

JUN 22 1983

17
T772
4:E55
1983
c.2

The Employee Handbook



Iowa Department
of Transportation

STATE LIBRARY OF IOWA
Historical Building
DES MOINES, IOWA 50319



Iowa Department
of Transportation

*Welcome to the Iowa Department of
Transportation.*

*This handbook is designed to acquaint you with
the organization and its responsibilities and brief
you on the benefits and programs available to
employees. If you need answers to questions and
can't find them here, ask your supervisor. Your
supervisor will either know the answer or help you
find it.*

*You'll soon discover this Department has a proud
tradition built on the excellence of its people and
work. Much will be expected of you to help
maintain this tradition. However, you'll also
discover our pride is contagious!*

*Again, welcome to the Department of
Transportation. I trust you will have a satisfying
career with us.*

Sincerely,

A handwritten signature in black ink, appearing to read "WB Dunham".

Warren B. Dunham
Director

Contents

Department Organization	2
Your Responsibilities and Pay	6
Insurance Programs	14
Holidays, Vacations and Leaves	16
Employee Assistance Programs	20
Disciplinary Action and Your Rights	22
Collective Bargaining	23
Retirement Plan	24

Revised 6-1-83

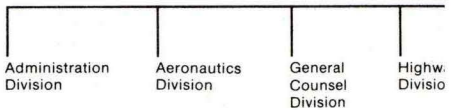
Some items included in this booklet do not apply to all employees. Much of the information contained in this booklet is also covered by provisions of collective bargaining agreements. Where differences between the collective bargaining agreement and this booklet exist, the collective bargaining agreement prevails.

Department Organization

The Iowa Department of Transportation, established in 1974, is responsible for coordinating Iowa's transportation system.

Our purpose is best described by the Department's policy statement:

"The goal of the Iowa Department of Transportation is to assure adequate, safe and efficient transportation facilities for Iowa citizens by developing a total system which serves user needs and provides maximum economic and social benefits."



Seven commissioners are appointed for four-year terms by the governor. They are responsible for appointing a director of transportation and establishing the general operating policies of the department.

It is the director's responsibility to manage the operations of the department and assist the commissioners in developing policies and the state transportation plan.

Governor
State of Iowa

Iowa Department
of Transportation
Commission



**Iowa Department
of Transportation**

Iowa Department
of Transportation
Director

Motor
Vehicle
Division

Planning &
Research
Division

Public
Transit
Division

Railroad
Division

River
Division

Transportation
Regulation
Authority

Nine divisions and the Transportation Regulation Authority make up the DOT. Those divisions and a brief summary of their functions are:

Administrative Division, headquartered in Ames, provides general administrative and support services such as accounting, budgeting, auditing, purchasing, data processing, facilities management, fleet operations and publications and graphics.

Aeronautics Division, located at the Des Moines airport, handles aircraft registration and airport improvement programs. Federal aviation funds made available to Iowa are distributed by this division. They also coordinate the state's aircraft pool.

General Counsel Division, with offices in Ames, is the legal staff assigned from the Iowa Attorney General's Office to handle legal matters for the DOT.

Highway Division is headquartered in Ames and responsible for design, right of way acquisition, construction, inspection and maintenance of Iowa's interstate and primary highway systems. The division applies for and distributes federal highway funds. All construction and maintenance activities of the division are carried out through six district offices. These district offices supervise 21 construction and 24 maintenance residencies across the state. The district offices also approve plans for roads constructed by cities and counties.

Motor Vehicle Division has its headquarters in Des Moines and is responsible for vehicle registrations, driver licenses, reciprocity and truck registrations, motor vehicle inspections, dealers' licenses, truck regulations and traffic weight operations.

Planning and Research Division, based in Ames, is responsible for DOT project planning, advance planning, program management and transportation research. The staff determines

project priorities, collects data to be used in transportation planning, coordinates the planning efforts of federal, state and local governments; and prepares economic studies of transportation issues.

Public Transit Division works out of Des Moines and provides financial, technical and management assistance to public transit systems throughout the state. The division is responsible for the distribution of federal funds for some transit programs in Iowa. Intercity and commuter bus companies and ridesharing programs in the state are assisted by the division.

Railroad Division is located in Ames and administers state and federal rail assistance programs. The division reviews rail abandonments and rail merger applications. They administer grade crossing improvement programs, including surface repair and warning signal installations. In addition, the Railroad Division monitors the physical condition of Iowa's rail system. They provide staff assistance to the Iowa Railway Finance Authority.

River Division, based in Des Moines, coordinates river transportation with other transportation modes and seeks more efficient use of Iowa's waterways.

Transportation Regulation Authority, located in Des Moines, regulates intrastate routes used and fees charged by truck and rail carriers; approves the routes and operating rules of intercity transit carriers; authorizes changes in service and processes applications for public certificates of convenience and necessity.

Your Responsibilities and Pay

Probationary and Permanent Employment

As a new employee, you will serve a probationary period of six months which is recognized as an extension of the examination process. Shortly before your six months are completed, your supervisor will evaluate your performance and recommend your permanent appointment or termination. There is no right of appeal if you are terminated. As a permanent employee, your work performance will be evaluated annually and your supervisor will discuss each evaluation with you.

As an employee of the department it is very important that you always present the best possible image to the general public. Most, if not all, jobs at the DOT require dealing with the public. When doing so remember to act promptly, be courteous and treat people respectfully. Your actions will make a lasting impression on the public ... be sure it is a positive one.

Office Hours

The standard work week is 40 hours during the period Friday through Thursday. In Ames and Des Moines employees are permitted to use "flex time." This allows employees flexibility in scheduling their eight-hour work days. Your supervisor will explain this to you. Fifteen-minute

coffee breaks in the morning and afternoon are also arranged by your supervisor.

In the field offices and garages working hours may be different. Ask your supervisor what your working hours are.

Pay Day

Pay checks are distributed every other Friday. Deductions for federal and state income taxes, FICA (Social Security) and IPERS (Iowa Public Employees Retirement System) will be deducted from your check as required by law.

Other voluntary deductions will be made only at your request, such as health and life insurance, Iowa DOT Credit Union, U.S. Savings Bonds, United Way Campaign, and deferred compensation.

In addition to these deductions, your pay check stub will show your available vacation, sick leave, vacation ceiling, and if applicable, compensatory hours and holiday compensatory time.

You may also have your net pay deposited directly to an account at a participating financial institution of your choice. Ask your supervisor or the Office of Accounting for information.

Overtime

During periods of heavy work loads or emergencies, you may be needed to work extra hours or on a holiday. Your work week may be adjusted or compensation made for the extra work.

Overtime compensation is determined by your unit's union contract. For specific information see the contract which covers you or consult your supervisor.

Travel & Expenses

If you are required to travel on state business, you will be reimbursed for expenses such as meals and lodging. If you are required to use your own car, you will be paid mileage. Your supervisor will provide you with a copy of the allowable rates. You must have receipts for lodging expenses. Travel expenses must be approved by your supervisor or office director in order to receive reimbursement.

Iowa DOT Credit Union

As an employee of the DOT, you may join the Iowa DOT Credit Union by paying a 25-cent fee and purchasing a \$5 share. Payroll deductions can be used for savings, loan payment, some insurance and other activities. Family members are welcome. Share drafts, traveler's checks, notary public service, consumer information, direct deposit of pay checks and pre-authorized bill payments are also available.

Interest rates vary depending on the type of loan. You must be employed six months before a loan is granted. Earnings on the shares, Christmas Club and vacation club accounts are competitive with other savings institutions.

Savings Bonds

You may save automatically by authorizing the Office of Accounting to make regular deductions from your salary to purchase U.S. Savings Bonds. You can obtain details and forms for the payroll savings bond program from the Office of Accounting, your office, or field location representative.

Deferred Compensation

The deferred compensation plan is a way in which state employees can set aside tax-free dollars now for additional security during retirement. The plan is available to permanent and probationary employees. There is an enrollment period each year in August.

If you have any questions concerning this program, contact the Office of Accounting.

Promotion

To be considered for promotional positions for which you qualify, employees will be expected to be tested, and on an appropriate Merit Employment register prior to the date a promotional vacancy becomes available.

Merit continuously accepts applications. However, because the number of applicants for some classifications is large, testing for these classes is closed. Completed applications may be sent to Merit directly at the Grimes Building in Des Moines or through the Personnel Services Section in the Bureau of Human Resources.

The Bureau of Human Resources will assist you in completing your application and provide counseling regarding classifications for which you qualify.

Minimum qualifications required for each class are listed in the Merit Employment Class Specifications Book, which is available in every office, district office, residency and the Bureau of Human Resources.

If you are promoted you may have probationary standing in your new position for three months. Promotion entitles you to a pay increase. Specific questions regarding a salary increase should be directed to your supervisor.

Reallocation

From time to time the duties and responsibilities of individual positions may change. If these changes are significant enough, the position should be reallocated (changed) to a class which more accurately fits the new duties. This new class could be higher, lower, or in the same pay range. In the process of reviewing your position, you will be asked to fill out the appropriate forms which will include a description of your duties. When requesting a reallocation, approval must be obtained by the office or division director, resident or district engineer, Bureau of Human Resources, Merit Employment Department and the Comptroller. If you are affected by a reallocation and do not agree with the determination made on the appropriate class, you have the right to file an appeal with the Merit Employment Commission. Your supervisor can give you the details concerning the correct procedure to follow.

Moving Expenses

Employees in permanent full-time or permanent part-time positions who are required to change their residence as the result of a promotion or transfer requested by the department or, are newly hired, may be eligible to receive payment for subsistence and moving expenses. Payment of

subsistence expenses expires on the date you move into your new residence or 45 calendar days after your transfer, or promotion, whichever occurs first.

Prior approval of these expenses must be authorized by the Bureau of Human Resources.

Political Activities

Federal and state laws and rules prohibit employees of the DOT from running for, or holding, a partisan elective or appointive office for which more than token payment is received.

Also, during the course of employment, no employee may participate in partisan politics such as soliciting political contributions, seeking, or serving in any political office or committee membership, distributing any political materials or wearing a badge representing a political candidate while on duty.

Outside Work

You may accept outside work if it does not conflict with the interests of the department or interfere with your job duties. No outside work may involve official information not generally available, nor is any work allowed which could be regarded as official action.

Gifts/Gratuities

An employee shall not solicit or knowingly accept any promise, anything of value or any benefit given with an understanding or arrangement that it will influence their public service. Employees of the Iowa Department of Transportation and their

immediate families may not receive any gift having a value of \$50 or more in one occurrence. A written report must be filed on all gifts exceeding \$15.

Safety

Employee safety is a key phrase in the department. The emphasis on safety complements our efforts to maintain a high level of performance within our organization.

It is the duty of every employee to work and drive safely.

When driving or riding in a state vehicle for any reason during your work hours, you are required to wear the safety seat belt provided. The seat belt must be adjusted and fastened before the vehicle moves. All speed limits must be obeyed. The maximum in Iowa is 55 mph on the open highway. Failure to comply with the seat belt requirement or speed limits shall be cause for disciplinary action.

Safety committees throughout the department are assisting in bringing safety problems to management's attention so corrective action may be taken. You are urged to cooperate in every respect with the safety program to ensure your own safety, that of your fellow workers and the traveling public.

Personal safety equipment is provided when required. Vests, hard hats, non-prescription eye

protection, etc. are provided without cost. Certain classifications will be reimbursed a portion of the cost for safety shoes by claiming this purchase on your time sheet. The department will contribute a portion of the cost of prescription safety glasses. However, you must pay for the professional services. (See PPM 230.05, Personal Protective Equipment, for further information on safety shoes and glasses).

Always check with your supervisor when you are in doubt about the safety factors involved in your assigned duties. If you see what appears to be a health or safety hazard anywhere in the DOT, report it immediately to your supervisor.

Resignation

To resign in good standing you are expected to give two weeks notice in writing. If you are absent for three consecutive working days without proper notification or authorization you may be considered to have resigned.

Insurance Programs

As an employee of the DOT you may participate in group health insurance from Blue Cross-Blue Shield. The state pays all of the monthly premium for a single policy and a portion of the premium for a family policy.

State participation increases on a family policy when both spouses are permanent employees of the State of Iowa.

Under this program you must enroll within 31 days after you start employment, or during the first open enrollment period following one full year of employment, to avoid the requirement of filing a statement of health.

If you wish to enroll in this program at other than these two specific times you will be required to complete a statement of health to determine whether you can obtain insurance.

Your supervisor will provide you with a brochure which gives more details about the health insurance program.

Life Insurance

The department provides a group life insurance policy for all permanent and probationary employees.

Additional optional life insurance coverage is available through payroll deduction at any time. To increase or decrease life insurance, submit new enrollment cards to the Office of Accounting.

Both basic and optional programs include the double indemnity provision in case of accidental death.

Long Term Disability Insurance

Disability insurance is provided for permanent and probationary employees by the DOT. A monthly income benefit is paid in a prorated amount after 90 working days following the date of disability or the date you have received all of your sick leave benefits. All benefits cover you on or off the job.

Workers' Compensation

On-the-job injuries should be reported immediately to your supervisor. Injury forms must be completed and sent to the Office of Accounting. Medical and hospital expenses for injuries and job-related illness will be paid by Workers' Compensation. Other benefits may include healing time off, widow's and dependent's benefits, partial disability and total disability.

Claims are filed by submitting copies of your hospital and medical bills to your supervisor. Your supervisor will forward the bills to the Training, Health & Safety section of the Bureau of Human Resources, who will forward them to the State Comptroller's Office for a determination of DOT's liability for the claim.

Vehicle Liability Insurance

When you use a DOT vehicle as part of your job you will be covered by vehicle liability insurance to protect both you and the agency.

Holidays, Vacations and Other Leaves

Holidays

The Iowa Executive Council annually establishes the number of holidays provided for DOT employees.

A holiday falling on Sunday is observed the following Monday. A holiday falling on Saturday is observed the preceding Friday.

Officially designated holidays falling within a period of vacation or sick leave shall not be charged as vacation or sick leave.

Vacation

You will earn two weeks plus two days of paid vacation (12 working days) per year the first four years of employment. After six months of employment, and at the discretion of your supervisor, you may use accumulated vacation time.

After four years of continuous work you will earn vacation at the rate of three weeks plus two days (17 working days) per year; after 11 years of continuous work, four weeks plus two days (22 working days) per year; after 19 years of continuous work, four weeks plus four days (24 working days) per year; after 24 years of continuous work, five weeks plus two days (27 working days) per year.

You may use vacation in one-hour increments or you may save up vacation time, but you may accumulate no more than twice the number of days you earn in a single year plus any accumulated sick leave conversion.

If you terminate your employment you will be paid a lump sum for your unused vacation.

Sick Leave

All permanent and probationary employees who have earned sick leave will be paid at their regular rate during absences from duty when those absences are caused by physical or mental illness, injury, medical, surgical, dental, or optical examination or treatment, exposure to a contagious disease, or a medical disability such as -- but not limited to -- pregnancy, childbirth or related medical conditions. However, sick leave is a privilege rather than a right. Every effort shall be made by all employees to use this benefit only for its intended purpose.

Each month you will earn one and one-half days (12 hours) of paid sick leave. To be paid for the time you miss you are required to notify your supervisor, within two hours of your usual starting time that you will be absent. You may be required to provide a doctor's certificate stating the reason you have been absent.

All permanent employees who have accumulated a minimum of 30 days (240 hours) in their sick leave account and who do not use sick leave for a full calendar month may convert the sick leave they earn for that month to vacation time.

This conversion is on a three-to-one ratio of sick leave to vacation leave, and the entire monthly sick leave accrual must be converted. For example, 12 hours of sick leave equals four hours of vacation when converted.

When an employee is eligible for, and has applied for, benefits under the Iowa Public Employees Retirement System, the sick leave balance will be paid to the employee in cash up to a maximum of \$2,000. When an employee is laid off and is thereafter reemployed within one year, the employee's unused sick leave will be restored.

Enforced Leave

Revised 6-1-83

You may be granted sick leave (not to exceed five working days per calendar year) to provide temporary emergency care to an ill or injured member of your immediate family. This leave, called enforced leave, is charged against sick leave and must be approved by your supervisor.

You may be granted enforced leave not to exceed three working days for each funeral of immediate family. Enforced leave shall be limited to one working day per funeral for service as a pallbearer of someone not a member of the immediate family.

Absence to attend funerals of fellow employees shall be recorded on the timesheet as "other leave" and is limited to 4 hours per occurrence.

Immediate family shall, by definition, include the employee's wife, husband, children, parents, grandparents, grandchildren, foster children, brothers, brothers-in-law, sisters, sisters-in-law, aunts, uncles, or corresponding relatives of the employee's spouse or other relatives of the employee or spouse residing in the employee's immediate household.

Time taken to attend funerals of acquaintances who were not fellow employees shall be charged to vacation leave or taken as leave without pay if you do not have any vacation leave.

Military Leave

If you are called for military duty as a member of the Iowa National Guard, organized reserve or any component part of the United States Army, Navy, Air Force or Marine Corps, you will be paid your regular salary for time spent in service for the first 30 calendar days you serve per calendar year or per set of orders.

Miscellaneous Leave

Leave without pay may be granted for personal reasons when you do not have any vacation leave accumulated. Leave with or without pay may be granted for professional functions or off-the-job training sessions. If such a situation arises, consult your supervisor.

Court Leave

If you are called for jury duty or subpoenaed to serve as a witness you will be paid for the time you must be in court. If you record your time as "other leave" you must pay to the Office of Accounting any compensation, except for travel, food or lodging, you receive from the court. If you elect to use vacation leave, you are entitled to keep any compensation received from the court.

Inclement Weather

Rules and procedures have been developed to provide guidance when inclement weather conditions cause the department, or one of its units or facilities to be closed, or when travel to work is not possible.

Additional information is available from your supervisor or the Bureau of Human Resources.

Employee Assistance Programs

Equal Employment Opportunity

Our policy states that appointments, promotions, assignments, training and performance ratings shall be done on the basis of individual qualifications and merit without regard to race, color, religion, national origin, ancestry, age, sex, mental or physical handicap, or political affiliation (except when extent of handicap may be a bonafide occupational qualification).

The department has made a commitment to provide employment opportunities for minority groups, females and disadvantaged persons. A pledge has been made to give special consideration and support to each facet of the equal employment policy, and each member of this organization is expected to assist in the accomplishment of this goal.

For information and counseling regarding equal employment opportunity, please feel free to contact the EEO/AA officer in the Bureau of Human Resources. The EEO/AA officer will assist you during your tenure with the department and will advise you of the EEO complaint procedure.

Employee Assistance Program (EAP)

The department provides an assistance program for employees. Any problem that has an effect on an employee's job performance could be referred to the EAP counselor. This program is confidential

and information given by an employee does not become a part of that employee's personnel record. The counselor may be contacted by an employee, supervisor or a member of an employee's family. The EAP office is located at the Ames complex in Building 6 and the phone number is 239-1000.

Educational Assistance

A program has been established to provide employees who have completed at least one year of permanent full-time employment an opportunity to improve their performance in their current position through additional education.

The DOT may pay part or all of the tuition for individual job-related courses if those courses are successfully completed by the employee.

Additional information is available from your supervisor or the Bureau of Human Resources (Training Health and Safety Section).

VIP

The Valuable Ideas for Productivity Program enables a state employee the opportunity to submit suggestions to better improve the efficiency and productivity of the DOT.

Your ideas can and do make a difference, and under the employee suggestion program may earn you a cash reward. You can obtain an Employee Suggestions Proposal form from your supervisor or agency VIP coordinator.

For further information contact the DOT's VIP coordinating office, Financial/Operational Analysis, 239-1432; or the State VIP Coordinator, State Capitol Building, Des Moines, Iowa 50309, (515) 281-8649.

Disciplinary Action and Your Rights

Disciplinary Action

Disciplinary action such as demotion, pay reduction, suspension or discharge may be justified for one or more of the following reasons: inefficiency; insubordination; failure to perform assigned duties; inadequacy in performance of assigned duties; narcotics addiction; dishonesty; unrehabilitated alcoholism; negligence; conduct which adversely affects your performance or the DOT; conviction of a crime involving moral corruption; discriminatory acts against other employees on the basis of race, sex, age, religion, national origin, or political affiliation; conduct unbecoming a public employee; misconduct; or any other just and good cause.

A permanent employee may appeal the action mentioned in this section to the Merit Employment Commission. Any employee will be notified in writing of the actions listed in this section.

Grievance Procedure

As a permanent employee you will have the right to appeal any decision affecting your employment status. If you cannot resolve a grievance informally with your supervisor you can appeal through the formal grievance procedure. You can refer to an outline of the appeal procedures in the department's Policies and Procedures Manual or contractual agreement, whichever is applicable in your case.

Collective Bargaining

Collective Bargaining

The administration of all unit contracts entails the formation of "employing units," which is to say, the breaking up of the collective bargaining units into division(s). The establishment of these "employing units" amounts to setting out jurisdictional boundary lines for administering employment relations functions such as transfers, vacancy announcements, etc., under the terms of each contract.

There are four major units as follows:

Blue Collar Unit - Consists of seven employing units: Districts 1, 2, 3, 4, 5, and 6; and the Ames Complex, which includes the Des Moines area.

Security Unit - Consists of five employing units; Motor Vehicle Division Districts 1, 2, 3, and 4; and the Ames complex, which includes the Des Moines area.

Technical Unit - Consists of seven employing units: Districts 1, 2, 3, 4, 5, and 6, and the Ames Complex, which includes the Des Moines area.

Professional Fiscal and Staff Unit - Consists of one employing unit, the Ames Complex, including the Des Moines area.

Retirement Plan

IPERS

IPERS (Iowa Public Employees Retirement System) requires a specified amount of your gross pay be deducted from your paycheck and deposited in the IPERS fund. The state also contributes a specified amount. If you leave State of Iowa employment the payment you have made to IPERS through the payroll deductions, plus any accumulated interest on that amount, will be refunded to you at your request. If you leave State of Iowa employment at or after age 55, you will be eligible to receive a monthly benefit based on the contributions paid by you and the matching contributions paid by the State of Iowa. Benefits can be claimed as early as age 55 if you retire and had worked for the state for at least four years.

STATE LIBRARY OF IOWA



3 1723 02106 9497