Policy Summary

The policy establishes a smoke-free environment for employees and the public as they transact business with or receive service from the State and facilitates compliance with Iowa's Smokefree Air Act and DAS Administrative Rules, which govern the use of tobacco-related products. The policy identifies prohibited and authorized activities related to smoking and the use of tobacco-related products. The State recognizes that employees may need assistance in stopping the use of tobacco products. Employees in need of help are strongly encouraged to take advantage of the State's Employee Assistance Program.

### Full Policy

For the full text of the State of Iowa's Smoking and Tobacco Use Policy, see Appendix D or https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/Chapters/SM-09-57.pdf.

## *Social Media Policy*

### Policy Summary

The policy sets forth expectations for both personal and professional use of social networking, social media, or web-based information sharing/open communication sites. The policy further identifies prohibited actions related to the use of such sites.

### Full Policy

For the full text of the State of Iowa's Social Media Policy, see Appendix E or https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/Chapters/SM-09-45.pdf.

## *Violence-Free Workplace Policy*

### Policy Summary

The State is committed to a violence-free workplace, and preventing violence in the workplace. The policy identifies prohibited activities, and sets forth expectations and procedures for reporting violations.

### Full Policy

For the full text of the State of Iowa's Violence-Free Workplace Policy, see Appendix F or https://das.iowa.gov/sites/default/files/hr/documents/MS_manual/Chapters/SM-09-70.pdf.

# Appendix A: EEO/AA and Anti-Discrimination Policy

State of Iowa

**EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
AND ANTI-DISCRIMINATION POLICY FOR
EXECUTIVE BRANCH EMPLOYEES**

**NOTIFICATION AND EFFECTIVE DATE**

All executive branch employees will be required to read this Equal Opportunity, Affirmative Action, and Anti-Discrimination Policy, and will be expected to sign an Acknowledgment indicating that the Policy was read and fully understood by the employee. This revised Policy shall become effective December 10, 2010.

**A. GENERAL STATEMENT OF POLICY**

It is the policy of the executive branch of state government in the State of Iowa to "Provide equal employment opportunity within state government to all persons." (Iowa Code chapter 19B.) The intent of this policy is to ensure that individuals are not denied equal access to state employment opportunities because of their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity, consistent with applicable state and federal policies and regulations. It is also the policy of the executive branch of state government in the State of Iowa to apply affirmative action measures to correct the underutilization of females, minorities, and persons with disabilities in the state employment system whenever remedial measures are appropriate.

**B. DISCRIMINATORY HARASSMENT IN VIOLATION OF IOWA CODE CHAPTERS 216 AND 19B AND APPLICABLE FEDERAL STATUTES**

Harassment of employees based upon their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity is a violation of the Iowa Civil Rights Act (Iowa Code chapter 216, as amended). Other laws also prohibiting discriminatory harassment in one or more of specified covered areas include: Iowa Code section 19B.12, Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1978, as amended; and the Americans with Disabilities Act of 1990.

Examples of discriminatory harassment based on the employees' protected status include, but are not limited to:

1. Abusing the dignity of an employee through insulting or degrading remarks or conduct.
2. Threats, demands, or suggestions that an employee's work status is contingent upon submission to harassment.
3. Subjecting an employee to demeaning or degrading activities in order to gain co-worker acceptance, e.g., hazing.

## C. SEXUAL HARASSMENT

Sexual harassment is a violation of both federal and state statute. Harassment on the basis of sex is a violation of Section 703 Title VII of the Civil Rights Act of 1964 (42 U.S.C. Sec. 2000e et seq.) as amended and Iowa Code sections 19B.12 and 216. Sexual harassment based on real or perceived sexual orientation or gender identity is a violation of Iowa Code chapter 216. "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Within Iowa Code section 19B.12, "sexual harassment means persistent, repetitive, or highly egregious conduct directed at a specific individual or group of individuals that a reasonable person would interpret as intentional harassment of a sexual nature, taking into consideration the full context in which the conduct occurs, which conduct threatens to impair the ability of a person to perform the duties of employment, or otherwise function normally within an institution responsible for the person's care, rehabilitation, education, or training."

Examples of sexual harassment, in addition to discriminatory harassment previously described, include, but are not limited to:

1. Unwelcome sexual advances.
2. Hostile conduct based on the person’s sex, sexual orientation, or gender identity.
3. Requesting or offering sexual favors in return for job benefits.
4. Actions such as cornering, patting, pinching, touching or brushing against another person’s body that are sexual in nature.
5. Open speculation or inquiries about another person’s sex life.
6. Jokes, remarks, or innuendos that are sexual in nature or based on real or perceived sexual orientation or gender identity about another person, or about men or women in general.
7. Displaying sexually explicit material in the work place.
8. Conditioning work benefits on submission to sexual advances, tolerance of a sexually hostile work environment or giving preferential treatment because of another person’s submission to sexual advances, or tolerance of a sexually hostile work environment.

Sexual harassment can take place between (a) any two state employees, (b) a state employee and a non-state employee, including contractors, and (c) between a state employee and a visitor, guest, client, patient, inmate, or resident.

## D. DISCRIMINATORY PRACTICES IN VIOLATION OF THE AMERICANS WITH DISABILITIES ACT OF 1990

A person with a disability is a person who has a physical or mental impairment that substantially limits a “major life activity,” or has a record of such impairment, or is regarded as having such

impairment. "Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A "qualified" person with a disability is one who meets the legitimate job requirements and is able to perform the essential function of the position with or without reasonable accommodations and without being a direct threat to the health or safety of themselves or others. Essential functions are absolute requirements for producing critical job results/outputs. Essential, by definition, means indispensable, vital, necessary, or related to the essence of the job. It does not include marginal functions or duties performed. As such, departments are not required to provide reasonable accommodations that would result in fundamental alterations in the nature of the work to be performed.

The State of Iowa and its departments, agencies and other instrumentalities and all their employment practices, services and programs shall comply with the requirements of the ADA. The ADA requires, in part, that the State of Iowa:

1. Make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless fundamental alteration in the program or an undue hardship would result.
2. May not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability.
3. Provide programs and services in an integrated setting unless separate or different measures are necessary to ensure equal opportunity.
4. Prohibit requirements that tend to screen out individuals with disabilities, such as requiring a driver's license as the only acceptable means of identification.
5. Eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs or activities unless "necessary" to the provisions of the services, program or activity.
6. Impose safety requirements only when they are necessary for the safe operation of the program in question, such as requirements for eligibility for drivers' licenses if they are based on actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities.
7. Ensure that individuals with disabilities are not excluded or limited from participation in services, programs, and activities because buildings are inaccessible.
8. Provide services, programs, and activities offered in the facility to persons with disabilities through alternative methods, if physical barriers are not removed.

## E. COMPLAINT REPORTING PROCEDURE

Any person who feels that he or she has been denied an employment opportunity or has had the terms and conditions of their employment adversely affected because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or gender identity has the right and is encouraged, to file a complaint with the person's department, pursuant to the department's complaint procedure. A person may also file a complaint with the Iowa Civil Rights Commission or the appropriate federal enforcement agency. (For sexual orientation or gender identity, protection is offered under the State of Iowa statute only.)

There shall be no discrimination or retaliation against an individual because he or she files a complaint or who aids another individual in filing a complaint. An employee who has reason to believe that he or she has been retaliated against because of participation in an investigation of a discrimination complaint may also file a charge with the Iowa Department of Administrative Services – Human Resources Enterprise, the Iowa Civil Rights Commission, or the U.S. Equal Employment Opportunity Commission, whichever is appropriate.

Any person who believes that she or he has been the victim of discrimination under this section, or who has a concern about potential violations of this section, is directed to bring the matter to the attention of his or her immediate supervisor, appointing authority, or their designees, in accordance with the department's established complaint procedure. If the concern or complaint involves the employee's immediate supervisor, the employee is encouraged to file the concern or complaint with the next highest supervisor, or, in the alternative, to the Director of the Iowa Department of Administrative Services.

Department directors shall promptly investigate all complaints. Each agency shall take final agency action in response to a complaint. Corrective action shall be taken immediately to remedy violations of this policy, whenever warranted, up to and including the discharge of parties whose conduct violates this policy. A manager or supervisor who fails to properly act upon complaints or who has personal knowledge of a violation of this policy and fails to take appropriate action shall be subject to disciplinary action up to and including discharge. The director for the Iowa Department of Administrative Services shall assist departments and agencies with this responsibility. When applicable, state officials and employees shall cooperate fully with all appropriate individuals in the investigation of violations of this policy in order to create and maintain a workplace free from discrimination and discriminatory harassment.

A person, other than a state employee, who is the victim of discrimination prohibited under this policy, shall report the incident immediately to the director of the department affected or to the director of the Iowa Department of Administrative Services.

The Iowa Department of Administrative Services shall have the authority to conduct an investigation of practices prohibited under this policy or supervise the investigation conducted by the agency implicated when the agency director has determined that the investigation is necessary and consistent with the intent of this policy or when the complaint involves allegations of systematic discrimination.

Individuals needing assistance may also contact the Department of Administrative Services – Human Resources Enterprise, Hoover Building, Level A, Des Moines, Iowa 50319. Phone: 515-281-3087 or dashre.info@iowa.gov.

## F. ASSIGNMENT OF RESPONSIBILITIES

The director of the Department of Administrative Services shall be designated as the State Affirmative Action Administrator, as required in Iowa Code chapter 19B.3 and shall be "Responsible for the administration and promotion of equal opportunity and affirmative action efforts in the recruitment, appointment, assignment, and advancement of personnel by all state agencies except the state board of regents and the institutions under its jurisdiction."

The director of the Department of Administrative Services shall also be designated as the State Americans with Disabilities (ADA) Coordinator in compliance with the U. S. Department of Justice's Title II Regulations Section 35.107. The director shall carry out this responsibility as follows:

1. Employment: The Human Resources Enterprise of the Department of Administrative Services shall be responsible for equal employment opportunity efforts under the ADA.

2. Accessibility: The General Services Enterprise of the Department of Administrative Services shall be responsible for equal access to State facilities under the ADA.

3. Complaint Reporting Procedure: The ADA Coordinator shall utilize existing complaint reporting procedures detailed in Section E to ensure that policies and procedures of the State of Iowa and its departments, agencies and other instrumentalities do not discriminate against persons with disabilities.

Department directors have the responsibility for the overall administration of this policy within their departments. This includes the following responsibilities:

1. Equal Opportunity: Integrating equal opportunity into all parts of human resource and program management, reviewing all policies and procedures as they affect equal opportunity and ensuring compliance with relevant statutes.

2. Affirmative Action: Implementing an internal system for auditing and remedying underutilization in the workforce, and annually reporting the effectiveness of affirmative action efforts to the director of the Iowa Department of Administrative Services.

3. Prevention of Harassment: Making every reasonable effort to prevent all forms of harassment from occurring and taking immediate and appropriate corrective action when harassment is brought to their attention, either directly or indirectly. Any administrator, supervisor, or employee who engages in any form of discrimination or harassment prohibited by this policy or who retaliates against an individual who has complained of discrimination or harassment will be subject to disciplinary action up to and including discharge. Also, any administrator or supervisor who fails to act upon complaints of or on personal knowledge of workplace discrimination or harassment will be subject to disciplinary action up to and including discharge.

4. Access to Program Services: Department directors shall ensure their activities, services and programs are in compliance with the ADA and accessible to the general public.

## G. TRAINING

Department directors and their employees should attend training offered through the Iowa Department of Administrative Services – Human Resources Enterprise intended to sensitize and inform them concerning the elimination of discrimination and harassment in the workplace. This training shall include, but is not limited to, equal opportunity, affirmative action, diversity, and prevention of discrimination/harassment.

## H. POSTING

This policy shall be posted in conspicuous places throughout each of the executive branch agencies of Iowa State government, included in employee handbooks, distributed to all agency employees, chairpersons of department advisory and policy-making groups, agency-specific recruiting sources, vendors, and contractors.

# Appendix B: Drug-Free Workplace Policy

**EXECUTIVE ORDER NUMBER 38**

WHEREAS, employees of the State of Iowa are a most valuable resource to the citizens they serve and the State as an employer; and

WHEREAS, the use of illegal drugs or abuse of controlled substances or alcohol in the workplace is detrimental to the State's employees; and

WHEREAS, employees have the right to work in a drug-free environment and to work with persons free from the effects of drugs and alcohol; and

WHEREAS, drug and alcohol abuse in the workplace interferes with and reduces the operational efficiency of state government and undermines the public's trust in its functions; and

WHEREAS, the State of Iowa is committed to maintaining a workplace free from the influences of drugs and alcohol.

NOW, THEREFORE, I Terry E. Branstad, Governor of the State of Iowa, by virtue of the authority vested in me by the laws and Constitution of the State of Iowa and in support of our continuing efforts to ensure a drug-free workplace for all employees of the State of Iowa, do hereby order and institute the following policy regarding substance abuse and the unlawful possession of controlled substances on the employer's premises:

I. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the State of Iowa's intent and obligation to provide a drug-free work environment.

II. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the employer's premises or while conducting the employer's business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

III. The State recognizes drug and alcohol dependency as illnesses and a major health problem. The State also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use our employee assistance program. Conscientious efforts to seek such help will not jeopardize an employee's job.

IV. In order to comply with the Drug Free Workplace Act of 1988, employees are required to report any conviction under a criminal drug statute for violations occurring on the employer's premises while conducting state business. A report of a conviction must be made to the employee's supervisor or other appropriate official within five (5) days after the conviction.

V. Compliance with the terms and reporting requirements of this policy is required as a condition of employment for all employees.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Iowa to be affixed. Done at Des Moines this 17th day of March in the year of our Lord one thousand nine hundred eighty-nine.

# Appendix C: Substance Abuse Policy

State of Iowa

**SUBSTANCE ABUSE POLICY FOR**
**EXECUTIVE BRANCH EMPLOYEES**

**NOTIFICATION AND EFFECTIVE DATE**

All executive branch employees (herein "employees") are required to read this revised Substance Abuse Policy, and will be expected to sign an Acknowledgement indicating that the Policy was read and fully understood by the employee. This revised Policy shall become effective on December 13, 1999.

**PROHIBITED ACTIVITIES**

Employees who conduct state business under the influence of alcohol or an unauthorized controlled substance (herein "controlled substance") present a threat to the health, safety, and welfare of their own persons, their fellow employees, and the public at large. The State of Iowa is committed to ensuring that its employees remain free from the effects of alcohol or controlled substances while conducting state business. Therefore, employees are prohibited from:

1. possessing, consuming, purchasing/selling, or manufacturing alcoholic beverages or controlled substances, while they are conducting state business or are on state property;
2. reporting to work for the State of Iowa under the influence of an alcoholic beverage or a controlled substance;
3. the unauthorized use or abuse of a prescription medication while they are conducting state business or are on state property; and/or
4. driving a state vehicle or a personal vehicle when the employee is engaged in state business, within an eight (8) hour period after consuming an alcoholic beverage, using a controlled substance, or engaging in the unauthorized use/abuse of a prescription medicine.

Absent mitigating circumstances, an employee's involvement in one or more of the prohibited acts listed above may result in summary discharge. "Summary discharge" shall mean a discharge from employment with the State of Iowa after the state substantiates the alleged offense through a fair and thorough investigation. It is unnecessary for the State of Iowa to implement other forms of discipline (e.g., verbal warnings, reprimands, or suspensions) before issuing a summary discharge.

**OTHER ACTIVITIES INVOLVING SUBSTANCE ABUSE AND WARRANTING REPRIMAND, SUSPENSION, OR TERMINATION**

Absent mitigating circumstances, any of the following shall result in a reprimand, suspension, or a summary discharge:

1. The suspension or revocation of an employee's driver's license, chauffeur's license, or commercial driver's license, if an employee's job duties require the employee to possess the license, and the

loss of his/her driving privileges results in the employee's failure to meet the minimum qualifications for his/her job.

2. The employee engages in off-duty misconduct that either: (1) impairs the employee's ability to perform his/her job function; (2) substantially effects the public's perception of the employee's ability to perform his/her job function; or (3) causes substantial damage to the reputation of the employer. The employee may be subject to reprimand, suspension, or termination even if no arrest or conviction results from the off-duty misconduct.
3. The employee reports to work displaying symptoms that the employee has consumed an alcoholic beverage or a controlled substance.
4. The employee demonstrates below standard job performance or on-the-job misconduct, including, but not limited to, excessive absenteeism or tardiness.

**EMPLOYEE ASSISTANCE PROGRAM**

The State of Iowa recognizes that a dependency on alcohol or a controlled substance is a treatable illness. Such dependencies can cause major health, safety, and security problems for the employee, fellow employees, and the public at large. Employees who need assistance to address these problems are encouraged to take advantage of the confidential Employee Assistance Program (EAP). For EAP information, call 244-6090 from Des Moines or 1-800-EAP-IOWA (327-4692) from elsewhere in Iowa.

# Appendix D: Smoking and Tobacco Use Policy

State Of Iowa

**SMOKING AND TOBACCO USE POLICY FOR EXECUTIVE BRANCH EMPLOYEES**

**NOTIFICATION AND EFFECTIVE DATE**

All Executive Branch employees (herein "employees") are required to read this Smoking and Tobacco Use Policy, and will be expected to sign an Acknowledgement indicating that the policy was read and fully understood by the employee. All employees are required to abide by the standards set forth in this policy. Individual department policies may differ because some departments may be exempted from certain provisions of the policy. However, individual department policies must also be read and acknowledged by the employee. This revised policy is effective November 17, 2014.

**GENERAL STATEMENT OF POLICY**

The purpose of this policy is to establish a smoke-free environment for employees and the public as they transact business with or receive services from the State. This policy facilitates compliance with Iowa's Smokefree Air Act and administrative rules governing the use of tobacco-related products. The Iowa Smokefree Air Act was enacted in Iowa Code chapter 142D to improve the health of Iowans by reducing the level of exposure to environmental tobacco smoke. Administrative rules related to this policy can be found at 641 IAC 153 and 11 IAC 100.3.

For purposes of this policy, "smoking" includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other substance.

For purposes of this policy, tobacco includes any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless chewing tobacco, and/or snuff.

**PROHIBITED ACTIVITIES**

1. Smoking is prohibited within the confines of all State operated/owned facilities.
2. Smoking is prohibited within the confines of all State operated/owned vehicles.
3. Smoking is prohibited on the grounds of any public building including the Capitol Complex grounds. Grounds is defined as an outdoor area of a public building that is used in connection with the building, including but not limited to, a sidewalk immediately adjacent to the building; a sitting or standing area immediately adjacent to the building; a patio; a deck; a curtilage or courtyard; or any other outdoor area as designated by the person having custody or control of the public building.

4. Smoking is not allowed in any existing huts or any enclosed areas formerly used as smoking areas.
5. Use of tobacco products is prohibited in all space in Capitol Complex buildings controlled by the Executive Branch including tunnels and enclosures.
6. Use of tobacco products is prohibited on the grounds of the Capitol Complex.

**STATE/LEASED PROPERTY OUTSIDE CAPITOL COMPLEX**

For state property outside the Capitol Complex and for offices leased by the State of Iowa, the provisions of this policy will apply unless otherwise noticed by the employing department.

**AUTHORIZED ACTIVITIES**

Smoking and the use of tobacco is authorized within the confines of enclosed privately-owned motor vehicles that are located on the Capitol Complex.

**VIOLATIONS**

Violations of this policy may result in disciplinary action.

**EMPLOYEE ASSISTANCE**

The State of Iowa recognizes that employees may need assistance in stopping the use of tobacco products. The State offers the following information for assistance in the transition process:

QUITLINE IOWA – Quitline Iowa provides free smoking cessation services to all Iowans. Quitline Iowa can provide assistance every step of the way. An expert Quit Coach is available to provide support over the phone and online as you follow a Quitting plan customized to your needs. You may also be eligible for eight weeks of nicotine patches, gum or lozenges. Call 1-800-QUIT-NOW (1-800-784-8669) or visit www.quitlineiowa.org for more information.

EMPLOYEE ASSISTANCE PROGRAM – The Employee Assistance Program (EAP) is a confidential program available to all employees and their families. The EAP may be contacted at 515-244-6090 or 1-800-EAP-IOWA (327-4692).

IOWA SMOKE FREE AIR WEBSITE – Iowa Department of Public Health's website, www.IowaSmokefreeAir.gov is a good resource regarding the Iowa Smokefree Air Act.

# Appendix E: Social Media Policy

State of Iowa

**SOCIAL MEDIA POLICY FOR**
**EXECUTIVE BRANCH EMPLOYEES**

**NOTIFICATION AND EFFECTIVE DATE**

All Executive Branch employees (herein "employees") are required to read this Social Media Policy, and will be expected to sign an Acknowledgement indicating that the policy was read and fully understood by the employee. All use of social networking sites by state agencies should be consistent with applicable state, federal, and local laws, regulations, and policies, including all information technology security policies. All employees are required to abide by the standards set forth in this policy. This policy is effective November 17, 2014.

All use of social media, including social networking sites, by state agencies should be consistent with applicable state, federal, and local laws, regulations, and policies, including all information technology security policies. This policy applies to any social networking, social media, or web-based, information sharing/open communication site (including, but not limited to, Facebook, Twitter, blogs, wikis, and message boards).

Nothing in this policy shall be interpreted or applied as limiting an employee's right to engage in speech protected by the United States and Iowa Constitutions or as limiting the right to engage in protected concerted activity, including employee discussion regarding the terms and conditions of employment.

**PERSONAL USE**

A state employee's personal use of any social networking, social media, or web-based site should remain personal in nature and should be used to share personal opinions and other non-work-related information. Absent express consent by a state agency, a state employee should not use his or her personal social networking, social media, or web-based site to conduct state business.

State employees, especially those possessing leadership responsibilities and those choosing to identify themselves as employees of the State, should consider whether statements they publish may be construed as expressing official state or agency positions and whether or not such statements are accurate representations. A state employee should also take appropriate steps to ensure that communications made in an employee's personal capacity represent that employee's personal opinion and do not reflect or represent the opinion of the State of Iowa or the department or agency for which the employee works. Depending on the circumstances and to ensure an employee's personal postings are not wrongfully attributed to the State, an employee may wish to post a disclaimer such as:

> *The postings on this site are my own opinion and do not reflect or represent the opinions of the State of Iowa or the department/agency for which I work.*

For purposes of maintaining and securing information technology and data, state employees are prohibited from using their state e-mail account or username in conjunction with a personal social

networking, social media, or web-based site, unless prior authorization is given. Employees are strongly encouraged to avoid using their state password in conjunction with a personal social networking, social media, or web-based site.

**PROFESSIONAL USE**

All official state agency-related communication through social media, social networking, and web-based sites shall remain professional in nature, and shall be conducted in accordance with state policy, practices, and expectations. State employees must not use official state agency social media, social networking, or web-based sites to conduct private commercial transactions or to engage in private business activities. Only individuals authorized by a state agency may publish content to an agency website or agency social computing technologies.

**PROHIBITED ACTIONS**

Employees shall not:

- Discuss or display information, including photographs, online that is confidential or proprietary to the State, or to a third party that has disclosed information to the State.
- Make disparaging statements online concerning customers or clients of the State.
- Engage in any online actions that would violate the State's Violence Free Workplace Policy.
- Engage in any online actions that would violate the State's Equal Opportunity, Affirmative Action, and Anti-Discrimination Policy.
- Use social media or networking sites that are controlled or owned by the State in a manner that violates federal or state law, administrative rules, or applicable policies (including, but not limited to, information technology and information security policies).

**VIOLATIONS**

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

Employees are responsible for reporting suspected violations of this policy to their direct supervisor. If the suspected violation involves the employee's immediate supervisor, the employee is encouraged to report it to the next highest supervisor or, in the alternative, to the Director of the Iowa Department of Administrative Services.

**DEPARTMENT/AGENCY POLICIES AND WORK RULES**

State departments and agencies may develop specific social media policies and/or work rules that further enhance this policy.

# Appendix F: Violence-Free Workplace Policy

State of Iowa

**VIOLENCE-FREE WORKPLACE POLICY FOR EXECUTIVE BRANCH EMPLOYEES**

Issued August 1, 1996 – Revised November 17, 2014

## I. DEFINITIONS

Violence is any act that is intended to intimidate, annoy, or alarm another person; or any act which is intended to cause pain or injury to, or which is intended to result in physical or personal contact that will be insulting or offensive to another, coupled with the apparent ability to execute the act.

A dangerous weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

Personal contact means an encounter in which two or more persons are in visual or physical proximity to each other. Personal contact does not require a physical touching or oral communication, although it may include these types of contacts.

## II. POLICY STATEMENT

The State of Iowa recognizes that violence at work can seriously affect employee work performance and morale. Threats, intimidation, harassment, or acts of violence will not be tolerated. The State of Iowa further establishes, as its vision, that all of its officials, managers, supervisors, and employees will treat each other with courtesy, dignity, and respect. The State of Iowa is committed to a violence-free workplace, and its goal is to prevent violence in the workplace.

Accordingly, the State of Iowa is committed to:

1. Preventing the potential for violence in the work environment,
2. Reducing the negative consequences for employees who experience or encounter violence, and
3. Maintaining a work environment of respect and positive conflict resolution.

## III. PROHIBITIONS

A. Employees are prohibited from the possession, sale, transfer or use of any dangerous weapon while engaged in state business, or on state property or the Employer's premises.

This prohibition shall not include peace officers and other state employees who have been issued professional weapons permits by the Commissioner of the Department of Public Safety for use by these employees when acting under the authority of their department. Further, this policy is not intended to restrict employees who live in state owned housing from the legal possession of weapons in their homes, if allowed by the appointing authority. This policy is not intended to restrict state employees from engaging in legal hunting and recreational activities on state owned property during off-duty hours.

B. Employees are prohibited from engaging in harassment of another employee, supervisor, manager, vendor, customer or client in accordance with the State of Iowa's Equal Opportunity, Affirmative Action and Anti-Discrimination Policy.

C. Employees are prohibited from making threatening or intimidating statements or engaging in threatening or intimidating behavior directed to another employee, supervisor, manager, vendor, customer or client.

D. Employees are prohibited from communicating with another employee, supervisor, manager, vendor, customer or client by telephone, electronic means, or in writing without legitimate purpose or in any manner likely to cause the other person annoyance or harm.

E. Employees are prohibited from purposefully and without legitimate purpose having personal contact with another employee, supervisor, manager, vendor, customer or client with the intent to threaten, intimidate or alarm the other person.

## IV. AFFIRMATIVE DUTIES

A. An employee who is the victim of workplace violence shall report the incident immediately in accordance with the procedures established by this policy.

B. An employee witnessing workplace violence or the potential for such violence directed at another person or property of the state, shall report such incidents in accordance with the procedures established by this policy.

C. When applicable, state officials and employees shall cooperate fully with all appropriate individuals in the investigation and prosecution of criminal acts, this policy, and the pursuit of any civil remedies in order to create and maintain a violence-free workplace.

## V. REPORTING PROCEDURES

Any employee who has been the victim of workplace violence, or who has a concern about potential workplace violence within the context of this policy, is directed to bring the matter to

the attention of his or her supervisor, or the appointing authority or his or her designee, in accordance with the department's established complaint procedure. If the concern or complaint involves the employee's direct supervisor, the employee may go to the next higher supervisor with the concern or complaint or, in the alternative, to the Iowa Department of Administrative Services – Human Resources Enterprise. All complaints will be promptly investigated by the appointing authority or the Iowa Department of Administrative Services – Human Resources Enterprise.

In the event of a situation requiring immediate intervention by law enforcement personnel, the appropriate law enforcement agency should be contacted immediately.

## VI. REMEDIES FOR POLICY VIOLATIONS

Corrective action will be taken to remedy violations of this policy when warranted, up to and including the discharge of parties whose conduct violates this policy.

Any manager or supervisor who fails to properly act upon employee complaints or on personal knowledge of conduct in violation of this policy shall be subject to disciplinary action up to and including discharge.

A copy of all complaints received and their resolution shall be forwarded to the Chief Operating Officer of the Iowa Department of Administrative Services – Human Resources Enterprise within ten (10) working days after receipt of the complaint and ten (10) working days after resolution of the complaint. Interim reports shall be provided to the Director as requested.

# Acknowledgement of Receipt

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

*State of Iowa Employee Handbook*, which includes the Equal Employment Opportunity, Affirmative Action and Anti-Discrimination Policy; the Drug-Free Workplace Policy; the Substance Abuse Policy; the Smoking and Tobacco Use Policy; the Social Media Policy; and the Violence-Free Workplace Policy. I have been directed to read the *Employee Handbook*, including these policies, and was offered an opportunity to ask questions about their contents. I am also aware that I am expected to read and be familiar with any updates to the information contained in this handbook, including the expectations regarding absence reporting on page 14. I acknowledge that this handbook is not a contract between the State of Iowa and me. I further acknowledge that individual state agencies may have more specific policies in place that augment those contained in this handbook.

_____
Employee's Name (print)

_____ _____
Employee's Signature Date

_____ _____
Supervisor's Signature Date

*Place the original of this form in the employee's personnel file. Provide a copy to the employee.*