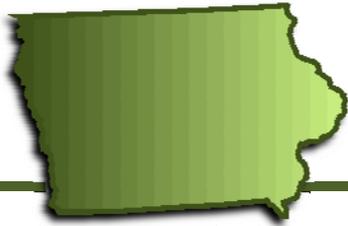


State of Iowa Employee Handbook



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

Revised November 2010



Welcome to Employment With 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. The State has a proud tradition built on the excellence of its employees and their work. We challenge you to help maintain and improve upon this tradition. You soon will discover that our pride is contagious!

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 – Human Resources Enterprise (DAS-HRE) rules and policies. 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-HRE rules and policies, DAS-HRE rules and policies prevail.

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.

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.

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

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

Policy Summary

The State of Iowa is strongly committed to equal employment opportunity (EEO) and affirmative action (AA) and to the benefits that come from a diverse workforce.

Appointments, promotions, assignments, training, and performance evaluations are to be based on individual qualifications and merit, and shall be equally available to all qualified applicants and employees.

State government is committed to having a diverse workforce by providing employment opportunities to minorities, women, and persons with disabilities. The Iowa Department of Administrative Services – Human Resources Enterprise (DAS-HRE) administers the Affirmative Action and Diversity Program for the State's Executive Branch.

All executive branch departments submit an annual diversity plan, outlining on-going diversity initiatives efforts to be undertaken. Workforce composition is monitored and reported to the Iowa Department of Management and the Governor.

The State will not tolerate or condone any form of sexual or discriminatory harassment. Immediate action will be taken to stop harassment or discrimination where it exists. If you believe you have experienced sexual or other discriminatory harassment, report your concerns to your supervisor or in accordance with your department's established complaint-filing procedure. You may also report alleged discrimination to the Iowa Civil Rights Commission or the federal Equal Employment Opportunity Commission.

If the alleged problem involves your direct supervisor, you may go directly to your next higher supervisor or to the DAS-HRE personnel officer assigned to your department.

The State also prohibits any form of harassment or other abusive conduct. Any harassment of this kind is to be reported through the same process described above.

Full Policy

The full text of the State of Iowa's EEO, AA, and Anti-Discrimination Policy can be found at: http://das.hre.iowa.gov/html_documents/ms_manual/02-40.htm.

General Employment Issues

Probationary Period

During your first few days on the job, your supervisor will discuss your job duties with you and your department's personnel assistant will give you information regarding your employment benefits.

If you are employed in a permanent position, as a new employee, you 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 twelve-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. If you successfully complete your probationary period and obtain permanent status, your work performance will be evaluated at least annually and your supervisor will discuss your evaluation with you.

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 are not subject to a "just-cause" standard for discipline or discharge. Instead, you are an "at-will" employee and, as such, you may be discharged at any time for any reason or for no reason.)

At-Will Employees

At-will employees serve at the pleasure of a Department Director, the Governor, or a Board or Commission and 1) are not covered by the state 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. Therefore, at-will employees 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 which give them flexibility in scheduling their work hours. Your supervisor will explain any options that may be available to you. 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. (NOTE: Employees covered by the collective bargaining agreements may have alternative options. Please discuss them with your supervisor, if applicable.)

Overtime

During emergencies or periods requiring extra work, your workweek may be adjusted by your supervisor. Overtime compensation is in accordance with the federal Fair Labor Standards Act, DAS-HRE rules, or 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 obtain a DAS-HRE Employment Application from the personnel assistant in your department. You will also find one on the DAS-HRE website at <http://das.hre.iowa.gov/>. 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 on the Internet at the same website as above.

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. Refer to the DAS-HRE rules for further information. If you do not perform satisfactorily in the new position, you may be returned to a position in your former class.

Promotion may entitle you to a pay increase.

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

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 have the right to file an appeal with the Classification Appeal Committee in accordance with DAS-HRE rules.

Performance Reviews

Probationary employees will receive one or more performance reviews prior to the end of their first six months of employment. Permanent employees will 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.

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, when using state equipment, or while on state property. 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

You may accept outside employment if it does 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. In addition, a state employee may not perform work for another state department which is the same or substantially similar to work performed as part of your regular employment duties. For example, a maintenance engineer for DAS-General Services cannot perform the same type of work on a part-time basis for Natural Resources. If you are considering outside employment, it is recommended you first check with your supervisor.

Finally, 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.

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.

When driving or riding in a state vehicle for any reason, you are required to wear the safety lap and shoulder belt provided. The safety belt must be adjusted and fastened before the vehicle moves. All motor vehicle and traffic regulations, including speed limits, must be obeyed. Failure to comply with the safety belt requirement, speed limits, or other traffic regulations can result in disciplinary action up to and including discharge.

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.

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. If you fail to give this prior notice, you may, at the request of the appointing authority, be barred from certification or appointment for a period of up to two years.

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.

Employee Personnel Records

Each department 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, except for confidential employment references or other materials identified by DAS-HRE rules or by statute. 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, and computer data and information. 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.

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. Employees provided access badges will not allow others to utilize the badge to permit entry to facilities, and during all work hours must prominently display the badge, not obscured by clothing or other objects, on the front upper third of the body, 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, immediately upon discovery, report the loss or theft of

any issued badge to management. 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.

Internet service is 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. Like any resources made available to employees of the State, use of Internet service is a revocable privilege. The use of state-provided Internet service must be for state government-related activities and not for personal business, for-profit activities, commercial advertising, entertainment, or other use that interferes with an employee's productivity or reflects poorly on state government. Individual state departments may have more specific policies in place regarding Internet usage. Misuse of the Internet, 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.

Protection from Reprisal

The Employer shall not take reprisal action against an employee for disclosure of information by that employee to a member of the General Assembly, the Legislative Service Bureau, the Legislative Fiscal Bureau or the respective caucus staff of the General Assembly, 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.

Employees may contact the Office of the Iowa Citizens' Aide at 1-888-426-6283 to report violations of this rule.

Employee Recognition

Some departments have internal employee recognition programs and awards. Check with your supervisor or personnel assistant for more information.

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 written request. These could include: health, dental, and supplemental life insurance premiums; credit union deductions; deferred compensation deductions; savings bond purchases; 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

If you, as a state employee, are required to travel on state business, you will be reimbursed for approved expenses incurred, such as meals and lodging. Your supervisor will provide you with a copy of the allowable reimbursement rates, as well as information on how to reserve and check out a state vehicle. If a state vehicle is unavailable, you will be reimbursed for using your own vehicle. Receipts are required for meal, travel, and other work-related allowable costs.

To receive reimbursement, travel expenses must be approved by your supervisor.

PLEASE NOTE: Individual state departments may have more restrictive travel policies in place. Before you make travel plans, check with your department's accounting personnel. General guidelines are provided by the State Accounting Enterprise for travel reimbursement for state employees.

Credit Unions

As a state employee, you and members of your immediate family may join one of several credit unions which are authorized for payroll deduction. Some of the many services typically provided are: share accounts, checking accounts, consumer loans, home improvement loans, automatic teller machines, and vacation club accounts.

Payroll deduction is limited to one credit union, but that credit union may disburse your money to multiple accounts or loan payments. Your personnel assistant can provide you with further information.

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 information.

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. 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 plan. See your personnel assistant for information.

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 an applicable 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 15). 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.

The State of Iowa's health insurance plans offer you a variety of health benefits, plan designs, and out-of-pocket costs that allow you to choose the best health coverage that meets the needs of you and your family. Depending on your location and bargaining status, you may have several health insurance options from which to choose. Your choices include an Indemnity and Preferred Provider Organization (PPO) plan, and in many areas, a Managed Care Organization (MCO) option. However, not all areas of the state are covered by a MCO plan. See your personnel assistant for more details.

The traditional Indemnity plans and the Preferred Provider plan offer nationwide health coverage and have an 11-month pre-existing conditions waiting period for new enrollees. This means that for the first 11 months of your coverage, benefits will not be provided for conditions that are considered pre-existing. However, the Health Insurance Portability and Accountability Act of 1996 (HIPPA) allows for reduction of the pre-existing condition waiting period for any time you were covered by another group health plan without a break in coverage of 63 days or more. All of the health plans include a pre-certification provision and/or prior approval. Generally, your provider will obtain any pre-certification or prior approval for you. However, when you, instead of your provider, are responsible, call the phone number on your ID card before receiving services. Review your health benefits certificate available on the DAS-HRE benefits website <http://das.hre.iowa.gov/benefits/health.html> or contact your personnel assistant for more information.

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 State's combined contribution will depend on the plan chosen, bargaining status, and number of hours worked. Contact your personnel assistant to determine your eligibility and to determine the State's premium contribution in your particular situation.

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. 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.) 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 (on page 15) for more details. 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.

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 State's combined contribution will depend on your bargaining status and number of hours worked. Contact your personnel assistant to determine your eligibility and to determine the State's premium contribution in your particular situation.

Dependent Verification

DAS-HRE is responsible for the administration of the State's health and dental plans. We are required to maintain and verify eligibility of our 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 to DAS-HRE in the required timeframes, the dependent(s) will be terminated from the State's plan.

COBRA

If you leave state employment or have certain "qualifying 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.

Sick Leave Insurance Program (SLIP)

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 your employment ends, the Iowa Department of Administrative Services will mail a "COBRA Notification/Election Form" to you within two weeks following your last paycheck. The notification includes monthly benefit costs and election instructions. In the event of the death of an active employee, the family will receive notice of their COBRA rights. If an employee divorces, reduces hours, or has a dependent that is no longer eligible for coverage, the employee must notify his or her 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 the following website to view the General Notice of COBRA Continuation Coverage Rights (or contact your personnel assistant for a printed copy):
http://benefits.iowa.gov/documents/Cobra_notice.pdf

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 until they run out of money or become eligible for Medicare (age 65, or earlier, if approved for Social Security Disability).

State employees eligible for the SLIP program are: executive branch employees represented by AFSCME and UE/IUP unions; executive branch non-contract employees; and Community Based Corrections employees. This program does not include: elected officials; Board of Regents employees; or executive branch employees represented by the SPOC union. Similar programs are offered to judicial branch and legislative branch state employees.

In addition to being in an eligible class of employees, you must apply for and receive state pension benefits (IPERS). If you rescind your retirement and do not receive a pension benefit, you will not be considered to have taken retirement

and will not be eligible for this program. The value of your converted sick leave balance must be greater than \$2,000 plus the cost of one month of the state share of your group health insurance premium.

You are able to use the value of your accrued sick leave balance at the time of retirement to pay the state share of your group health insurance premium. Your sick leave hours are converted into dollars based on a percentage of your sick leave hours at retirement based on the following table:

If the sick leave balance is:	The conversion rate is:
Zero to 750 hours	60% of value
Over 750 hours to 1,500 hours	80% of value
Over 1,500 hours	100% of value

Your SLIP balance is calculated using the following steps:

- Multiply your total number of accrued sick leave hours on the last day of work by the regular hourly rate of pay at retirement;
- Subtract the \$2,000 mandatory sick leave payout;
- Use the above table to multiply the remaining amount times the appropriate conversion rate (based on your total sick leave hours on the last day of work) to find out what your final SLIP balance would be in dollars.

The value of the state share of the premium paid from your SLIP account is not subject to federal and state income taxes. Taxes are still paid on the amount of any vacation payout along with the \$2,000 sick leave payout at the time of retirement.

For program information, visit the SLIP website at http://benefits.iowa.gov/retirees_slip.html, or consult the DAS-HRE rules and any applicable collective bargaining agreement.

Life Insurance

The State provides \$20,000 of 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 the employee's expense, in \$5,000 increments. Supplemental life insurance premiums are paid through payroll deduction. You may enroll for the maximum coverage available to you without evidence of insurability if you enroll

within 30 days after your employment date. If your total group life insurance coverage (basic and supplemental) is over \$50,000 and you pay for supplemental life insurance on a pretax basis, you will have imputed income reported to the IRS.

You cannot increase or decrease the amount of your supplemental life insurance until the annual enrollment and change period, unless you have a qualified life event. If you do not enroll for supplemental life insurance within 30 days of employment, and want to increase coverage during the enrollment and change period or through a qualified life event, you will have to provide evidence of insurability and be approved for coverage by the life insurance carrier before any increase becomes effective.

Both basic and supplemental life insurance programs include an accidental death and dismemberment provision. (Certain exclusions apply.) See your group life insurance booklet for further 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 partial monthly income benefit is paid on approved claims starting 90 workdays following the date of disability or after you have exhausted all of your accrued 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. See your group long-term disability insurance booklet 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 Section 125 of the Internal Revenue Code, 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 <http://benefits.iowa.gov/index.html> or ask your personnel assistant for more details.

Supplemental Retirement 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 before federal and state income tax withholding and deposited into an account in your name. 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 (FSA)

Flexible Spending Accounts (FSAs) let you pay for certain health (Health FSA) and dependent care expenses (Dependent Care FSA) with tax-free dollars. 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: <http://das.hre.iowa.gov/fsa/home.html>

Premium Conversion Plan (Pretax)

Premium Conversion (Pretax) is a State of Iowa benefit that allows all employees who work at least 1,040 hours per 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.

Leaves

Holidays

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

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. Intermittent, seasonal, and emergency employees do not accrue vacation. Specific information regarding accrual rates is available from your personnel assistant, or from the DAS-HRE rules or applicable collective bargaining agreement. Vacation accrual amounts vary with years of service. You can accrue no more than twice your annual entitlement plus any accrued sick leave conversion.

You may use accrued vacation time 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 (intermittent, emergency, seasonal, interns, and trainee status) do not earn sick leave. Read the appropriate DAS-HRE rules or collective bargaining agreement for specific provisions.

All permanent and probationary employees who have

**Care of and
Necessary Attention
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accrued sick leave will be paid at their regular rate of pay during absences from work, when those absences are caused by physical or mental illness, surgery, treatment, or medically-related disabilities caused by pregnancy or recovery from childbirth. Sick leave may also be used for medical examinations, dental or optical examinations that cannot be scheduled outside of regular work hours, and exposure to contagious diseases.

Be sure to consult DAS-HRE rules or the appropriate collective bargaining agreement for specific details. Use of sick leave requires supervisory approval and may require verification. All employees are expected to use this benefit only for its intended purposes.

To be paid for the time you are absent, you are required to immediately notify your supervisor of your absence from work. You may be required to provide a doctor's certificate or other verification for your use of sick leave. Your department may have specific requirements for reporting sick leave. Check with your supervisor.

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 between bargaining units; consult your applicable collective bargaining agreement for more details.

When an employee is eligible to retire, and has applied and been approved for a monthly benefit under the Iowa Public Employees' Retirement System (IPERS), 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 your collective bargaining agreement, DAS-HRE rules, or see your personnel assistant for more information.

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. Specifics are defined in 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 the 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 accrued 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 calendar days per year. You must provide proper notice to 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 supervisor. You must submit a request for this type of leave in writing and receive prior written approval from your supervisor 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 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 work days 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 or have an interest in the outcome. 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;
- Must be requested in writing on an "Application for Education Leave and/or Education Financial Assistance" form, available online at <http://das.hre.iowa.gov/benefits/leave.html> or from your training representative.

For more information, contact your supervisor, your training representative, or your personnel assistant.

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.

When the employer closes a state facility due to an emergency, the employee may use vacation time, compensatory time, leave without pay, or may make the time up within the same work week with the approval of the employee's supervisor. See the DAS-HRE rules or the appropriate collective bargaining agreement for details.

Employee Rights and Responsibilities Under The Family and Medical Leave Act

Family and Medical Leave Act of 1993 (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 military service. FMLA is not an additional type of leave; it is a way of designating leave that the employee already has. In most cases, employees must exhaust all paid leave before unpaid leave is granted.

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

Military Family Leave Entitlements

- For a serious health condition that makes the employee unable to perform the employee's job.

Eligible employees with a spouse, son, daughter, or parent in the Regular Armed Forces, National Guard, or Reserves who is on active duty or call-to-active-duty status in a foreign country 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 an ill or injured covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Covered servicemembers also include veterans receiving treatment, recuperation, or therapy for a serious injury or illness incurred in the line of duty if the injury or illness was within five years of the date of the treatment, recuperation, or therapy.

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 a total of 12 months during the most recent seven-year period, for 1,250 hours in the 12 months immediately preceding the date the FMLA leave is to begin, and if at least 50 employees are employed by the employer within 75 miles.

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 three 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 be required to use any accrued paid leave appropriate for the absence 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 employees' 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;
- 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. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

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.

The First Report of Injury will be sent to the State's third party administrator (TPA). They are responsible for claims intake, evaluation, direction of medical care, benefits payment, and all other aspects of the day-to-day handling of workers' compensation claims filed by State of Iowa employees.

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

If your workers' compensation claim is approved by the TPA, every effort will be made to assist you in returning to work. When available, you will be given a restricted-duty assignment until you recover enough to return to your regular job. Your job class and rate of pay will not be reduced while you are performing your restricted-duty job. If you refuse to accept a temporary restricted-duty assignment, your workers' compensation benefits may be suspended. The original period of restricted duty is the hourly equivalent of 20 workdays (pro-rated for part-time employees), or until you are medically released to full duty, whichever is less. In certain cases, extensions may be granted.

If your claim is denied by the TPA, a letter will be sent directly to you. This letter should be presented to your group health carrier if they deny medical coverage based on the workers' compensation filing. The Iowa Department of Administrative Services is responsible for the management of the program and the contractual agreement with the TPA.

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.

Public employment provides most employees with 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.

You must be a vested member of IPERS to be eligible to receive a monthly retirement benefit. If you remain in public

employment for at least four years, or turn age 55 while contributing to IPERS, you will be a vested member of IPERS. *Effective July 1, 2012, you must remain in public employment at least seven years, or turn age 65 while contributing to IPERS to be vested.*

As a vested member, you are entitled to a retirement benefit:

- If you have terminated public employment and are at least age 55; or
- Before age 55, if you are determined disabled by Social Security Disability or Railroad Retirement; or
- Without terminating public employment, if you are age 70.

Your retirement benefit is calculated using:

- Your years of service in public employment; and
- Your highest average salary (the average of your highest three years of covered wages). *Effective July 1, 2012, IPERS will use your highest five years of covered wages.* IPERS uses a control year outside of the highest years to test for wage spiking, which inflates benefits.

Employees should:

- Keep a current beneficiary form on file with IPERS;
- Report all address changes to IPERS;
- Contact IPERS upon termination of public employment to receive information regarding your vesting status, rights to a retirement benefit, and refund procedures;
- Contact IPERS three to five years prior to retirement to receive information on your estimated monthly retirement benefits, death benefit options, current laws that may affect your retirement, your optimal retirement date, and any possible service purchases; and
- Consult the IPERS Member Handbook for more information.

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:

http://benefits.iowa.gov/benefit_education.

Training and Development

Performance & Development Solutions (PDS)

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 <http://learnatpds.iowa.gov>. To register, contact your supervisor or training liaison.

Drug-Free Workplace and Substance Abuse Policies

Summary of Policies

The State of Iowa is committed to maintaining a safe work environment that is free from the use, abuse, or effects of alcohol, drugs, or controlled substances (hereinafter referred to as “drugs”). Employees have the right to work in an environment that is free from drug or alcohol abuse or misuse. Employees who are under the influence of drugs or

Federal Reporting Requirement

alcohol may adversely affect other employees and the public at large.

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

Chemical Dependency

The State of Iowa recognizes drug and alcohol dependencies as treatable illnesses. Such dependencies can cause major health problems, as well as safety and security problems. Employees needing help to deal with such problems are strongly encouraged to take advantage of the State's confidential EAP Program.

Drug Testing

The State of Iowa complies with the Federal Highway Administration's rules and regulations which implement the Omnibus Transportation Employer Act of 1991. This law requires pre-employment, reasonable suspicion, random, post-accident, and return-to-duty drug testing of employees who operate a commercial vehicle requiring a Commercial Drivers License (CDL).

Full Policies

The full text of the State of Iowa's Drug-Free Workplace Policy can be found at: http://das.hre.iowa.gov/html_documents/ms_manual/09-60.pdf. The full text of the State of Iowa's Substance Abuse Policy can be found at: http://das.hre.iowa.gov/html_documents/ms_manual/09-50.htm.

Acknowledgement

All executive branch employees are required to review the State of Iowa's Substance Abuse Policy and sign an acknowledgement indicating awareness and receipt of the policy.

Smoking and Tobacco Use Policy

Policy Statement

The purpose of this policy is to facilitate compliance with Iowa's Smokefree Air Act, which was enacted to improve the health of Iowans by reducing their level of exposure to environmental tobacco smoke, and to remind executive branch employees of existing rules in the Iowa Administrative Code (IAC) governing the use of tobacco-related products. The administrative rules addressing this policy can be found at 641 IAC 153 and 11 IAC 100.3. Violations of this policy may result in disciplinary action.

Standards

Prohibited activities pursuant to the Smokefree Air Act and Iowa Department of Public Health administrative rules:

- Smoking is prohibited within the confines of all state-operated/owned facilities.
- Smoking is prohibited within the confines of all state-operated/owned vehicles.
- 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.
- Smoking is not allowed in any existing huts or any enclosed areas formerly used as smoking areas.

Prohibited activities pursuant to DAS administrative rules addressing use of tobacco products:

- Use of tobacco products is prohibited in all space in Capitol Complex buildings controlled by the Executive Branch, including tunnels and enclosures.
- Use of tobacco products is prohibited on the grounds of the Capitol Complex.

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

Authorized Activities

The use of tobacco products will be authorized within the confines of enclosed, privately-owned motor vehicles, which are located on the Capitol Complex.

Smoking Cessation 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:

- *Smoking Cessation Program* – The State of Iowa offers smoking cessation program services available to employees only. These services may be obtained by calling 1-877-252-8411.
- *Employee Assistance Program (EAP)* – 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 Smokefree Air website* – The Iowa Department of Public Health’s website, <http://www.IowaSmokefreeAir.gov>, is a good resource regarding the smoking-ban legislation, including information about smoking cessation programs. Quitline Iowa provides free smoking cessation services to all Iowans. The Quitline will work with you to set up a quit plan and help you with coaching after you quit. You may also qualify for a free, two-week course of nicotine patches or gum. Call 1-800-QUIT-NOW (1-800-784-8669) or visit <http://www.quitlineiowa.org> for more information.

Acknowledgement

All executive branch employees are required to review the State of Iowa’s Smoking and Tobacco Use Policy and sign an acknowledgement indicating awareness and receipt of the policy.

Violence-Free Workplace Policy

Definitions

Violence is any act which is intended to intimidate, annoy, or alarm another person; or any act which is intended to cause pain or injury; or any act 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. (Iowa Code sections 708.1 and 708.7)

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. (Iowa Code section 702.7)

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

Policy Statement

communication, although it may include these types of contacts. (Iowa Code section 708.7)

The State of Iowa recognizes that violence at work can seriously affect employees' work performance and morale. Threats, intimidation, harassment, or acts of violence will not be tolerated. 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:

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

Prohibitions

- 1) 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.

- 2) 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.
- 3) 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.
- 4) 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. (Iowa Code section 708.7)

5) 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.

Affirmative Duties

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

2) 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.

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

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 DAS-HRE.

All complaints will be promptly investigated by the appointing authority or DAS-HRE.

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

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 DAS-HRE 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

All executive branch employees are required to review the State of Iowa's Violence-Free Workplace Policy and sign an acknowledgement indicating awareness and receipt of the policy.

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 be in accordance with the provisions of the applicable agreement. Disciplinary action 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, dishonesty, improper use of leave, unrehabilitated 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 for contract-covered employees and in DAS-HRE rules for non-contract employees.

Violations of Rules and Policies

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, contract-covered employees must follow the same procedures designated for non-contract-covered employees in DAS-HRE rules (Chapter 11).

Non-contract employees must file grievances on a form designated by DAS-HRE, which is available from your personnel assistant.

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 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 (Chapter 11).

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.

STATE OF IOWA

Acknowledgement of Receipt

of

Employee Handbook and State Policies

I, _____, acknowledge that I have received the *State of Iowa Employee Handbook*; 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](#); and the [Violence-Free Workplace Policy](#). I have been directed to read these documents 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 and the policies.

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.