



HARDIN COUNTY
Board of Supervisors

July 5, 2022

NOTICE: Public meetings will be held in-person and also livestreamed for viewing only, as possible. To view meetings remotely, please use the Zoom information listed below.

1. 9:00 A.M. Call To Order
Courthouse Large Conference Room
2. Pledge Of Allegiance
3. Approval Of Minutes – 06/29/22, 06/30/22

Documents:

[06-29-22 MINUTES.PDF](#)
[06-30-22 MINUTES.PDF](#)

4. Approval Of Claims For Payment – 06/29/22, 07/06/22

Documents:

[VENDOR PUBLICATION REPORT 6.29.22.PDF](#)
[VENDOR PUBLICATION REPORT 7.6.2022.PDF](#)

5. 9:02 A.M. Public Hearing – Animal Feeding Operation, Hardin Buckeye 3
Courthouse Large Conference Room

Online: [HTTPS://US02WEB.ZOOM.US/J/88530378243](https://us02web.zoom.us/j/88530378243)

By Phone: 1-312-626-6799

Meeting ID: 885 3037 8243

6. Consideration To Approve Windstream Iowa Communications, LLC Utility Permit UT-22-014

Documents:

[UT-22-014 WINDSTREAM UTILITY PERMIT.PDF](#)

7. Consideration To Approve Resolution 2022-30 To Execute Release Of Lien On Real Property

Documents:

2022-30 RESOLUTION TO EXECUTE RELEASE OF LIEN ON REAL
PROPERTY.PDF

8. Consideration Of Revised 28E Agreement – Headwaters Of The South River Watershed Management Authority

Documents:

28E AGREEMENT HEADWATERS OF THE SOUTH RIVER WATERSHED
MANAGEMENT AUTHORITY.PDF

9. Consideration To Approve Employee Handbook Changes

Documents:

HARDIN COUNTY HANDBOOK - UPDATED 6.30.2022.PDF

10. Consideration To Approve Funds For City Of Hubbard For Enhance Iowa Community Attraction And Tourism Grant

11. Change Of Status – Secondary Roads

Documents:

CHANGE OF STATUS-SECONDARY ROADS.PDF

12. Change Of Status – Sheriff Department

Documents:

CHANGE OF STATUS-SHERIFF DEPARTMENT.PDF

13. Sheriff Monthly Report - June

Documents:

SHERIFF MONTHLY REPORT-JUNE.PDF

14. Other Business

15. Adjournment/Recess

16. 9:30 A.M. Drainage
Courthouse Large Conference Room

HARDIN COUNTY BOARD OF SUPERVISORS
MINUTES – JUNE 29, 2022
WEDNESDAY – 9:18 A.M.
COURTHOUSE LARGE CONFERENCE ROOM

Board Chair BJ Hoffman called the meeting to order. Supervisors Lance Granzow and Renee McClellan were present. Also present were Taylor Roll, JD Holmes, Darrell Meyer, Jessica Sheridan, Machel Eichmeier, Michael Pearce, Jolene Pieters, and Ryan Keller. Attending via Zoom: Connie Mesch, Cheryl Lawrence, Angela De La Riva, Becca Junker, Jamie Geisler, Wes Wiese, City of Eldora, Elaine Loring, Matt Rezac, Rocky Reents, Mark Buschkamp, Curt Groen, Joe Ryan, Donna Juber, Lisa Lawler, and Julie Duhn.

The Pledge of Allegiance was recited.

McClellan moved, Granzow seconded to approve the agenda. Motion carried.

Granzow moved, McClellan seconded to approve the minutes from June 21, 2022. Motion carried.

McClellan moved, Granzow seconded to approve Interstate Power and Light Utility Permit UT-22-2012. Motion carried.

Granzow moved, McClellan seconded to approve the Resolution 2022-22 Proposal to Convey Interest in Real Properties. Roll Call Vote: “Ayes” Granzow, McClellan, Hoffman. “Nays” none. Absent: None. Motion carried. Resolution No. 2022-22 is hereby adopted as follows:

Where upon Board Supervisor Lance Granzow moved that the following resolution be adopted:

RESOLUTION NO. 2022-22

PROPOSAL TO CONVEY INTEREST IN REAL PROPERTIES

WHEREAS, Hardin County, Iowa, is the legal owner of the following property administered by the Hardin County Conservation Board, known as Sand Springs, and

The Northwest One-quarter (NW¹/₄) of the Southwest One-quarter (SW¹/₄) and the North 212.0 feet of the Northeast One-quarter (NE¹/₄) of the Southwest One-quarter (SW¹/₄) all in Section Fifteen (15), Township Eighty-Eight (88) North, Range Nineteen (19) West of the Fifth (5th) Principal Meridian (P.M.), Hardin County, Iowa and the South One-quarter (S¹/₄) of the Northeast One-quarter (NE¹/₄) of the Southeast One-quarter (SE¹/₄) of Section Sixteen (16), Township Eighty-Eight (88) North, Range Nineteen (19) West of the Fifth (5th) Principal Meridian (P.M.), Hardin County, Iowa.

WHEREAS, the Hardin County Conservation Board has requested that the Hardin County Supervisors convey the property to them, and

WHEREAS, the Hardin County Supervisors have authority under Iowa Code section 350.4(2) to transfer this property to the Hardin County Conservation Board without public hearing,

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Hardin County, Iowa, that the above property shall be conveyed to the Hardin County Conservation Board by Quit Claim Deed.

The motion was seconded by Board Member Renee McClellan and after due consideration thereof, the roll was called, and the following Board Members voted:

Ayes: Granzow, McClellan, Hoffman

Nays: None

Absent: None

Abstain: None

Whereupon the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this 29th day of June 2022.

/s/ BJ Hoffman
BJ Hoffman, Chair
Board of Supervisors

Attest:
/s/ Jolene Pieters
Hardin County Auditor

Granzow moved, McClellan seconded to approve to set July 13th, 2022, at 9:02 a.m. for a Public Hearing in the large conference room in the Hardin County Courthouse regarding County Property for Sale. Sealed bids must be to the Auditor's office by July 12th, 2022, at 9:02 a.m. Anyone that submits a sealed bid that meets the minimum bid requirement are invited to the public hearing and are invited to attend a live auction between the bidders at 11:00 a.m. on July 13, 2022. Roll Call Vote: "Ayes" Granzow, McClellan, Hoffman. "Nays" none. Absent: None. Motion carried.

McClellan moved, Granzow seconded to approve Tax Abatements as provided by the Hardin County Treasurer. Motion carried.

Granzow moved, McClellan seconded to approve Resolution 2022-28, Appropriations Resolution 2022/2023 Fiscal Year. Roll Call Vote: "Ayes" Granzow, McClellan, Hoffman. "Nays" none. Absent: None. Motion carried. Resolution No. 2022-28 is hereby adopted as follows:

WHEREUPON Board Member Lance Granzow moved that the following Resolution be adopted:

RESOLUTION NO. 2022-28

**APPROPRIATIONS RESOLUTION
2022/2023 FISCAL YEAR**

WHEREAS, it is desired to make appropriations for each of the different offices and departments for the fiscal year beginning July 1, 2022, in accordance with Section 331.434, Subsection 6, Code of Iowa,

NOW, THEREFORE, be it resolved by the Board of Supervisors of Hardin County, Iowa, as follows:

Section 1. The amounts itemized by fund and by department or office on the attached schedule are hereby appropriated from the resources of each fund so itemized, to the department or office listed in the first column on the same line of the attached schedule.

Section 2. Subject to the provisions of other county procedures and regulations and applicable state law, the appropriations authorized under Section 1 shall constitute authorization for the department or officer listed to make expenditures or incur obligations from the itemized fund effective July 1, 2021.

Section 3. In accordance with Section 331.437, Code of Iowa, no department or officer shall expend or contract to expend any money or incur any liability or enter into any contract which by its terms involves the expenditures of money for any purpose in excess of the amounts appropriated pursuant to this resolution.

Section 4. If at any time during the 2022/2023 budget year the Auditor shall ascertain that the available resources of a fund for that year will be less than said fund's total appropriations, she shall immediately so inform the Board and recommend appropriate corrective action.

Section 5. The Auditor shall establish separate accounts for the appropriations authorized in Section 1, each of which account shall indicate the amount of the appropriation, the amounts charged thereto, and the unencumbered balance. The Auditor shall report the status of such accounts to applicable departments and officers monthly during the 2022/2023 budget year.

Section 6. All appropriations authorized pursuant to this resolution lapse at the close of business June 30, 2023.

The appropriations schedule is as follows:

OFFICE OR DEPARTMENT	100% APPROPRIATION AMOUNT	75% APPROPRIATION AMOUNT
Board of Supervisors		\$ 1,712,709.00
Auditor		\$ 407,688.00
Treasurer		\$ 413,691.00
Attorney		\$ 334,054.00
Sheriff		\$ 3,506,300.00
Recorder		\$ 169,549.00
Information Technology/GIS		\$ 474,150.00
Economic Development		\$ 118,987.00
County Engineer		\$ 6,650,250.00
Veterans' Affairs		\$ 69,523.00
Conservation Board		\$ 1,017,129.00
IRVM		\$ 251,908.00
SUBTOTAL		\$15,125,938.00
Health Board	\$ 418,821.00	
General Assistance	\$ 91,214.00	
Clerk of Court	\$ 38,000.00	
Pioneer Cemetery	\$ 28,000.00	
General Services – Courthouse	\$ 483,416.00	
General Services – Miscellaneous	\$ 80,000.00	
General Services – Co. Office Bldg.	\$ 63,700.00	
DHS	\$ 7,375.00	
Chemical Dependency	\$ 4,875.00	
Insurance	\$ 589,410.00	
Non-departmental 89	\$ 461,100.00	
Debt Service	\$ 76,039.00	
Inter-fund Operating Transfers	\$ 187,254.00	
Non-Departmental 99	\$ 38,461.00	
SUBTOTAL	\$2,567,665.00	
Non-County Funds/Commissions		
**Assessor	\$ 671,467.00	
**E911	\$ 457,950.00	
**Emergency Management	\$ 364,969.00	
SUBTOTAL	\$ 1,494,386.00	
TOTAL	\$19,187,989.00	

The motion was seconded by Board Member Renee McClellan and after due consideration thereof, the roll was called, and the following Board Members voted:

AYES: Granzow, McClellan, Hoffman
NAYS: None
ABSENT: None
ABSTAIN: None

Whereupon the Chair of the Board of Supervisors declared said Resolution duly passed
And adopted this 29th day of June 2022.

/s/ BJ Hoffman
BJ Hoffman, Chairman
Hardin County Board of Supervisors

ATTEST:

/s/ Jolene Pieters
Jolene Pieters
Hardin County Auditor

McClellan moved, Granzow seconded to approve Resolution 2022-25, Resolution for Inter-Fund Operating Transfers 2022/2023 Fiscal Year. Roll Call Vote: “Ayes” Granzow, McClellan, Hoffman. “Nays” none. Absent: None. Motion carried. Resolution No. 2022-25 is hereby adopted as follows:

WHEREUPON Board Member Renee McClellan moved that the following Resolution be adopted:

RESOLUTION NO. 2022 - 25

**RESOLUTION FOR INTER-FUND OPERATING TRANSFERS
2022/2023 FISCAL YEAR**

WHEREAS, it is desired to authorize the Auditor to periodically transfer sums from the General Basic Fund to the Capital Projects Fund and Secondary Road Fund; and from the Rural Services Basic Fund to the Secondary Road Fund during the 2022/2023 fiscal budget year, and

WHEREAS, said transfers must be in accordance with Section 331.432, Code of Iowa,

NOW, THEREFORE, be it resolved by the Board of Supervisors of Hardin County, Iowa as follows:

Section 1. The total maximum transfers from the General Basic Fund to Secondary Road Fund shall not exceed \$187,254; and the total maximum transfer from Rural Services Basic Fund to the Secondary Road Fund shall not exceed the sum of \$2,257,171 for fiscal year beginning July 1, 2022.

Section 2. When notified of the apportionment of current property taxes, state replacements against levied property taxes, mobile home taxes, military service tax credit replacements, or livestock credit replacements to the General Basic or Rural Services Basic funds, the Auditor shall order a transfer from said fund to the Secondary Road Fund.

Section 3. The amount of the transfer required by Section 2 shall be equal to the apportionment made under Section 2 to the General Basic or Rural Basic Fund, respectively, multiplied by the ratio of said fund's total maximum transfer to the Secondary Road Fund, to the sum of said fund's total current property tax levy, total mobile home taxes, total military service tax credit replacements and total livestock credit replacements.

Section 4. Notwithstanding the provisions of Sections 2 and 3 of this resolution, total transfers to the above-mentioned funds shall not exceed the amount specified in Section 1.

Section 5. Notwithstanding the provisions of Sections 2 and 3, the amount of any transfer shall not exceed available fund balances in the transferring fund.

Section 6. The Auditor is directed to correct her books when said operating transfers are made and to notify the Treasurer and County Engineer of the amounts of said transfers.

The motion was seconded by Board Member Lance Granzow and after due consideration thereof, the roll was called, and the following Board Members voted:

AYES: Granzow, McClellan, Hoffman

NAYS: None

ABSENT: None

ABSTAIN: None

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed And adopted this 29th day of June 2022.

/s/ BJ Hoffman

BJ Hoffman, Chairman

Hardin County Board of Supervisors

ATTEST:

/s/ Jolene Pieters

Jolene Pieters

Hardin County Auditor

McClellan moved, Granzow seconded to approve Resolution No. 2022-26, Advance Issuance of Payments Resolution 2022/2023 Fiscal Year. Roll Call Vote: "Ayes" Granzow, McClellan,

Hoffman. "Nays" none. Absent: None. Motion carried. Resolution No. 2022-26 is hereby adopted as follows:

WHEREUPON Board Member Renee McClellan moved that the following Resolution be adopted:

RESOLUTION NO. 2022 - 26

**ADVANCE ISSUANCE OF PAYMENTS RESOLUTION
2022/2023 FISCAL YEAR**

WHEREAS, The Board of Supervisors, pursuant to Section 331.506 (3)(a and b), Code of Iowa may authorize the County Auditor to issue payment when said Board is not in session for the following purposes:

1. Fixed charges including but not limited to, freight, express, postage, water, light and telephone service or contracted services, after a bill is filed with the auditor.
2. Salaries and payrolls if the compensation has been fixed or approved by the Board. The salary or payroll shall be certified by the officer or supervisor under whose direction or supervision the compensation is earned.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Hardin County, Iowa, the County Auditor is authorized to issue payments for the aforementioned when said Board is not in session during Fiscal Year 2022/2023.

BE IT FURTHER RESOLVED, all bills paid under provisions of Section 331.506 (3)(a and b), Code of Iowa, shall be submitted to the board for review and approval at its next meeting following the payment. The action of the board shall be recorded in the minutes of the board.

The motion was seconded by Board Member Lance Granzow and after due consideration thereof, the roll was called, and the following Board Members voted:

AYES: Granzow, McClellan, Hoffman

NAYS: None

ABSENT: None

ABSTAIN: None

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed And adopted this 29th day of June 2022.

/s/ BJ Hoffman

BJ Hoffman, Chairman

Hardin County Board of Supervisors

ATTEST:

/s/ Jolene Pieters

Jolene Pieters

Hardin County Auditor

Granzow moved, McClellan seconded to approve Resolution No. 2022-23, Resolution for Budget Appropriation Adjustments Within the Same Service Area 2022/2023 Fiscal Year. Roll Call Vote: "Ayes" Granzow, McClellan, Hoffman. "Nays" none. Absent: None. Motion carried. Resolution No. 2022-23 is hereby adopted as follows:

WHEREUPON Board Member Lance Granzow moved that the following Resolution be adopted:

RESOLUTION NO. 2022 - 23

**RESOLUTION FOR BUDGET APPROPRIATION ADJUSTMENTS WITHIN THE
SAME SERVICE AREA
2022/2023 FISCAL YEAR**

BE IT HEREBY RESOLVED by the Hardin County Board of Supervisors that the Hardin County Auditor is authorized to make the necessary budget appropriations within the ten service areas and the various organizations for the 2022/2023 Fiscal Year.

The motion was seconded by Board Member Renee McClellan and after due consideration thereof, the roll was called, and the following Board Members voted:

AYES: Granzow, McClellan, Hoffman

NAYS: None

ABSENT: None

ABSTAIN: None

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed And adopted this 29th day of June 2022.

/s/ BJ Hoffman

BJ Hoffman, Chairman

Hardin County Board of Supervisors

ATTEST:

/s/ Jolene Pieters

Jolene Pieters

Hardin County Auditor

Granzow moved, McClellan seconded to approve the Community Services change of status for the resignation of Jody Hamilton. Motion carried.

Granzow moved, McClellan seconded to approve the Community Services change of status for the resignation of Linn Adams. Motion carried.

Board Chair Hoffman stated that the Sheriff Department change of status of Josh Sorenson be removed from the agenda.

McClellan moved, Granzow seconded to approve the Sheriff Department change of status for the retirement of Anita Reed. Motion carried.

Granzow moved, McClellan seconded to approve the Sheriff Department change of status for the resignation of Josh June. Motion carried.

McClellan moved, Granzow seconded to approve the Sheriff Department change of status for the hiring of Brandi Lawrence. Motion carried.

McClellan moved, Granzow seconded to approve the Sheriff Department change of status for the promotion of Melinda Gehrke. Motion carried.

Granzow moved, McClellan seconded to approve the Treasurer's Office change of status for Jessica Wright. Motion carried.

McClellan moved, Granzow seconded to approve the Auditor's Office change of status for the resignation of Jamie Geisler. Motion carried.

In other business, Engineer Taylor Roll stated that the trail will be open this coming weekend and the shared paving project with Grundy County on the county line should begin July 18th, 2022. The plan for the Alden bridge will begin in August and will be over a year long project. Treasurer Eichmeier stated that the Driver's License office will be closed June 30th, 2022, so staff can attend training with the DOT. Jessica Sheridan reminded everyone to get their permits. Auditor Pieters stated that the job opening in her office has been posted.

Granzow moved, McClellan seconded to adjourn the meeting. Motion carried.

Meeting was adjourned at 9:26 a.m.

HARDIN COUNTY BOARD OF SUPERVISORS
MINUTES – JUNE 30, 2022
THURSDAY – 8:30 A.M.
COURTHOUSE LARGE CONFERENCE ROOM

Board Chair BJ Hoffman called the meeting to order. Supervisor Lance Granzow was also in attendance. Supervisor Renee McClellan attended via phone. Also in attendance were Taylor Roll, Machel Eichmeier, Michael Pearce, and Jolene Pieters. Attending via Zoom: Elaine Loring.

The Pledge of Allegiance was recited.

Granzow moved, McClellan seconded to approve the agenda. Motion carried.

McClellan moved, Granzow seconded to approve Resolution 2022- 27 Appropriations Resolution Amendment. Roll Call Vote: “Ayes” Granzow, McClellan, Hoffman. “Nays” none. Absent: None. Motion carried. Resolution No. 2022-27 is hereby adopted as follows:

WHEREUPON Board Member Renee McClellan moved that the following Resolution be adopted:

APPROPRIATIONS RESOLUTION AMENDMENT

RESOLUTION No. 2022-27

On June 30, 2021 and December 1, 2021, Resolution No. 2021-27 and Resolution No. 2021-49, Appropriation Resolutions were passed for the FY2021/2022 budget. A discrepancy was found, and the following appropriation amendments shall be made as deemed necessary:

Office or Department	Amended Appropriation Amount
Auditor	- \$ 7,000
Sheriff	- \$ 8,000
Information Technology	- \$ 3498
Veteran’s Affairs	- \$ 7,012
Conservation	- \$ 22,240
Secondary Roads	- \$ 68,977

Motion as seconded by Board Member Lance Granzow and after due consideration thereof, the roll was called, and the following Board Members voted:

AYES: Granzow, McClellan, Hoffman
NAYS: None
ABSENT: None
ABSTAIN: None

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this 30th day of June, 2022.

/s/ BJ Hoffman
BJ Hoffman, Chair
Board of Supervisors

ATTEST:
/s/ Jolene Pieters
Jolene Pieters
Hardin County Auditor

Granzow moved, McClellan seconded to approve McDowell Tiling, LLC Utility Permit UT-22-013. Motion carried.

Other business: None

McClellan moved, Granzow seconded to adjourn the meeting. Motion carried.

Meeting adjourned at 8:32 a.m.



Vendor Name	Vendor Number	Payable Description	Total Payments
Alissa Aronson	101055	Notary Aronson	30.00
Alliant Energy	4253V	IRVM Utility	93.16
Barco Municipal Products	1046V	Signs	783.95
Bauer Built Tire, Inc	1609V	Truck/Pup Tires	16,231.92
Bev Pieters	2913V	ASVP Board/Audit Board Primary22	8.00
Bird Friendly Iowa, c/o Trees Forever	101096	For 2021 Annual Application	100.00
Bruce J. Off	228V	Pine Ridge Lodge Annual Inspection	149.00
Cam Spray	1207V	Alden Shed Tools	53.97
Central Iowa Distributing Inc	3043V	Custodial Supplies	491.00
CenturyLink 2956	4569V	Phone Acct-648-648-5056	539.44
Cintas-Chicago	2475V	Shop Towels & Uniforms	192.47
City of New Providence	515V	New Providence Utility	128.48
City of Steamboat Rock	518V	Sanitation-Boat Club	20.00
Connie Surls	2545V	ASVP Board/Audit Board Primary22	31.40
Cooley Pumping LLC	61963V	Logsdon Park-Regular Service	350.00
Cyclone Awards and Engraving, Inc	101094	Plaque	60.99
Darrell Freese	61876V	Clay Township Meetings Feb22	30.00
David Harvey	101095	Jeffrey & Terri Ulch Artifact Appraisal	218.50
Denco Corp	5911V	HMA Crack Filling with CRS-2 Emulsion S.	72,590.00
Dwight A Schuneman	60018E	Clay Township Meetings Feb22	30.00
Educorr	2473V	PREA Training	270.00
Eldora Tire & Alignment	62947V	Auto Repair	23.36
Eric Eugenio	100207	ME Schwartz DOD6.23.22	317.87
Federal Supply Company	63344V	Building Maint	1,612.61
GATR Truck Center	100679	#158 Hoses & Adapters	468.36
GECRB/AMAZON	2403V	Computer Supplies-Election Toner	252.23
General Basic Fund	1270V	Postage Reimburse-Voter Registration Re	1.32
Hardin Co Tire & Service Inc	4240V	#314 Tire Repair	64.58
Hardin County Engineer	4619V	Fuels	8,380.18
Hardin County Sheriff	1452V	Postage and Mailing	57.25
Hotsy Equipment Company	1821V	Iowa Falls Hot water washer	8,330.50
Interstate Batteries	880V	Batteries	160.90
Iowa Department of Transportation	1007V	Sign Tubing & Anchors	3,085.00
ISSDA	62103V	Training	125.00
Jeske Detailing	101092	Shop Soap	435.00
Jody L Mesch	58E	Phone Reimburse-938553867 June22	40.00
John Deere Financial	1394V	Safety - respirator	780.08
Kahn Tile Supply LLC	101093	Tile Lines	15.00
Keltek Inc	1663V	Eldora PD-Desktop Doc Adapter/Toughbo	2,830.49
Ken Brownlee	1595V	ASVP Board/Audit Board Primary22	8.00
Knight Sanitation	993V	Sanitation-Tower Rock/Pine Ridge/Daidy L	479.00
Lawson Products Inc	5826V	Shop Electrical & Battery Parts/Supplies	4,303.12
Martin Marietta Aggregate	4141V	Granular - Class A	8,069.33
Matthews Repair LLC	100762	Signs Post Driver Repair	154.03
Michelle Kuechenberg	100956	Mileage-Training	130.34
Mid-America Publishing Corp	62056V	Publications-Vendor Report May22	238.59
Midland Power Cooperative	5999V	Utilities Acct-264001 Pine Ridge	2,037.50
Monica Ridout	100607	ASVP Board/Audit Board Primary22	12.68
Mort's Water Company	1965V	3 New Hydrants-Calkins Campus	1,836.00
NAPA Auto Parts	4290V	#17 Switch	14.49
Next Level Building Supply	101099	Signs/Equipment	150.80
Petroblend Corp.	1219V	Grease & 5w40 Oil	598.68
Pocket Press LLC	101097	Iowa Law Handbooks	88.93
Quaker Security LLC	100507	Courthouse Security	1,290.00
Randall E Kramer	60021E	Clay Township Meetings Feb22	30.00

Vendor Publication Report**Payment Date Range: 06/29/2022 - 06/29/2022**

Vendor Name	Vendor Number	Payable Description	Total Payments
Renee L McClellan	350E	Mileage-Decat/MICA/Circle of Life-April22	84.00
Ryan J Stupp	642E	Safety Boot Reimbursement	150.00
Scott Nederhoff	408V	Clay Township Meetings Feb22	30.00
Secretary of State	2116V	Notary Schutt	30.00
Shield Pest Control LLC	63086V	Pest Control	45.00
Sioux Sales Company	1764V	Uniforms	184.90
Sirchie Fingerprint Labs	4109V	Investigations	202.07
Summit Food Service LLC	2332V	Food Services	4,958.96
Tanner Lascheid	101039	Training-Real Estate	140.40
The Sidwell Company	2584V	Maintenance Support- FY22/23	3,087.00
Theresa A. Ritland	61919V	Case-FECR313176 State VS McDole	77.90
Thomson Reuters West Publishing Cor	610V	Library Plan-Acct-1000031544-June 22	62.47
Times Citizen	538V	Publications-Vendor Report May22	528.00
Tyler Technologies Inc	2879V	Annual Subscription FY23-Partial Pymnt A	30,000.00
Van Wall Equipment, Inc.	2924V	Iowa Falls Mower Parts	766.84
VISA	150V	Licensing	1,245.79
Wayne Riskedahl	100313	ASVP Board/AuditBoard Primary22	16.00
Windstream Communications / CABS	62349V	Phone Acct-6116IAFLSO	942.73
		Grand Total:	<u>181,375.56</u>



Vendor Name	Vendor Number	Payable Description	Total Payments
Ackley Public Library	648V	Library Allocations-FY22/23	776.73
Ahlers & Cooney-P.C.	61244V	Labor Relations- June22	1,700.00
Alden Public Library	649V	Library Allocations-FY22/23	1,555.70
Alliant Energy	4253V	VA Utilities Acct-7825551000-Krukow	548.93
Bruce J. Off	228V	Extinguisher Annual Inspection FY22	499.00
Calhoun Burns and Associates Inc	5244V	Bridge Inspections-May- June22	3,617.00
Carstens Plumbing & Heating Co Inc	4814V	Boat Club A/C Maintenance	95.00
Casey's General Store-Eldora	62974V	VA Fuel Assistance-Krukow-2211821	80.00
Casey's General Store-IFalls	100007	VA Fuel Assistance-Clapp Invoice 113420	80.00
Central Iowa Distributing Inc	3043V	Custodial Supplies	411.00
Cintas-Chicago	2475V	Shop Towels/Uniforms	192.47
City of Ackley	3015V	Water Acct- 485113001	107.69
City of Eldora	510V	Library Allocations-FY22/23	1,555.70
City of Hubbard	61554V	Water Acct- 14001 HwyS33	56.15
City of Iowa Falls	509V	Library Allocations-FY22/23	1,555.70
Culligan - IA Falls	100455	Water Acct-393-03539103-5 Eldora Shop	105.00
Donnlee Jackson	2895V	Park Host-June22	260.00
Gary McEwen	222V	Park Host-June22	297.12
GECRB/AMAZON	2403V	Office Furniture	49.99
Green Belt Bank & Trust	100619	Loan 24577-Regular Payment & Extra to F	375,000.00
Greenbelt Home Care	61807V	Allocations-FY22/23	16,463.27
Hardin Co Tire & Service Inc	4240V	Unit #29 Tires	27.00
Hardin County Agriculture Society	545V	Allocations-FY22/23	31,000.00
Hardin County Sheriff	1452V	Allocations-FY22/23	9,166.66
Hardin County Solid Waste & Recycling	4322V	Qtr1 Assessment- FY22/23	35,933.75
Heartland Ins. Risk Pool	4374V	Annual Policy FY22/23- HIRP	510,992.00
Hubbard Public Library	651V	Library Allocations-FY22/23	1,555.70
Ian Showers	101104	TRaining	114.00
ICUBE	100115	ICUBE Dues 2022	200.00
IISC-Iowa/Illinois Safety Council Office	101098	Incident Investigation-T Craighton/Hardin C	440.00
Iowa One Call	359V	Acct-1703- Feb/March/April/May22	25.40
Iowa Regional Utilities Assoc.-Newton	62036V	Water Acct-07079522004 Daisy Long	325.53
Iron Mountain	63471V	Shred Service-May22	96.92
James or Mary Meyer	100806	VA Assistance-Krukow	200.00
Jasper Construction Services, Inc.	100944	Iowa River Trail- TAP-R-C042(104)--8T-42	893,344.22
Jeske Detailing	101092	Cleaner	490.00
Jolene Pieters	100895	Mileage-Primary22 & ISACA Conference	203.81
Lawson Products Inc	5826V	Gloss Paint	249.78
Mail Services LLC	63827V	July Renewal Services / Postage	651.33
Martin Marietta Aggregate	4141V	Alden Quarry- Order 18247233	2,139.57
McDowell & Sons Contractors, Inc.	62529V	Sanitation July 22	330.00
Pitney Bowes Inc-Reserve	773V	Reserve Deposit Acct-19476779	5,000.00
Quaker Security LLC	100507	Security	1,275.00
Quill Corporation	1432V	Office Supplies	84.28
R Comm LLC	63277V	Maintenance	15.00
Radcliffe Public Library	653V	Library Allocations-FY22/23	1,555.70
Rave Mobile Safety	101101	2nd Year Payment on 3 yr Agreement- FY:	2,500.00
Reliable1	1102V	Gas Meter to Generator Pipe	2,328.30
Safety-Kleen Corporation	2103V	Oil Drum Drops	763.06
Stantec Consulting Services Inc.	101102	Project Mgr-Wagner, Lodge Rehab	2,592.75
Steamboat Rock Library	654V	Library Allocations-FY22/23	1,555.70
Storey Kenworthy	61798V	Office Supplies	533.81
Summit Food Service LLC	2332V	Food Services	5,007.17
Susan Seedorff-Keninger	100212	Park Host-June22	200.00
Thomas Murphey-Park Host	100870	Park Host-June22	228.61

Vendor Publication Report**Payment Date Range: 07/06/2022 - 07/06/2022**

Vendor Name	Vendor Number	Payable Description	Total Payments
Tom Eagan	101103	Eldora City Hall- Primary 22	85.50
Truck Center Companies East LLC	100823	IRVM Seed Truck Parts	475.24
U.S. Cellular	62000V	Phone Acct-400202255	577.25
Union Public Library	655V	Library Allocations-FY22/23	1,555.70
Van Wall Equipment, Inc.	2924V	Tools/Maintenance Parts	327.59
Verizon Wireless	63648V	Phone Acct-387255045-00001	3,436.75
VISA	150V	Equipment/Crime Pervention	2,826.98
Walmart Community/Capital One	62446V	Protection & Security/Office Supplies	66.14
Windstream-Kentucky	84V	Phone Acct-091136364	212.89
		Grand Total:	<u>1,925,695.54</u>



HARDIN COUNTY UTILITY PERMIT APPLICATION

Permit No: UT-22-014

- Underground
 Aerial

- Permanent Installation
 Temporary Installation

This is a Utility Permit Application for telecommunications, electric, gas, water and sewer utilities. The applicant agrees to comply with the following permit requirements. Compliance shall be determined by the sole discretion of the County Engineer as deemed necessary to promote public health, safety, and general welfare. These requirements shall apply unless waived in writing by the County Engineer prior to installation.

APPLICANT NAME: Windstream Iowa Communications, LLC Permit Request #7168

STREET ADDRESS: 4001 N Rodney Parham Rd

CITY: Little Rock STATE: AR ZIP: 72212

PHONE: 501-748-7984 FAX: _____ CONTACT PERSON: Kyle Petty

TYPE OF WORK: Place 1.25" HDPE conduit by bore under County Hwy D20 from the existing pedestal to place a 2 pair drop cable to 15625 County Hwy D20, Alden, IA 50006. The conduit will be placed by plow along the north side of the highway.

1. LOCATION PLAN

An applicant shall file a completed location plan as an attachment to this Utility Permit Application. The location plan shall set forth the location of the proposed line on the secondary road system and include a description of the proposed installation.

2. WRITTEN NOTICE

At least five (5) working days prior to the proposed installation, an applicant shall file with the County Engineer a written notice stating the time, date, location, and nature of the proposed installation.

3. INSPECTION

The County Engineer may provide a full-time inspector during the installation of all lines to ensure compliance with this Utility Permit. The inspector shall have the right, during reasonable hours and after showing proper identification, to enter any installation site in the discharge of the inspector's official duties, and to make any inspection or test that is reasonably necessary to protect the public health, safety, and welfare.

4. INSPECTION FEES

The applicant shall pay actual costs directly attributable to the installation inspection conducted by the County Engineer. Within thirty (30) days after completion of the installation, the County Engineer shall submit a statement for inspection services rendered. The applicant agrees to reimburse the county within thirty (30) days of billing.

5. REQUIREMENTS

The installation inspector shall assure that the following requirements have been met:

- A. Construction signing shall comply with the Manual on Uniform Traffic Control Devices
B. Depth - (Add additional depth if ditch has sited to the thickness of the deposited silt.) The minimum depth of cover shall be as follows:
Telecommunications.... 36" Electric.....48"
Gas.....48" Water.....60"
Sewer.....60"
C. Minimum roadway overhead clearance for utility lines shall be 20 feet.
D. The applicant shall use reference markers in the right-of-way (ROW) boundary to locate line and changes in alignment as required by the County Engineer. A permanent warning tape shall be placed one (1) foot above all underground utility lines.
E. All tile line locations shall be marked with references located in the ROW line.
F. No underground utility lines shall cross over a crossroad drainage structure without approval from the County Engineer.
G. Residents along the utility route shall have uninterrupted access to the public roads. An all weather access shall be maintained for residents adjacent to the project.
H. After construction, granular surfacing shall be added to the road by the applicant to restore the road to its original condition. After surfacing has been applied, the road surface shall be reviewed by the County Engineer once the road has been saturated, to determine if additional surfacing on the roadway by the applicant is necessary.
I. All damaged areas within the ROW shall be repaired and restored to at least their former condition by the applicant or the cost of any repair work caused to be performed by the county will be assessed against the applicant.
J. Areas disturbed during construction which present an erosion problem shall be solved by the applicant in a manner approved by the County Engineer.
K. All trenches, excavations, and utilities that are knifed shall be properly tamped.
L. All utilities shall be located between the bottom of the backslope and the bottom of the foreslope, unless otherwise approved in writing by the County Engineer prior to installation.
M. Road crossing shall be bored. The depth below the road surface shall match the minimum depth of cover for the respective utility.

6. NON-CONFORMING WORK

The County Engineer may halt the installation at any time if the applicant's work does not meet the requirements set forth in this Utility Permit Application.

7. COUNTY INFRACTION

Violation of this permit is a county infraction under Iowa Code Section 331.307, punishable by a civil penalty of \$100 for each violation. Each day that a violation occurs or is permitted to exist by the applicant constitutes a separate offense.

8. HOLD HARMLESS

The utility company shall save this county harmless of any damages resulting from the applicant's operations. A copy of a certificate of insurance naming this county as an additional insured for the permit work shall be filed in the County Engineer's Office prior to installation. The minimum limits of liability under the insurance policy shall be \$1,000,000.

9. PERMIT REQUIRED

No applicant shall install any lines unless such applicant has obtained a Utility Permit from the County Engineer and has agreed in writing that said installation will comply with all ordinances and requirements of the county for such work. Applicants agree to hold the county free from liability for all damage to applicant's property which occurs proximately as a result of the applicant's failure to comply with said ordinances or requirements.

10. RELOCATION

The applicant shall, at any time subsequent to installation of utility lines, at the applicant's own expense, relocate or remove such lines as may become necessary to conform to new grades, alignment or widening of ROW resulting from maintenance or construction operations for highway improvements.

DATE: 6/29/2022 COMPANY: Windstream Iowa Communications, LLC

SIGNATURE: Kyle Petty

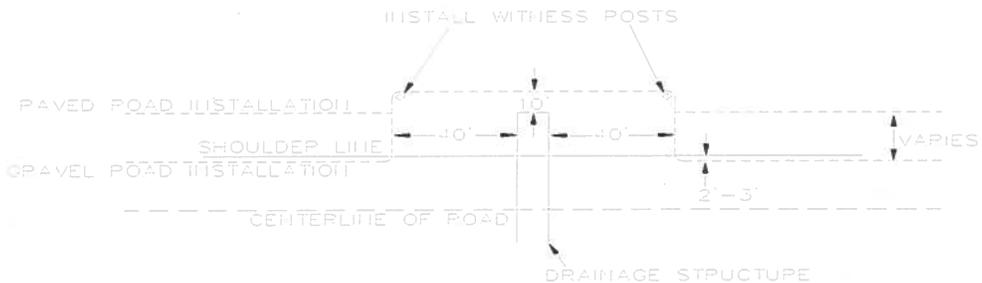
RECOMMENDED FOR APPROVAL:

DATE: 6-30-22 COUNTY ENGINEER

APPROVAL:

DATE: _____ CHAIRMAN, BOARD OF SUPERVISORS

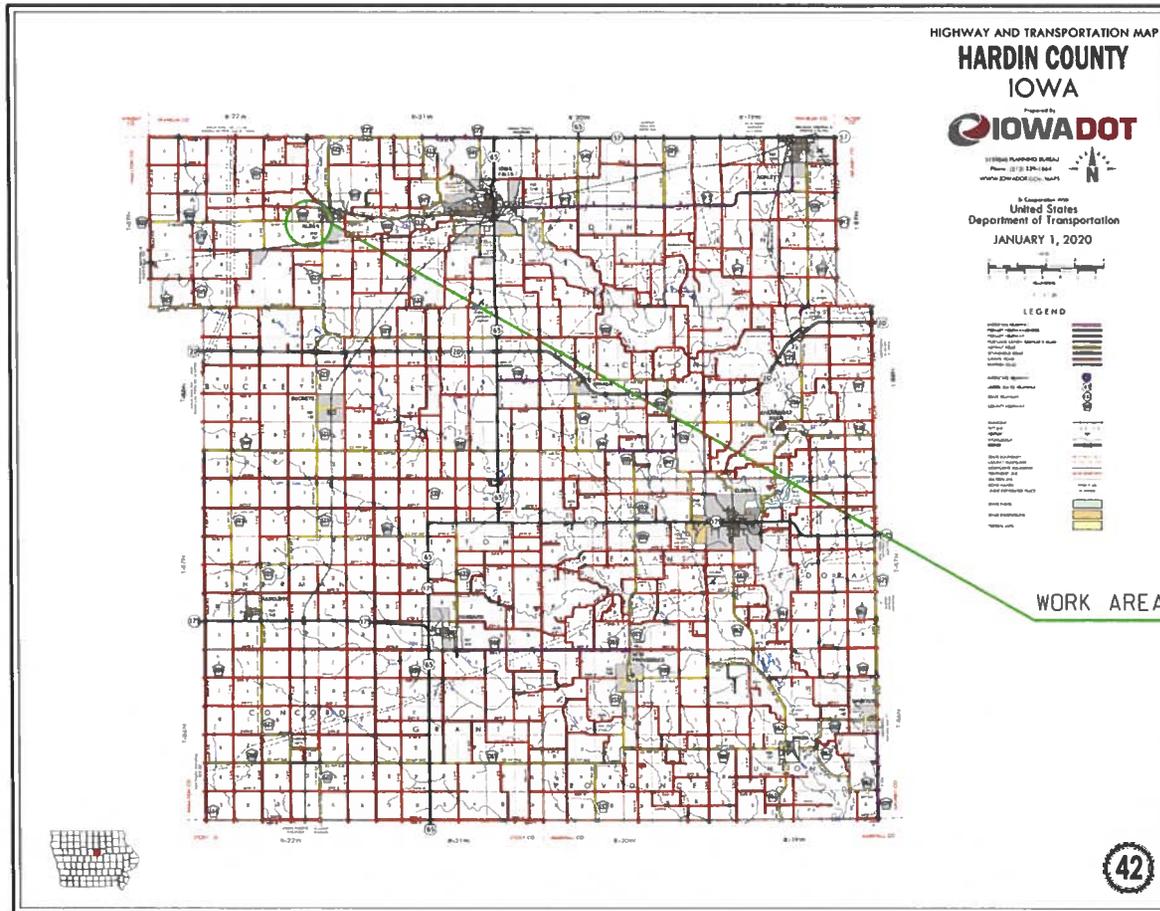
NON-BORED INSTALLATION DETAIL



BORED INSTALLATION DETAIL

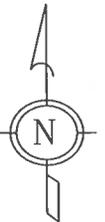


ALDN DROP216138(15625 CR-D20)

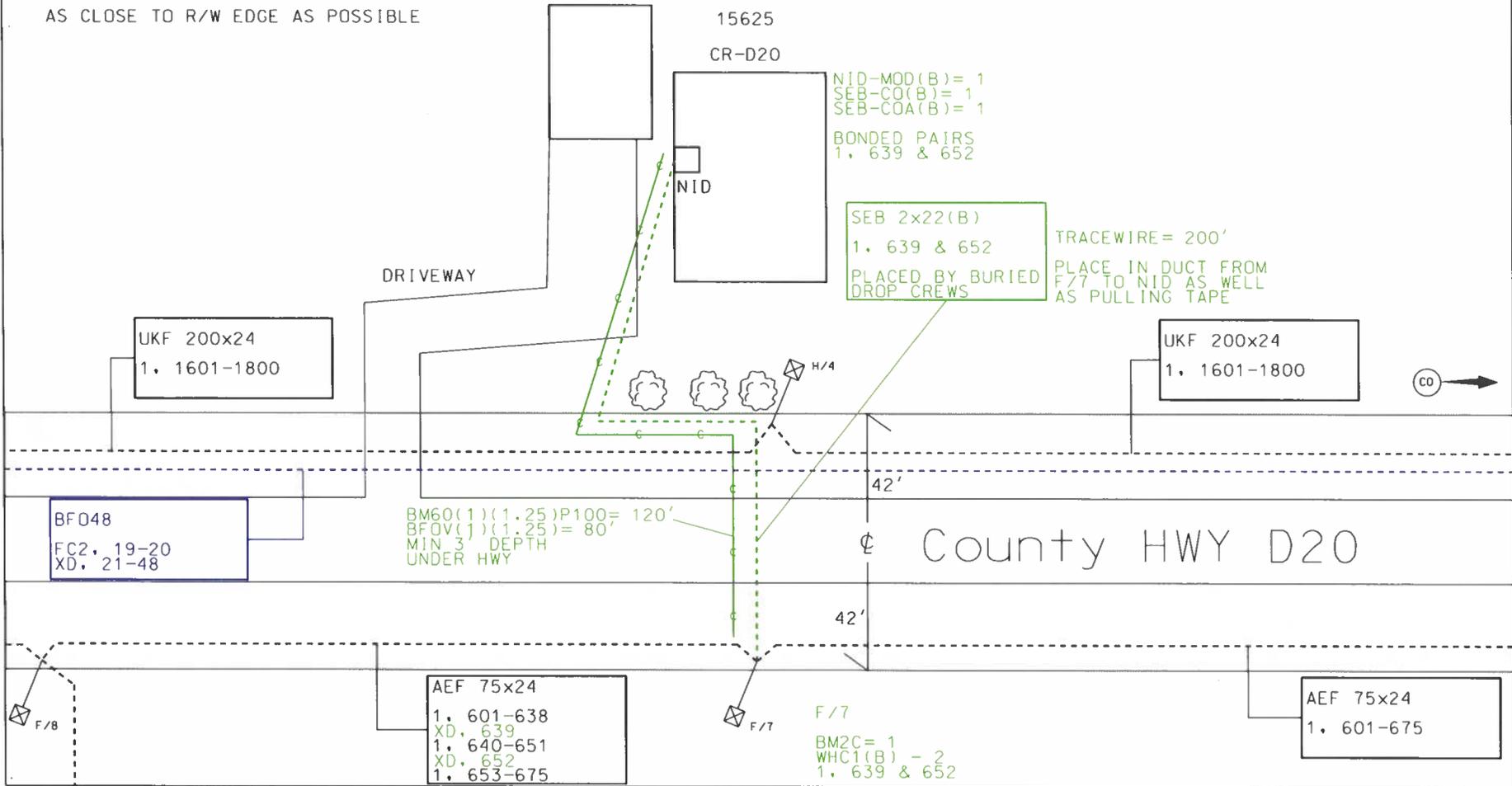


- PROPOSED BURIED CABLE
- PROPOSED AERIAL CABLE
- EXISTING BURIED FIBER
- EXISTING AERIAL FIBER
- EXISTING AERIAL COPPER
- EXISTING BURIED COPPER
- (—) PROPOSED CONDUIT
- (—) EXISTING CONDUIT
- RIGHT OF WAY

 windstream communications NORTHEAST	DIVISION	IOWA	PLANT ENGINEERING DEPT. 132	EXCHANGE ALDN	WORK ORDER NUMBER 713229098-00046	REVISION NO.
	DISTRICT	ALDEN	ENGINEER J. FERNANDEZ	PHONE 515-570-2479	DATE 6/23/2022	SHEET COVER



ONLY BORE WHERE NECESSARY. PLACE CONDUIT FROM PED TO CUSTOMER NID. LEAVE PULL TAPE IN CONDUIT SO THAT LOCAL OPS CAN PULL DROP. PLACE DUCT AS CLOSE TO R/W EDGE AS POSSIBLE



	DIVISION	IOWA	PLANT ENGINEERING DEPT. 132	EXCHANGE	ALDN	WORK ORDER NUMBER	713229098-00046	REVISION NO.	
	DISTRICT	ALDEN	ENGINEER	J. FERNANDEZ	PHONE	515-570-2479	DATE	6/23/2022	SHEET

Where upon Board Member _____ moved that the following resolution be adopted:

RESOLUTION NO. 2022-30

RESOLUTION TO EXECUTE RELEASE OF LIEN ON REAL PROPETY

WHEREAS, in 2020, real property locally known as 422 Indiana Avenue, Iowa Falls, Iowa, was foreclosed on by the United States of America through Rural Housing USDA, case no. EQCV101531; and

WHEREAS, Hardin County was listed as an interested party in the foreclosure proceeding due to the County being of record as providing a 10-year forgivable mortgage in 2010; and

WHEREAS, the Region 6 Housing Commission/Trust Fund was the source of the proceeds secured by the forgivable mortgage; and

WHEREAS, Hardin County has no viable interest in the lien,

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Hardin County, Iowa, that Hardin County Attorney is directed and authorized to execute a Release in Case No. EQCV101531.

The motion was seconded by Board Member _____ and after due consideration thereof, the roll was called and the following Board Members voted:

Ayes:
Nays:
Absent:
Abstain: none

Whereupon, the Chair of the Board of Supervisors declared said Resolution duly passed and adopted this _____ day of July, 2022.

BJ Hoffman, Chair
Board of Supervisors

Attest:

Jolene Pieters
Hardin County Auditor

DO NOT WRITE IN THE SPACE ABOVE – RESERVED FOR RECORDER

Prepared by: Leanne Lawrie Harter, County Outreach and Special Projects Manager, 900 6th Street, Nevada, Iowa
50201 515-382-7247

Return to: Leanne Lawrie Harter, 900 6th Street, Nevada, Iowa 50201

**Headwaters of the South Skunk River Watershed Management Authority Agreement
Between Story County, Hamilton County, Hardin County, City of Ames, City of Story City, City of
Roland, City of Randall, City of Jewell, City of Ellsworth, Story County Soil and Water
Conservation District, and Hamilton County Soil and Water Conservation District.**

This Joint and Cooperative Agreement (hereinafter referred to as the “Agreement”) is entered into pursuant to the authority of the *Code of Iowa*, Chapter 28E on this ____ day of _____, 2022 by and between Story County, Hamilton County, Hardin County, City of Ames, City of Story City, City of Roland, City of Randall, City of Jewell, City of Ellsworth, Story County Soil and Water Conservation District, and Hamilton County Soil and Water Conservation District. All entities shall be referred to hereinafter as the “Cooperators”.

WHEREAS, Iowa Code section 466B authorizes two (2) or more political subdivisions, defined as including cities, counties and/or soil and water conservation districts, all of which must be located within the same United States Geological Survey Hydrologic Unit Code 8 watershed, to enter into agreement under Chapter 28E of the *Code of Iowa* to establish a watershed management authority to enable cooperation in supporting watershed planning and improvements for the mutual advantage of the political subdivisions involved; and

WHEREAS, pursuant to Iowa Code section 466B.23, a watershed management authority may perform all of the following duties:

1. Assess the flood risks in the watershed.
2. Assess the water quality in the watershed.
3. Assess options for reducing flood risk and improving water quality in the watershed.
4. Monitor federal flood risk planning and activities.
5. Educate residents of the watershed area regarding water quality and flood risks.
6. Allocate moneys made available to the authority for purposes of water quality and flood mitigation.
7. Make and enter into contracts and agreements and execute all instruments necessary or incidental to the performance of the duties of the authority. A watershed management authority shall not acquire property by eminent domain.

and;

WHEREAS, Story County, Hamilton County, Hardin County, City of Ames, City of Story City, City of Roland, City of Randall, City of Jewell, City of Ellsworth, Story County Soil and Water Conservation District, and Hamilton County Soil and Water Conservation District, all deem establishment of the Headwaters of the South Skunk River Watershed Management Authority (hereinafter referred to as the "Authority"), a watershed management authority encompassing all three Hydrologic Unit Code 10 (HUC 10) watersheds, to be of mutual advantage; and

WHEREAS, it is mutually desired to enter into this Agreement pursuant to *Code of Iowa* Chapter 28E for the purpose of establishing the Headwaters of the South Skunk River Watershed Management Authority to carry out watershed planning and improvements in the Headwaters of the South Skunk River Watershed.

NOW THEREFORE, it is agreed by and between the parties as follows:

SECTION 1. IDENTITY OF THE PARTIES.

- 1.1 The Counties of Story, Hamilton, and Hardin are each a municipality of the State of Iowa, organized and operating pursuant to Iowa Code section Chapter 331. Their respective addresses are:

Story County
900 Sixth Street
Nevada, Iowa 50201

Hamilton County Courthouse
2300 Superior Street, Suite 3
Webster City, Iowa 50595

Hardin County Courthouse
1215 Edgington Ave
Eldora, Iowa 50627

- 1.2 The Cities of Ames, Story City, Roland, Ellsworth, Jewell, and Randall are each a municipality of the State of Iowa, organized and operating pursuant to Iowa Code Chapter 364. Their respective addresses are:

City of Ames
515 Clark Avenue
Ames, Iowa 50010

City of Story City
504 Broad Street
Story City, Iowa 50248

City of Roland
202 East Ash Street/P.O. Box 288
Roland, Iowa

City of Randall
PO Box 36
Randall, Iowa 50231

City of Ellsworth
1528 DeWitt St.
Ellsworth, Iowa 50075

City of Jewell
701 Main St.
Jewell, Iowa 50130

- 1.3 The Soil and Water Conservation Districts of Story and Hamilton are each a governmental division of the State of Iowa as defined in Iowa Code section 161A.3(6) and a soil and water conservation district established pursuant to Iowa Code section 161A.5(1). Their respective addresses are:

Story County SWCD
1534 Fawcett Parkway
Nevada, Iowa 50201

Hamilton County SWCD
1921 Superior Street
Webster City, Iowa 50595-3145

SECTION 2. HEADWATERS OF THE SOUTH SKUNK RIVER WATERSHED BOUNDARY

- 2.1 The area within this Agreement are those lands draining to the South Skunk River above its confluence with Ioway Creek, and shall be known as the Headwaters of the South Skunk River Watershed Boundary. This Boundary is shown in Attachment A.

SECTION 3. PURPOSE.

- 3.1 The purpose of this Agreement is to provide for the manner in which the parties shall cooperate with one another to successfully encourage, plan for, and implement watershed activities within the Headwaters of the South Skunk River Watershed, including but not limited to the following activities authorized pursuant to Iowa Code section 466B.23:
 - 3.1.1 Assess the flood risks in the watershed.
 - 3.1.2 Assess the water quality in the watershed.
 - 3.1.3 Assess options for reducing flood risk and improving water quality in the watershed.
 - 3.1.4 Monitor state and federal flood risk planning and activities.
 - 3.1.5 Educate residents of the watershed area regarding water quality and flood risks.
 - 3.1.6 Seek and allocate moneys made available to the Authority for purposes of water quality and flood mitigation.
 - 3.1.7 Make and enter into contracts and agreements and execute all instruments necessary or incidental to the performance of the duties of the Authority. The Authority shall not acquire property by eminent domain.

SECTION 4. NO SEPARATE ENTITY CREATED.

- 4.1 It is the intention of this Agreement that there be no new or additional legal or administrative entity created by this Agreement, nor that the inherent governmental powers of any Cooperator be affected in any way beyond the terms of this Agreement.
- 4.2 A joint board of the Cooperators known as the Headwaters of the South Skunk River Watershed Management Authority Board (the Board) shall be responsible for coordinating watershed planning and improvements. The Board shall be comprised of one appointee from each county, city, and district participating in this Agreement. Except as otherwise provided in this Agreement, the actions of the Board shall be the actions of the Authority.
- 4.3 Once established, the Board will develop governing bylaws, and from time-to-time amend such bylaws, along with operating policies and administrative procedures. The passage and/or amendment of governing bylaws, operating procedures, and administrative procedures shall be considered and decided by a 2/3 vote of the Board.
- 4.4 The Board shall comply with the Open Meeting Law (Iowa Code Chapter 21), Open Records Law (Iowa Code Chapter 22) and gender balance requirements (Iowa Code section 69.16A).

SECTION 5. DURATION.

5.1 This Agreement shall be in effect in perpetuity until terminated pursuant to Section 13.

SECTION 6. POWERS AND DUTIES.

6.1 The parties to this Agreement shall retain all powers and duties conferred by law but shall work together in the exercise of such powers and the performance of this Agreement. These powers shall not be transferred to the Authority. Each party shall be responsible for:

- 6.1.1 identifying opportunities for funding and in-kind support for the undertaking of watershed planning and improvements within the Headwaters of the South Skunk River Watershed;
- 6.1.2 identifying opportunities for infrastructure development and planning capable of assessing and mitigating flood risks in the Headwaters of the South Skunk River Watershed;
- 6.1.4 participating in educational/outreach programs regarding water quality and flood risks;
- 6.1.5 identifying opportunities for infrastructure development and planning to assess and mitigate water quality in the Headwaters of the South Skunk River Watershed;
- 6.1.6 providing support for the administration of any projects, including technical, financial and clerical, as agreed to by the Cooperators;
- 6.1.7 securing such financing, including grants, loans and the issuance of bonds of loan agreements, as determined by the respective party to be necessary or desirable to achieve the objectives of the agreement;
- 6.1.8 designing and bidding of projects;
- 6.1.9 administering contracts; and
- 6.1.10 observing construction.

SECTION 7. MANNER OF FINANCING.

- 7.1 The Board may solicit, accept and receive donations, endowments, gifts, grants, reimbursements and other such funds as necessary to support work pursuant to this Agreement. It is agreed and understood by the parties hereto that no financial obligations upon any Cooperator are intended to be created hereby.
- 7.2 No action to contribute funds by a Board member of the Authority is binding on the Cooperator that he or she represents without official approval by the governing body of that Cooperator. No Cooperator may be required to contribute funds to the Authority, except to fulfill any obligation previously made by official action by the governing body of the Cooperator.
- 7.3 The Board will review each opportunity for funding or in-kind support. After review of the opportunity, a fiscal agent will be nominated. The fiscal agent would be a Cooperator or other organization meeting the fiscal agent standards outlined in the bylaws. Should no Cooperator or other organization accept the nomination of fiscal agent for the opportunity, the opportunity will not be considered.

SECTION 8. ENTIRE AGREEMENT.

- 8.1 This Agreement represents the entire understanding among the Cooperators and no Cooperator is relying on any representation or understanding which may have been made by another Cooperator and which is not included in this Agreement.

SECTION 9. SEVERABILITY/INVALIDITY.

- 9.1 If any term, provision or condition of this Agreement shall be determined to be invalid by a court of law, such invalidity shall in no way effect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the Cooperators to this Agreement or substantially frustrate the attainment of the purposes of this Agreement.

SECTION 10. GOVERNING LAW.

- 10.1 This Agreement shall be governed by and interpreted under the laws of the State of Iowa.

SECTION 11. AMENDMENTS.

- 11.1 This Agreement may be amended at any time by an affirmative vote of the majority of the governing bodies of all Cooperators. Any Cooperator desiring an amendment to this Agreement shall notify the other Cooperators of its desire, and the reasons for the request.
- 11.2 Such a request shall be in writing to the other governing bodies of the Cooperators, and shall be considered by their governing body without unreasonable delay and within no more than ninety (90) days of receipt.
- 11.3 If the request is agreed to by the other Cooperators, each Cooperator shall prepare and submit to the others a certified resolution confirming the affirmative vote of the Cooperator's governing body.
- 11.4 The Amendment shall take effect ten (10) days following receipt of the last such resolution by the other Cooperators. Amendments shall be filed and recorded with the Iowa Secretary of State within thirty (30) days of the effective date of the amendment as required by Iowa Code section 28E.8(1)(b).

SECTION 12. ADDITIONAL COOPERATORS

- 12.1 A City, County, or Soil and Water Conservation District within the Headwaters of the South Skunk River Watershed who is not a Cooperator, may request, in writing to all Cooperators, to become a Cooperator.
- 12.2 Such a request shall be considered and decided by a 2/3 vote of the Board, and shall become effective when the new Party has signed the then-current Agreement pursuant to a resolution of its governing body and requisite filing with the Iowa Secretary of State and/or County Auditor has been accomplished.

SECTION 13. TERMINATION OF AGREEMENT.

- 13.1 This agreement shall terminate upon the mutual agreement of the governing bodies of all Cooperators in the Authority. Upon termination, all property and money then owned by the Authority shall be distributed equally among its members after payment of all debts. Any funds donated under a stipulation limiting their use shall be dispersed consistent with the owner's direction. The governing body of each jurisdiction may individually terminate their participation in the agreement after providing the Authority a ninety (90) days' prior written notice of intent to terminate. Such termination shall be effective on the expiration of the ninety (90) days.

SECTION 14. EFFECTIVE DATE.

14.1 This Agreement shall take effect upon execution by the Cooperators as required by law, and filing with the Secretary of State in an electronic format.

SECTION 15. NOTICES.

15.1 Notices under this Agreement shall be in writing and delivered to the representative of the party to receive notice (identified below) at the address of the party designated to receive notice for each Cooperator as set forth in this Agreement. The effective date of any notice under this Agreement shall be the date of actual delivery of such notice and not the date of dispatch. The preferred means of notice shall be either actual hand delivery, certified US Mail, return receipt requested with postage prepaid thereon, or by recognized overnight delivery service, such as FedEx or UPS.

15.2 Notices shall be delivered to the following persons at each Cooperator:

Story County: Chairperson, Story County Board of Supervisors
Story County Administration Building
900 Sixth Street
Nevada, Iowa 50201

Hardin County: Chairperson, Hardin County Board of Supervisors
Hardin County Courthouse
1215 Edgington Ave
Eldora, Iowa 50627

Hamilton County: Chairperson, Hamilton County Board of Supervisors
Hamilton County Courthouse
2300 Superior Street, Suite 3
Webster City, Iowa 50595

Ames: Mayor, City of Ames
City Hall
515 Clark Avenue
Ames, Iowa 50010

Story City: Mayor, City of Story City
504 Broad Street
Story City, Iowa 50248

Roland: Mayor, City of Roland
202 East Ash Street/P.O. Box 288
Roland, Iowa 50236

Randall: Mayor, City of Randall
PO Box 36
Randall, Iowa 50231

Ellsworth: Mayor, City of Ellsworth
1528 DeWitt St.
Ellsworth, IA 50075

Jewell: Mayor, City of Jewell
701 Main St.
Jewell, IA 50130

Story County Soil and Water Conservation District:
Chairperson, Story County SWCD
1534 Fawcett Parkway
Nevada, Iowa 50201

Hamilton County Soil and Water Conservation District:
Chairperson, Hamilton County SWCD
1921 Superior Street
Webster City, IA 50595-3145

SECTION 16. FILING AND RECORDING.

16.1 It is agreed that Story County will file this Agreement with the Iowa Secretary of State pursuant to the requirements of Iowa Code section 28E.8(1)(a).

SECTION 17. ENTIRE AGREEMENT.

17.1 This Agreement and attachments attached hereto constitute the entire Agreement, among the Cooperators and supersedes or replaces any prior agreements among the Cooperators relating to its subject matter, including but not limited to the 28E agreement filed with the Iowa Secretary of State on October 23, 2018 (Filing No. M511295).

SECTION 18. NO WAIVER.

18.1 The waiver or acceptance by any Cooperator of a breach or violation of any provisions of this Agreement by another cooperator shall not operate as, or be construed to be, a waiver of any subsequent breach.

SECTION 19. NO ASSIGNMENT OR DELEGATION.

19.1 Neither this Agreement, nor any right or obligation under it, may be assigned, transferred or delegated in whole or in part to any outside party without the prior written consent of all the Cooperators.

SECTION 20. AUTHORITY AND AUTHORIZATION.

20.1 Each party to this Agreement represents and warrants to the other that it has the right, power and authority to enter into and perform its obligations under this Agreement; and that it has taken all requisite actions necessary to approve the execution, delivery and performance of this Agreement, and that this Agreement constitutes a legal, valid and binding obligation upon itself in accordance with the terms of the Agreement.

20.2 Each Cooperator to this Agreement shall supply to the Authority a copy of the resolution by the governing body of each Cooperator as evidence of the power and authority of each Cooperator to enter into this Agreement.

SECTION 21. HEADINGS AND CAPTIONS.

21.1 The paragraph headings and captions set forth in this Agreement are for identification purposes only and do not limit or construe the contents of the paragraphs.

SECTION 22. COUNTERPARTS.

- 22.1 The Cooperators agree that this Agreement has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument.

SECTION 23. OPERATIONS.

- 23.1 Within its available resources through funding or in-kind support, the Authority may employ one or more staff members.
- 23.2 In addition to other powers and duties, the Authority will oversee the performance of all staff members and in-kind contributions to the Authority of personnel, materials, and equipment.
- 23.3 Within its available resources through funding or in-kind support, the Authority may acquire or lease equipment and supplies necessary to its work, acquire or lease office space, acquire and manage facilities related to its work, and insure against identified risks.
- 23.4 The Authority may enter into cooperative agreements and other contracts with other agencies, entities, and individuals.
- 23.5 The Board may create committees and task forces to support its work and, within its available resources through funding or in-kind support, engage experts and consultants.

SECTION 23. SIGNATURE PAGES

- 23.1 The Cooperators agree that this Agreement has attached to it signature pages which shall be assembled and filed together with the Agreement and shall together constitute one and the same instrument. A completed copy of the Agreement with executed signature pages shall be sent to each Cooperator.

ATTACHMENT A

Headwaters of the South Skunk River WMA

0 1 2 4 Miles

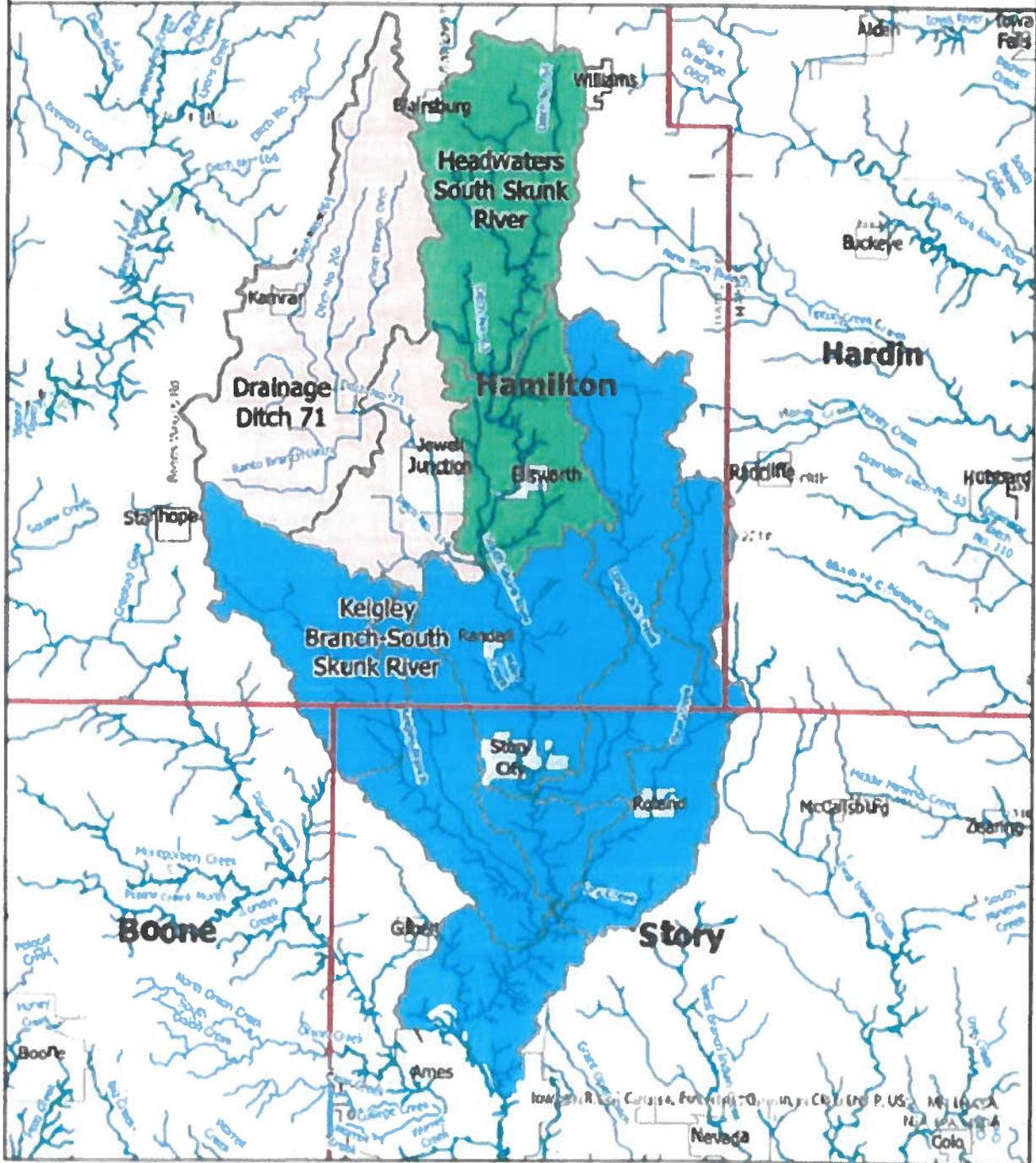


Map Prepared by
Mark Beach, Story County
GIS Coordinator
Data Source: Iowa DNR

Layer

HUC 10 Name

-  Drainage Ditch 71
-  Headwaters South Skunk River
-  Kelgley Branch-South Skunk River
-  Cities



Hardin County Employee Handbook



March 2019

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Section 1 – Handbook Introduction

1:1 Welcome to Hardin County!

On behalf of Hardin County government, welcome to our team of dedicated professionals. You will be a key contributor to our success in providing quality services.

Please read this handbook carefully and often and use it as a reference for information related to your employment. It is designed to answer questions and to provide general guidelines to you as an employee. Please note that in addition to this handbook, employees are expected to comply with applicable Federal, State and Local laws.

If you have questions, please contact your department head or the Auditor's office.

1:2 The Purpose of This Handbook

This handbook is presented as a matter of information only; it is not intended to form a contract between Hardin County and the employee. Hardin County reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

These policies and procedures outlined in this handbook are applicable to:

All employees responsible to the Hardin County Board of Supervisors.

All employees responsible to a county elected office holder providing the office holder has certified its applicability.

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body has certified its applicability.

Whenever the provisions of this handbook are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the county and a certified bargaining unit, the provisions of the Code of Iowa and/or the collectively-bargained agreement will prevail.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

Section 2 – Employment Policies

2:1 Employment At-Will

All employees are employees-at-will unless a contract or collective bargaining agreement provides otherwise. Employment is for an indefinite period of time and is terminable at any time with or without cause being shown by either the employee or the County. No policy or practice of the County should be construed to change this relationship. Only the Board of Supervisors, or appropriate governing board, has authority to enter into a written contract which provides otherwise. This employee handbook is not a contract and is not designed to create any contractual rights.

2:2 Equal Employment Opportunity

Hardin County believes that all people are entitled to equal employment and advancement opportunities. It is the County's policy to hire and promote qualified individuals on the basis of their qualifications, interest and aptitude, without unlawful regard to race, religion, color, sex, age, national origin, sexual orientation, gender identity, disability, pregnancy, genetic information or any other characteristics protected by local, state, or federal law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, training, transfers, promotions, and benefits.

2:3 Americans with Disability Act (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals on the basis of disability. The County is committed to complying with all applicable provisions of the ADA. The County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of such individual's disability so long as the employee can perform the essential functions of the job with or without reasonable accommodation. In compliance with the ADA, the County will consider reasonable accommodations that do not pose undue hardship to the County to enable qualified applicants or employees with disabilities to perform the essential functions of the position.

The County encourages applicants or employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job to contact their supervisor, department head or the Auditor's office.

2:4 GINA Compliance

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to requests for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual or an individual's family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual

or family member receiving assistive reproductive services.

2:5 Non-Discrimination and Non-Harassment

The County is committed to providing a workplace free from unlawful discrimination or harassment. The County strictly prohibits discrimination and harassment on the basis of a person's race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, age, pregnancy, genetic information, status as a military service member or veteran, or any other classification protected by applicable law (i.e., membership in a protected class). Harassing conduct in the workplace includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts or words; and written or printed materials that denigrate or show hostility to an individual or group made or posted in the workplace or in the course of employment for the County. Such conduct is a prohibited form of discrimination under state and federal employment laws and is also considered misconduct subject to disciplinary action. Employees who believe that they are being harassed or subjected to discrimination of any kind should use the complaint procedure for sexual harassment allegations as detailed in the section below.

2:6 Preventing Sexual Harassment in the Workplace

Purpose

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

Definitions

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of your employment;
2. Submission to or rejection of the conduct is used as the basis for decisions affecting your employment; or
3. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of a variety of behaviors including, but not limited to:

- a. Repeated sexual flirtations, advances, or propositions.
- b. Verbal conduct such as sexual innuendo, speculation, suggestive comments, jokes of a sexual

- nature, sexual propositions, or threats;
- c. Non-verbal or visual material such as sexually explicit posters, photography, graffiti, cartoons, drawings, or gestures;
- d. Physical conduct such as unwelcome touching, hugging, kissing, patting, pinching, coerced sexual contact or assault, or non-physical contact such as pointing, staring or leering;
- e. Requests, threats, or demands to submit to sexual requests in order to keep your job or receive some job-related benefit;
- f. Conditioning job-related benefits on submission to sexual advances or tolerance of a sexually hostile work environment, or giving preferential treatment because of submission to sexual advances or tolerance of a sexual hostile work environment; or
- g. Retaliation for reporting or threatening to report harassment.

Procedures

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment should bring the matter directly to the immediate attention of their department head, a member of the Board of Supervisors or appropriate governing board. All complaints or reports of sexual harassment will be investigated. Any employee determined after investigation to have harassed another employee will be subject to appropriate disciplinary action, up to and including termination. The County strictly prohibits retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint.

2:7 Employee Recruitment

Pursuant to Iowa Code § 35C.1, whenever a position becomes available, a notice of such opening will be posted on the official Hardin County bulletin board. The notice will contain the position title, a brief job description, and minimum hiring specifications. The position will remain open for at least ten (10) calendar days following the posting announcement.

It shall be the policy of Hardin County to carry on such recruitment programs as necessary to seek out and secure the most qualified individuals to apply for County positions at all levels of service. Applications shall be rejected if the applicant does not have the personal and professional attributes, skills, education, experience, physical, or licensing requirements for the performance of duties in the position for which appointment is sought, has made any false statement of any material fact, or attempted to practice any deception or fraud in the application.

The appointment, selection and compensation of deputies, assistants and clerks by the Auditor/Recorder, Treasurer, Sheriff and County Attorney shall also be governed by Iowa Code § 331.903 and other applicable statutory provisions.

2:8 Employment of Relatives

It is the County's policy to hire the best-qualified person available for each position. Relatives of current employees are eligible for employment with the County, subject to limitations of state law governing the employment of public officials and employees and the terms of this policy. This policy applies to all County departments and all categories of employment in those departments, including

full-time or part-time classifications.

To avoid the appearance of favoritism, potential conflicts of interests and difficulties in administering discipline, the County will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the supervision of or by, a relative. Under this policy, the term “relative” includes spouse, domestic partner, parent, child, sibling, in-law, aunt and uncle, niece, nephew, grandparent or grandchild. This policy covers biological relationships, marriage relationships and step relationships. This policy also applies to close personal or dating relationships.

If two employees become related while working for the County, and if one of them is in a position of supervision over the other, only one of the employees will be allowed to keep his or her current position. The two employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the decision cannot be made by the two employees in a timely manner, the department head shall make the decision.

2:9 Medical Examinations

Pre-Employment

Some job classifications will be required to submit to a job-related medical examination after a conditional offer of employment has been made and prior to the actual commencement of employment. Exams will be conducted at County expense by a physician or provider designated by the County. The offer of employment is conditional based on the results of the medical examination. Failure to pass a pre-employment medical exam may result in withdrawal of the offer of employment.

During Employment

You may also be required to submit to a job-related medical examination when necessary to determine if you are still able to perform the essential functions of your position, and to any fitness for duty examinations required by federal, state or local law or County policy. Also, voluntary medical examinations may be conducted as part of the County’s employee health programs.

A required physical is a condition of employment. Failure to submit to a medical examination requested by the County may be grounds for disciplinary action, up to and including termination. All medical information collected by the County will be maintained in a confidential, locked file separate from other personnel files.

2:10 Investigations

All employees are required to fully cooperate with any member of management who is conducting a work-related investigation. Employees will be disciplined for lying to any member of management, or providing information to any member of management that is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any member of management. “Obstructing” includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by management, and discouraging other individuals who may be contacted by management from responding to or

cooperating with management. “Failing to cooperate” includes, but is not limited to, failing to provide information, documents, or materials requested by management, and providing information, documents, or materials to management that are dishonest, misleading, inaccurate, or incomplete.

Section 3 – Employee Classifications

3:1 Full-Time Regular Employees

“**Full-time regular employee**” means an employee who is regularly scheduled to work at least 37.5 hours per week. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as described below. Full-time employees are eligible to participate in any of the County’s benefit programs, and can earn or accrue any leave, such as vacation leave or sick leave.

3:2 Part-Time Regular Employee

“**Part-time regular employee**” means an employee who is regularly scheduled to work fewer than 37.5 hours per week. Such employees may be exempt or nonexempt under the FLSA as defined below. Part-time regular employees are not eligible to participate in any of the County’s benefit programs (with the exception of certain part-time employees being eligible for health insurance benefits), nor can they earn or accrue any leave, such as vacation leave or sick leave. Employees who regularly work thirty (30) or more hours per week are eligible for the same health insurance benefits as full-time employees pursuant to the Affordable Care Act.

3:3 Temporary or Seasonal Employee

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

3:4 Exempt Employee

“**Exempt employee**” means an employee who is not required to receive overtime in accordance with the FLSA.

3:5 Nonexempt Employee

“**Nonexempt employee**” means an employee who is required to be paid at the rate of time and one-half (1½) his or her regular rate for all hours worked beyond forty (40) hours in a workweek in accordance with the FLSA.

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

Section 4 – Hours

4:1 Hours of Work

The department head will establish daily and weekly work schedules. All employees are expected to be here, ready to start work, when they are scheduled to work. Employees shall not engage in work before their scheduled work time.

An employee's work schedule may be changed at the discretion of the department head, or their designee. Changes to your work schedule will be announced as far in advance as possible.

4:2 Meal Breaks

The Department Head, or their designee will establish your meal breaks.

Meal Breaks

Meal breaks are generally unpaid. However, employees who are required to work or required to remain at their stations during the meal break will be paid for that time.

4:3 Overtime

On occasion, the Department Head, or their designee, may ask employees to work beyond their regular scheduled hours.

We will try to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance.

Exempt employees will not be paid for working beyond their regular scheduled hours. Non-exempt employees are entitled to compensatory time for overtime, according to the rules set forth below.

- All overtime work must be approved in advance, by the employee's department head, or their designee. Working overtime without permission violates County policy and may result in disciplinary action, up to and including termination.
- For purposes of calculating how many hours an employee has worked in a day or week, check with your supervisor as to when your workweek begins and ends. Only time actually spent working counts as hours worked. Vacation time, compensatory time, sick days or any other paid time during which an employee did not actually work will not count as hours worked. However, with respect to secondary roads employees, time off on holidays referenced in Section 8.2 of this handbook will be treated as time worked for the purpose of calculating the number of hours a secondary roads employee worked in a week.
- Non-exempt employees will be paid overtime as follows:

For Sheriff's Department Employees:

- Employees will receive one and one-half (1 ½) times their regular hourly rate of pay for all hours worked in excess of Employee's regular shift.

For Other Non-Exempt Employees:

- Other employees who are regularly scheduled to work 37.5 hours per week will receive straight pay for actual hours worked, up to and including 40 hours. Any hours in excess of 40 actual hours worked per week will be compensated at one and one-half (1 ½) times their regular hourly rate of pay for every hour worked in excess of 40 hours per work week or in the form of compensatory time at the rate of one and one-half (1 ½) hours for each hour of overtime worked in excess of 40 hours per work week. Employees may be required to take compensatory time instead of receiving overtime pay at the discretion of the department head.
- Other employees who are regularly scheduled to work 40 hours per week will receive one and one-half (1 ½) times their regular hourly rate of pay for every hour worked in excess of 40 actual hours worked per work week or in the form of compensatory time at the rate of one and one-half (1 ½) hours for each hour of overtime worked in excess of 40 hours per work week. Employees may be required to take compensatory time instead of receiving overtime pay at the discretion of the department head.

Compensatory time off must be requested in advance and approved by the department head, or their designee. Any unused compensatory time will be paid to the employee at the end of their employment with Hardin County. The department head has discretion to require the use of compensatory time. Employees may have no more than 80 hours of accumulated but unused compensatory time at any given time.

Section 5 – Pay Policies

5:1 Payday

Employees are paid every two weeks. You will receive your paycheck or notice of direct deposit every other Friday. If a payday falls on a holiday, you will receive your paycheck on the last workday immediately before payday.

Non-Exempt employees must submit an accurate record of their hours worked and any leave time used to their supervisor or department head for each pay period on the approved time card form. All time cards and payroll information must be turned into the Auditor's Office by noon on the Monday before payday.

The filling out of another employee's time card or falsifying of any time recorded is prohibited.

Exempt employees must keep an accurate written account of any leave time, and shall provide a copy to their supervisor to be forwarded to the County Auditor's office by noon on the Monday before payday for each pay period.

5:2 Expense Reimbursements

Hardin County shall reimburse you for the actual work-related expenses you incur, as long as those expenses are reasonable. You must follow these procedures to get reimbursed:

- Get permission from your department head or their designee, before incurring an expense.
- Keep an itemized receipt of payment for every expense.
- Submit your receipts, along with a claim form, to your department head or their designee, for approval within 30 days of incurring an expense.

Mileage Reimbursement

When County employees use their personal vehicle for official County business, Hardin County shall reimburse employees for mileage based on Board of Supervisor's mileage rate. Parking fees are not included in the mileage rate, but may be reimbursed separately. Parking tickets and traffic citations are not reimbursable.

Before using a personal vehicle for work-related purposes, employees must demonstrate that they have a valid driver's license and adequate insurance coverage.

To claim mileage reimbursement, you must follow these procedures:

- Keep a written record of your business-related travel, including the total mileage of each business trip, the date of travel, the location to which you traveled and the purpose of your trip.
- Submit your record to your department head, or their designee, for approval. The department head, or their designee is responsible for submitting your record to the Auditor's office for

payment.

- Car-pooling is encouraged whenever possible.

Lodging Reimbursement

For approved travel, Hardin County will reimburse employee for lodging if overnight stay is necessary. Receipts must accompany all claims for reimbursement. Reimbursement will be at a fair and customary rate.

Meal Reimbursement

Employees shall be allowed meal expenses when they are required to attend a meeting in or out of the County. The meal reimbursement rate will be authorized as established by resolution of the Board of Supervisors. Tips are not reimbursable.

Section 6 – Employee Benefits

6:1 General Description

Hardin County has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the employee handbook contains a very general description of the benefits to which you may be entitled as an employee. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination.

Hardin County reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, Hardin County reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

6:2 Health Care Benefits

In order to protect you and your family against the consequences of medical expenses caused by sickness or accidents, Hardin County provides eligible full-time employees (and regular part-time employees who regularly work thirty (30) or more hours per week) with the opportunity to participate in a group health insurance program. The insurance program, coverage and eligibility are subject to all terms and conditions of the contract with the insurance carrier selected by the County. Details of the plan, including benefit levels and covered expenses, are explained in the County's group health insurance plan booklet.

Eligibility

Employees are eligible to apply for health and dental insurance upon beginning employment with the County. Hardin County and full-time employees will share the cost of the plan set by the Board of Supervisors each year. In the case of both spouses being employed by Hardin County or that the spouse of an employee is covered by the County's Employee Health Plan Trust, a two-person or Family policy is required.

Enrollment

Upon employment, you will receive an application form to complete and sign. This form tells the County whether or not you wish to enroll yourself and your eligible dependent in the plan. If you do not elect plan coverage for yourself or your dependents when first eligible, but wish to enroll at a later date, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the County.

Effective Dates

Insurance coverage for employees enrolling in the plan will be effective the first day of the month following the initial day of employment.

Grace periods for payments

Payments are due on the 15th day of each month, you will be given a grace period of 30 days after the first day of the coverage period to make each payment. Your continuation coverage will be provided for each coverage period as long as payment for that coverage period is made before the end of the grace period for that payment: However, if you make payment later than the first day of the coverage period to which it applies, but before the end of the grace period for the coverage period, your coverage under the Plan will be suspended as of the first day of the coverage period and then retroactively reinstated (going back to the first day of the coverage period) when the payment is received. This means that any claim you submit for benefits while your coverage is suspended may be denied and may have to be resubmitted once your coverage is reinstated.

If you fail to make a payment before the end of the grace period for that coverage period, you will lose all rights to continuation coverage under the Plan.

When Coverage Ends

Insurance Coverage will end on the last day of the month in which employment is terminated or the grace period for late payment has been exceeded for part-time employees. Termination is defined as the employee's last day of work.

Continuation of Medical Coverage (COBRA)

If you resign or your employment is otherwise terminated, or if your work hours are reduced, and consequently you or your dependents are no longer eligible to participate in the group health insurance plans offered by the County, you and your eligible dependents may have the right to continue to participate for up to eighteen months at your (or your dependents') expense. The eighteen-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to thirty-six months for your spouse and dependent children, if, within that eighteen-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the eighteen-month period, your spouse and dependent children may be entitled to extend their continuation period to thirty-six months, starting on the date that you become eligible for Medicare.

If you are determined to be disabled under the Social Security Act at the time of your termination or reduction in hours, you may be entitled to continuation coverage for up to twenty-nine months.

Your eligible dependents may extend coverage, at their expense, for up to thirty-six months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

If you or your eligible dependents elect to continue in the group health insurance plan, you will be charged the applicable premium plus an additional 2 percent. Failure to make timely payments may result in termination of coverage.

If this election for continuation of coverage is made, you and your dependents may have the option to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period. Please refer to the Plan booklet for details concerning your continuation/conversion options.

The County Auditor's Office will contact you concerning these options at the time termination occurs or your work hours are reduced. The County Auditor's Office will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plan, you and/or dependent is responsible for contacting the County Auditor to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the County within sixty days of qualifying for social security disability benefits.

Retirement Coverage under Iowa Code Chapter 509A

Eligible employees who retire from County employment before age 65 are eligible to continue in the County's group health insurance plan up to age 65. Coverage must be continuous (the employee must elect the same coverage at retirement) and the retired employee must pay the full cost of the premium. For purposes of this provision, "retire" does not mean resignation to take a different position, reduction in force or layoff, or involuntary termination from County employment.

Eligible employees who opt to continue with family coverage at retirement may remain on that coverage until reaching age 65. If the retiree reaches age 65 and terminates coverage under Iowa Code section 509A.13, the retiree's spouse and dependents will receive an offer of COBRA. COBRA continuation coverage will be provided in a manner not inconsistent with federal law or the county's group health insurance program.

6:3 Life Insurance and Accidental Death and Dismemberment Insurance

The County provides each full-time employee with coverage under a group life insurance plan in an amount determined by the Board of Supervisors. This plan shall be from a company selected by the County. Coverage under the plan becomes effective the first day of the first month following the initial date of employment. The employee may elect additional coverage of term life and accidental death and dismemberment insurance. The optional employee life insurance is portable upon termination of employment.

6:4 Short-Term Disability Insurance

The County offers a short-term disability policy to full-time employees. Eligible employees must select this benefit and are responsible for payment of the insurance premiums. Terms of coverage are governed by the policy. Employees may supplement their short-term disability benefits with use of their accrued leave banks up to a maximum of forty percent (40%) of their weekly earnings. If an employee chooses to supplement disability benefits with their leave time, all deductions will be taken out as normal to satisfy their portion due to the County for benefits. An employee may choose not to supplement with their leave time. Should an employee decide to not use their leave time the employee

must make a payment to Hardin County for their portion of their deductions by the 15th of each month.

6:5 Workers' Compensation Insurance

Workers' Compensation benefits are mandated by law to provide benefits for employees who sustain work-related injuries and illnesses. The benefits consist of compensation for salary lost (subject to a waiting period and based on the salary received at the time of the injury) and related medical services.

Coverage

If you suffer from an illness or injury that is related to your work, you may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness.

Employee Reporting Requirements

An employee must report a work-related injury or illness to his or her immediate supervisor immediately following the injury or onset of illness, or within twenty-four (24) hours. If the injury is not reported within the stated time, the employee is not eligible for leave. All employees injured on the job are required to fill out an accident report within forty-eight (48) hours of the injury or onset of illness unless the circumstances of the injury or illness and/or treatment make that impossible. Your failure to report a job-related injury or illness may result in the appropriate worker's compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

Employees are required to use the County's designated physician/clinic for all workers' compensation injuries or illnesses. The employee or the department head shall call the county's Workman's Compensation Insurance Coordinator to have an appointment scheduled. In case of an emergency, employees should be taken to the nearest emergency room for treatment.

Income Replacement

When an employee is not working as a result of an illness or injury covered by workers' compensation, the employee shall receive payment from the insurance carrier at the established rate in lieu of receiving a regular payroll check.

Generally, an employee who is eligible for workers' compensation may use sick leave, vacation and/or compensatory time for scheduled workdays lost during the first three days following the injury or illness. If the employee continues to be eligible for workers' compensation, the employee will be paid by the workers' compensation carrier at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability.

Workers' Compensation and FMLA

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). Workers' compensation leaves will run concurrently with applicable Family and Medical Leave Act leaves in cases where a temporary light duty assignment is not available, or where the

employee has refused a temporary light duty assignment, or in other circumstances where the requirements of FMLA have been met.

Return to Work

Before returning to work, an employee who has been receiving Workers' Compensation benefits must submit evidence satisfactory to the County that the employee is safely able to return to work.

6:6 Temporary Light Duty or Modified Assignment

Eligibility

Temporary light duty assignments may be made by the County for employees with work-related injuries or illnesses who are covered by workers' compensation or for qualified individuals with disabilities that prevent them from performing their normal job duties. In either case, eligibility for light duty is limited to employees for whom the assignment would be a progressive step in their return to work.

An employee with a job-related injury or illness who refuses a light duty assignment will lose workers' compensation payments and will be placed on an unpaid Family and Medical Leave Act (FMLA) leave if the employee's condition qualifies as a serious health condition and the employee is eligible for leave under that policy. At that point, the employer may require or the employee may elect to substitute accrued paid leave from the date the workers' compensation benefits cease.

Duration of Light Duty Assignments

Assignment of light duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by the County. Light duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary light duty assignments are not intended to become regular assignments.

Medical Certification

Before assigning temporary light duty, the County will require medical certification from the employee's physician or other health care provider that the employee is unable to perform his or her normal job duties within medical restrictions, and that the employee is able to perform the proposed light duty assignment within medical restrictions. At the conclusion of the light duty assignment, the County will require fitness-for-duty medical certification to determine whether the employee is able to return to his or her normal job duties.

Temporary Modified Assignment

It is the policy of Hardin County to provide temporary modified work, if available at the earliest possible date following a work related injury or illness, for employees who are unable to return to their regular job classifications. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the American's with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Inquiries about the ADA or FMLA should be directed to the County Auditor's office.

The policy applies to all eligible workers receiving workers' compensation benefits resulting from a work related injury or illness and who have a temporary restriction(s). This policy will be followed whenever appropriate.

The County may offer temporary modified work to employees with an off the job injury/illness who are unable to return to his/her regular job classification due to a temporary disability.

Modified Duty assignments must be accompanied with a Work Status Report or medical provider's certification.

Objectives:

- Provide procedures for administering temporary modified return-to-work assignments;
- When possible, temporary modified assignments will be made available to injured workers to minimize or eliminate lost time from work. The County cannot guarantee, temporary modified assignments and is under no obligation to offer, create or burden any specific position for purpose of offering placement to such a position;
- Promote speedy recovery and rehabilitate employee back to work as effectively and as quickly as possible while keeping the employee's work patterns and income consistent;
- Complete the essential tasks of the employee's job function; and
- Maintain communication among all parties to ensure quality medical care and to manage claim costs.

Procedures:

The Employee's Supervisor Department Head or Elected Official:

- Provides the employee with a job description that reflects the essential functions and physical demands of the position and a Work Status Report for the designated medical provider to complete;
- Review the completed Work Status Report or medical certification in conjunction with the job description to determine if temporary modified work is available in any department within the County. Consults with the Designated Medical Provider if necessary;
- Fills out the RTW Agreement and meets with the employee to review; and
- Monitors on-going medical and work adjustment, meets with employee as needed to review status.

Employee:

- Take required paperwork to designated medical provider appointments (job description, Work Status Report);
- Review and sign RTW Agreement;
- Follow work restrictions as prescribed by designated medical provider;
- Adhere to the temporary restrictions and accommodations, do not perform any activities that exceed work restrictions;

- Report immediately to supervisor any work duties or activities that exceed work restrictions;
- Report immediately to supervisor if any work restriction(s) and/or accommodation(s) cause discomfort or make medical condition worse;
- Inform supervisor in advance of medical appointments, schedule any medical appointments during non-work time, if possible; and
- Update supervisor with current Work Status Report or updated certification from designated medical provider after every appointment.

In the event an employee refuses a temporary modified assignment, which is within the restrictions identified by the designated medical provider, workers' compensation benefits could be affected. In such cases, the County will notify the insurance carrier of the employee's refusal of the temporary modified assignment.

Return to Work After Light Duty

If, at the end of the temporary light duty assignment, the employee is able to perform his or her normal job duties without posing significant risk of harm to his or her health or the safety or health of others, the employee may return to his or her normal position. If, at the end of the temporary light duty assignment, the employee is not able to perform his or her normal job duties without posing significant risk of harm to his or her health or the health or safety of others, the County will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to work. Possible reasonable accommodations include job restructuring or unpaid leaves of absence. If no reasonable accommodation is available to return the employee to his or her previous position, the County will then consider transferring the employee to a vacant position for which the employee is qualified.

6:7 Returning to Work Following Personal Injury

Employees may be on leave due to an inability to work following injury that occurred while the employee was off duty or otherwise not connected to the requirements of the employee's job. This policy applies to employees seeking to return to work following leave where the County has a reasonable belief that the employee's ability to perform essential job functions will be impaired by the employee's condition or that the employee will pose a direct threat due to a medical condition. The Department Head/Governing Board, in consultation with the Auditor's office, may require a returning employee to submit to a job-related medical examination when necessary to determine if the employee is still able to perform the essential functions of the employee's position, and to any fitness for duty examinations required by federal, state or local law or County policy.

6:8 IPERS

Public employment provides most employees with coverage under the Iowa Public Employees' Retirement System (IPERS). The County is required to deduct a specified amount from your gross pay. Your deduction is contributed on a pretax basis for federal income tax purposes and will be contributed on a pretax basis for state income tax purposes as well. In addition, the County 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.

6:9 Deferred Compensation Plan

The Hardin County Board of Supervisors may implement and maintain a deferred compensation plan for eligible employees. Contact the Auditor's Office for further information.

Section 7 – Use of County Property

7:1 County Property

Taxpayers have invested a great deal of money in the property and equipment that you use to perform your job. We ask all employees to take care of County property and to report any problems to their supervisor. If a piece of equipment or property is unsafe for use, please report it immediately.

Please use property only in the manner intended and as instructed.

We do not allow personal use of the County's property unless specifically authorized in this Handbook.

7:2 County Vehicles

We have invested in County vehicles so that our employees can use them on County business in place of their own vehicle. We need your help in keeping the County's vehicles in the best condition possible. Please keep them clean, and remove any trash or personal items when you are finished using the vehicles.

Any accidents, mechanical problems or other problems must be immediately reported to your supervisor. Only authorized employees may use County vehicles, and they may do so only on County business. You are strictly prohibited from using County vehicles while under the influence of drugs or alcohol or while otherwise impaired. You must have a valid driver's license to use County vehicles, and we expect that you will drive in a safe and courteous manner. If you receive any tickets for parking violations or moving violations, you are responsible for taking care of them.

De minimis personal use of a County vehicle is acceptable with Department Head approval.

7:3 County Equipment and Technology

Hardin County provides supplies, equipment, and materials necessary for you to perform your job. These items include but are not limited to: telephones, computers, email and the internet. These items are intended to be used for the Hardin County purposes. Minimal, appropriate personal use may be acceptable as determined and authorized by your Department Head.

Employees have no reasonable expectation of privacy with respect to any county provided equipment whether or not employees have private access or an entry code into any system. The County may access, review, audit, and disclose all matters sent over its systems or placed into the systems' storage. Employees who are terminated, laid off, or on extended leave of absence have no right to access the County's systems.

It is unacceptable for any user at any time to access, use, submit, publish, display, or transmit on any County computer system information which:

- Violates or infringes on the rights of any other person, including the right to privacy;

- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise objectionable or illegal material (this includes, but is not limited to, messages that are inconsistent with the County's policies concerning workplace harassment and sexual harassment);
- Contains any material or comments that would offend someone on the basis of his or her race, gender, age, sexual orientation, gender identity, religious or political beliefs, national origin, or disability;
- Restricts or inhibits other authorized users from using the system or otherwise inhibits the efficiency of the computer system;
- Encourages the use of controlled substances or uses the computer system for the purpose of inciting crime, or
- Uses the system for any other illegal purpose.

It is also unacceptable for any user at any time to use the facilities and capabilities of the system to:

- Conduct any business activity or solicit the performance of any activity which is prohibited by law;
- On-line game playing; or
- Transmit material, information or software in violation of any local, state or federal law.

Loading, copying or installing any software, including commercial software, shareware, freeware, games, screen savers, or any other type of software onto County equipment and/or systems is prohibited without authorization from the appropriate department head. Employees who are authorized to download information from the Internet must comply with disk scanning procedures established by the County to minimize the risk of contracting a computer virus. Employees are prohibited from deactivating software designed to detect and destroy computer viruses.

Use of the County's equipment and systems to copy and/or transmit any documents, images, software or other information protected by a copyright owned by someone other than the County, without proper authorization from the copyright owner, is prohibited. Copyright protection applies to any document, image, software or information unless it is specifically marked as public, not copyrighted, or freeware. In the absence of any specific copyright markings, material or information should be considered copyright protected. The County assumes no responsibility for reviewing, ascertaining or policing copyright material that may be transmitted to or from the electronic communication system by employees.

Employees may be disciplined, up to and including termination, for failing to comply with the County's expectations regarding use of the County's equipment and technology systems.

Section 8 – Leave and Time Off

8:1 Vacation

Full-time regular employees are eligible to accrue vacation on a prorated basis from their start date. Annual vacation shall be accrued as follows:

Eligible employees *regularly scheduled to work a 37.5 hour work week* accrue vacation time according to the following schedule:

Years of Continuous Service	Accrual Rate	Capped Hours
1 st Year	1.44 Hours per pay period	37.5
During the 2 nd – 4 th Years	2.88 Hours per pay period	112.5
During 5 th – 9 th Years	4.33 Hours per pay period	150.0
During 10 - 19 th Years	5.77 Hours per pay period	187.5
More than 20 Years	7.21 Hours per pay period	225.0

Capped Hours: This means this is the maximum total hours allowed to be accrued at any time.

Accrual of vacation hours shall occur only up to the maximum capped hours. Once an employee has reached the maximum capped hours, no more vacation time shall accrue until vacation hours have been used to allow for accrual to occur.

Eligible employees *regularly scheduled to work a 40 hour work week* accrue vacation time according to the following schedule:

Years of Continuous Service	Accrual Rate	Capped Hours
1 st Year	1.54 Hours per pay period	40.0
During the 2 nd – 4 th Years	3.08 Hours per pay period	120.0
During 5 th – 9 th Years	4.62 Hours per pay period	160.0
During 10 - 19 th Years	6.15 Hours per pay period	200.0
More than 20 Years	7.69 Hours per pay period	240.0

Employees must schedule their vacations in advance, with their department head, or their designee.

Vacation shall be taken in no less than 15-minute increments.

Employees will be paid for any accrued and unused vacation when they separate employment, unless specified elsewhere in this handbook.

Employees hired after July 1, 2015 shall not be eligible for the 20-year step of 5 weeks of vacation.

8:2 Holidays

Hardin County observes holidays as presented at the annual organizational meeting:

New Year's Day	Veterans Day
One (1) day as determined yearly for either MLK or President's Day	Thanksgiving
Memorial Day – as observed nationally	Friday after Thanksgiving
Independence Day	Two (2) days for Christmas
Labor Day	

Holidays falling on a Saturday will be observed the preceding Friday; holidays falling on a Sunday will be observed the following Monday. Departments working seven-day schedules will observe the actual holiday.

Personal Day

Eligible employees are also entitled to take one personal day each year. You must schedule your personal day with your supervisor in advance. If you do not use your personal day during the year, you may not carry it over to the next year.

Pay for Holidays Not Worked

Full-time employees who do not work on a holiday listed above shall receive holiday pay in the amount of their regular compensation computed at one time their normal straight time hourly rate times their normal daily work hours. Part-time employees are not eligible for holiday pay.

Pay for Holiday Worked

Part-time employees required to work on a holiday will be paid at one and one-half (1 ½) times their regular hourly rate. Full-time employees required to work on a holiday will be paid for all hours worked at their regular rate of pay, and in addition, will receive holiday pay of one and one-half (1 ½) times their regular pay rate for each holiday worked. The pay for working on a holiday day shall only apply to work performed on the actual holiday itself.

Holidays during Paid Leave

If a recognized holiday falls during any paid scheduled leave or approved paid sick leave, it will be counted as holiday and will not be deducted from your accumulated vacation or sick leave.

8:3 Sick Leave

The County provides paid sick days to full-time regular employees to the following provisions. Part-time, temporary and seasonal employees are not eligible for paid sick leave.

Eligibility and Accrual of Sick Leave

Full time employees will earn sick leave days at the rate of 15 days per year, with any days absent to be approved by the department head. Sick leave will be earned at a rate of 1.25 days per month effective on the first day of the month following the initial date of employment. Sick leave days can be

accumulated up to a maximum 90 days. An employee with an existing sick leave balance of more than 90 working days at the time this policy was established is not required to forfeit his or her accrued leave above that cap, however that employee shall not accrue any additional sick leave until his or her sick leave balance falls below 90 working days.

Use of Sick Leave

Employees may use sick leave when they are unable to work due to illness or injury or the illness of a child. Sick leave is not to be used as extra vacation, personal days or any other leave unless specifically stated otherwise in this handbook. Verification with a doctor's signature may be required by the employer before sick leave is granted.

You must report to your supervisor if you will need to take sick leave. We ask that employees call in as soon as they realize that they will be unable to work, before the regular start of their workday.

Employees may accrue a maximum of 90 working days of sick leave. Once an employee has reached this limit, no more sick leave will accrue until the employee uses sick leave to reduce the accrued total below the maximum.

If a Holiday Falls during Sick Leave

If a County holiday falls when you are on a paid sick leave day, you will be paid holiday pay and sick leave will not be deducted from your accumulated sick leave.

Sick Leave Benefits upon Retirement

Upon retirement, in accordance with IPERS, employees who have 15 years of service or more with Hardin County shall receive payment for 25% of unused sick leave up to \$2,000 lump sum.

8:4 Family and Medical Leave

In accordance with the Family Medical Leave Act (FMLA), Hardin County will grant up to 12 weeks unpaid leave annually, based on the previous rolling 12 month period. To be eligible for this leave an employee must have worked for Hardin County for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

- Employee's serious medical condition.
- Birth, adoption or placement of a child.
- Caring for a spouse, child or parent, with a serious health condition.
- Exigency arising out of the fact that the employee's spouse, child or parent is covered military member on covered active duty.

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with Federal Law.

You must provide a written request for leave and sufficient medical certification to the Auditor's Office

at least 15 calendar days in advance of your planned absence. If circumstances require that the leave begin in less than 15 days, you must notify the Auditor's office as soon as is practicable. In accordance with federal law, Hardin County reserves the right to request re-certification and/or periodic reports from the employee during the period of FMLA leave.

The annual FMLA allowance will run concurrent with any Workers' Compensation leave, provided the reason for the absence is due to a qualifying "serious health condition" as defined in the FMLA. Employees will be required to use all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation unless the employee is receiving short-term disability benefits during the FMLA leave. Employees receiving short-term disability benefits may supplement these benefits with use of their accrued leave banks up to a maximum of forty percent (40%) of their weekly earnings. If an employee chooses to supplement disability benefits with their leave time, all deductions will be taken out as normal to satisfy their portion due to the County for benefits. An employee may choose not to supplement with their leave time. Should an employee decide to not use their leave time the employee must make a payment to Hardin County for their portion of their deductions by the 15th of each month.

While you are on family or medical leave, paid or unpaid, the County will continue your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to pay the same cost of coverage as if you were actively at work. You will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is more than thirty days late.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you do not return to work following FMLA leave you will be required to reimburse the county for your share of health insurance premiums paid on your behalf.

You will be required to present a certificate from your physician releasing you to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, Hardin County shall assume that the employee has resigned.

8:5 Bereavement Leave

Employees may be granted time off with pay for up to 5 days in the event of the death of a family member (spouse, son, daughter, step-child, brother, step-brother, sister, step-sister, or parent).

Employees may be granted time off with pay for up to 2 days in the event of the death of a family member (in-laws, grandparents, step-grandparents, grandchildren or step- grandchildren).

8:6 Military Leave

Employees with military obligations will be granted leaves of absence in accordance with applicable federal and state laws.

8:7 Volunteer Emergency Services

An employee shall not suffer loss of pay during normal hours of work while participating in approved emergency volunteer work for any city or county agency with prior approval of the Department Head, governing board, or elected official. This shall include volunteer emergency work as fire fighters, reserve peace officers, or emergency care providers.

8:8 Voting Leave

The County encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you do not have three consecutive nonworking hours between the opening and closing of polls in which to vote, you may submit a written request to your supervisor as soon as possible before the election for time off to vote. Your supervisor will designate and notify you of the time you will be allowed to vote.

8:9 Jury Duty

If you are called for jury duty, you are entitled to take time off with pay, as necessary, to fulfill your jury obligations.

When you receive a jury duty summon, you must immediately inform and submit a copy of the summons to your immediate supervisor. If you are chosen to sit on a jury, you must inform your supervisor how long the trial is expected to last. You must also check in with your supervisor periodically during your jury service, so the County knows when to expect you back at work.

On any day when your jury service ends before the end of your usual work day, you must check in with your supervisor to find out whether you need to return to work for that day.

While on paid jury leave, the County will continue your regular salary, but you must submit certification of the number of hours spent in such service and assign any compensation you receive in connection with the duty, less any reimbursement for travel or meal expenses, to the County Auditor.

8:10 Inclement Weather

When the Courthouse is closed due to weather or other emergencies, courthouse employees will be expected to utilize compensatory time, vacation, or leave without pay for all hours involved during their regular work schedule. With the approval of their immediate supervisors, employees may make up lost time, or may elect to work their regularly scheduled hours even though the courthouse may be closed to the general public.

8:11 Unpaid Leave (Personal days other than family medical leave)

A department head may grant an unpaid leave of absence not to exceed ten days per fiscal year for an employee who needs the time for personal reasons. The Board of Supervisors may extend said leave for additional periods, each not to exceed 30 working days. During an unpaid leave of absence, a full-time employee:

- Receives no compensation.
- Does not earn vacation or accumulate sick leave, unless the employee is at work or on vacation leave 10 or more days in the calendar month.
- Does not collect sick leave benefits.
- Does not contribute to retirement programs.
- Unless the employee was at work, vacation leave, or sick leave 10 or more days in a calendar month, the employee must reimburse the employer for all group hospital and medical insurance premiums, and group life and disability insurance paid while on leave, if continuous coverage is desired.
- Unpaid leave shall not count as time worked for the computation of overtime.

Section 9--Performance

9:1 Performance Reviews

Because our employees' performance is vital to our success, we may conduct periodic reviews of individual employee performance. We hope that, through these reviews, our employees will learn what we expect of them and we will learn what they expect of us.

To learn more about our performance review system, contact your department head or immediately supervisor.

Section 10—Workplace Behavior

10:1 Guidelines for Employee Conduct and Discipline

In order to maintain safe, efficient and harmonious operations, and to continue to provide the highest standard of public service, the County has adopted the following guidelines to outline examples of unacceptable employee conduct. These guidelines reflect a common understanding of what behavior is acceptable in the workplace.

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

The County expects your complete cooperation in observing these rules which have been designed for our common protection and benefit.

Employee Conduct

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

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records.
3. Knowingly giving inaccurate information or unnecessarily withholding information.
4. Violating the County's policy against workplace harassment of any kind.
5. Unreasonable and/or abusive treatment of a client, citizen, other county employee or individual in the community.
6. Establishing an unacceptable pattern of tardiness or absenteeism, or failing to report for work without notification to the County.
7. Unauthorized failure to return from a leave of absence.
8. Engaging in excessive, unnecessary, or unauthorized use of County property or supplies, particularly for personal use.
9. Destruction or loss of county property, including abuse of tools, equipment and/or clothing allotments.
10. Obtaining materials or leave time based on fraudulent and/or dishonest information.
11. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her county job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the county from taking disciplinary action.)
12. Reporting to work intoxicated or under the influence of non-prescribed drugs, narcotics, alcohol, or other any physically impairing and/or illegal substances.
13. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
14. Bringing or using alcoholic beverages to or in County workplaces or using alcoholic beverages while engaged in County business off of County premises.
15. Fighting or using obscene, abusive, or threatening language.
16. Stealing property of coworkers, customers, clients, or the County.
17. Having unauthorized firearms or other weapons on County premises or while on County

business.

18. Disregarding smoking, safety or security regulations.
19. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers.
20. Failing to follow County job instructions or to perform work requested by a supervisor or manager.
21. Refusal to cooperate in a workplace investigation.
22. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.
23. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
24. Failing to maintain confidentiality of County, client, patient, or customer information.
25. Failing to maintain necessary licenses and/or certifications.
26. Failing to maintain motor vehicle insurability.
27. Abusing any County leave policies.

Discipline

If your performance, work habits, attitude, or demeanor becomes unsatisfactory in the judgment of the County, based on violations of either the guidelines listed above, or other County policies, rules, procedures, or expectations, you may be subject to disciplinary action, up to and including discharge. Certain offenses can be corrected using progressive discipline. Situations that the County believes will respond to corrective discipline will normally be handled as follows:

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

The Department Head or elected official may elect to place an employee on paid investigative leave before making any determination of corrective or disciplinary action.

The County reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including discharge, without regard to the progressive discipline guidelines explained above. The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives, which prompted it. Related and mitigating factors would be considered when determining the appropriate action to take.

Employees are free to resign their employment with the County at any time and for any reason and the County retains the same right regarding termination of employment.

Section 11 – Health and Safety

11:1 Safety Policy

The County takes employee safety very seriously. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

- Horseplay, roughhousing and other physical acts that may endanger employees or cause accidents are prohibited.
- Employees must follow their supervisors' safety instructions.
- Employees in certain positions may be required to wear protective equipment, such as hair nets, hard hats, safety glasses, work boots, ear plugs or masks. Your supervisor will let you know if your position requires protective gear.
- Employees in certain positions may be prohibited from wearing dangling jewelry or apparel, or may be required to pull back or cover their hair, for safety purposes. Your supervisor will tell you if you fall into one of these categories.
- All equipment and machinery must be used properly. This means all guards, restraints and other safety devices must be used at all times. Do not use equipment for other than its intended purpose.
- All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor. The County will look into the matter promptly.
- All employees must immediately report any workplace accident or injury to their immediate supervisor.

11:2 Workplace Security

It is every employee's responsibility to help keep our workplace secure from unauthorized intruders. After-hours access to the workplace is limited to those employees who need to work late. If you are going to be working past our usual closing time, please let your supervisor know. Every employee must comply with these security precautions.

11:3 What to Do in an Emergency

In case of an emergency, such as a fire, tornado or accident, your first priority should be your own safety. In the event of an emergency causing serious injuries, dial 911, to alert police and rescue workers of the situation. If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the fire exits. Remember that every second may count—do not return to the workplace to retrieve personal belongings or work-related items. Once you have exited the building, head towards your designated areas so everyone can be accounted for.

11:4 Violence Is Prohibited

Hardin County will not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking and threats of violence. Any comments about violence will be taken seriously—and may result in discipline up to and including termination. Please **do not** joke or make offhand remarks about violence.

Section 12 – Employee Records

12:1 Your Personnel File

Hardin County maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Hardin County, and access to the information they contain is restricted. Generally, only management personnel of Hardin County who have a legitimate reason to review information in a file are allowed to do so. However, pursuant to Iowa Code Section 22.7(11)(a), certain information contained in City employee personnel records shall be public records, including the fact that an employee was demoted, discharged, or resigned in lieu of discharge, as well as the documented reasons and rationale for that disciplinary action.

Employees who wish to review their own file should contact the Auditor's Office or appropriate department. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by Hardin County to maintain the files.

Section 13 – Drugs and Alcohol

Drug and Alcohol Use in the Workplace

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

Drug Free Workplace

It is the policy of the County to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks, threatens the County's ability to operate effectively and efficiently, and undermines the public's trust in our operations. Thus, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in County business off the County's premises is strictly prohibited. alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge. At its discretion, the County may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official business. A report of a conviction must be made to your Department Head within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

Drug Testing of Employees Required to Maintain a Commercial Driver's License

Federal law requires drug testing of certain employees required to have a commercial driver's license (CDL). Employees covered by those federal regulations will receive a supplement to this substance abuse policy.

Post-Accident Testing

Drivers are subject to both post-accident alcohol and drug tests as soon as possible after an accident in which a fatality occurred or in an accident where the driver received a citation and:

- bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident; or
- a vehicle was towed from the scene irrespective of the value of the damage to the vehicle.

Drivers must remain readily available for post-accident testing. Drivers who leave the scene or who do not remain readily available are assumed to have refused to test. Necessary medical treatment cannot and should not be denied to a driver waiting to complete post-accident alcohol and drug tests.

Alcohol testing requirements:

Alcohol testing will be administered within two hours and no later than eight hours of the accident. Reasons for administering the alcohol test later than two hours after the accident must be documented. Reasons for not administering the test within eight hours of the accident must be documented. Employees are prohibited from consuming alcohol for eight hours after the accident or until the alcohol test is completed.

Drug testing requirements:

Drug testing will be administered as soon as possible and no later than 32 hours after the accident. Reasons for not administering the test must be documented.

Results of drug or alcohol testing conducted by law enforcement officers or other officials on the scene with independent authority to conduct such tests are presumed valid if the testing conforms to the law. The County must receive a copy of the results to use them.

Section 14 – Confidentiality and Conflicts of Interest

14:1 Confidentiality Procedures

Because of the importance of keeping certain information confidential, the County follows practices designed to alert employees to sensitive and confidential information, to limit access to that information and to inform employees about what disclosures are and are not acceptable. We expect employees to follow these procedures. Employees who fail to do so face discipline, up to and including termination. If you have any questions about these procedures, contact your immediate supervisor.

14:2 Health Insurance Operating Procedures: Health Insurance Portability and Accountability (HIPAA)

The County has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by County representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the County's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

The County has designated the Auditor's office Director as the HIPAA Compliance Officer (HCO), and any questions or issues regarding PHI should be presented to the HCO for resolution. The HCO is also charged with the responsibility for a) issuing procedural guidelines for access for PHI; b) developing a matrix for personnel who will need access to PHI; and c) developing guidelines for describing how and when PHI will be maintained, used, transferred or transmitted.

Annually or as necessary, the County performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the HCO. General rules follow:

- Disclosures that do not qualify as PHI-protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosures to workers' compensation providers and those authorized by the workers' compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being

furnished for claims processing purposes involving workers' compensation and/or short- or long-term disability and medical information received to verify ADA or FMLA status.

Personnel record and disclosures of PHI will be maintained for a period of six years as required by federal law, unless a state law requires a longer retention period. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data is not compromised in the future in accordance with the County record destruction policy.

Section 15 – Separation of Employment

15:1 Voluntary Resignation

Employees shall present a written resignation at least two weeks prior to the effective date of the resignation.

15:2 Exit Interviews

We will attempt to hold an exit interview with every employee who leaves the County, regardless of the reason for leaving. During the interview, you will have the opportunity to tell us about your employment experience working with the County—what you liked, what you didn't like, where you think we can improve, etc. We greatly appreciate it when departing employees are forthcoming about their experience and we value the insight gleaned through such interviews.

In addition, the exit interview also gives us a chance to handle some practical matters that relate to the end of your employment. You will also have an opportunity to ask any questions you might have about insurance, benefits, final paychecks, references or any other matters relating to your employment. At the time of the exit interview, you will be expected to return all County property at the interview.

15:3 Final Check

All employees leaving employment with the County will receive their paycheck for hours worked at the next regularly scheduled pay day following their last day of employment. A final check will include pay for all unused and accrued vacation (if applicable, see above) and comp time. Payment will be remitted on or before the next payroll cycle for final check.

Section 16 – Education and Staff Development Policy

16:1 Education

The Hardin County Board of Supervisors encourages the development of each employee to their fullest potential. One means of obtaining this goal is through education. Participation in and successful completion of special training programs in job related courses may be considered in promotions. Evidence of successful completion of training programs shall be filed by the employee with the department head.

16:2 Learning Sessions

Appropriate instructional meetings, schools, and conferences presented by various organizations inside and outside the county may provide a beneficial learning experience to certain employees. The main criteria that should be used in judging the appropriateness of such learning sessions should be the anticipated improvement of the individual employee's efficiency and/or the subsequent increased efficiency of the employee's department.

Reimbursement

If the learning session involves costs exceeding \$500, the employee shall submit a letter describing the learning session and requesting approval to attend to their Department Head and the Board of Supervisors at least 2 weeks prior to the date of the session. An estimate of travel expenses and lodging expense, if any, to be incurred should accompany this letter, as the \$500 cap is for all costs. All reimbursements shall be specifically appropriated in the department's budget for this purpose.

**ACKNOWLEDGMENT OF
RECEIPT
AND UNDERSTANDING OF THE HARDIN
COUNTY EMPLOYEE HANDBOOK**

I have received my copy of the Hardin County Employee Handbook. I acknowledge the importance of reading the handbook in order to understand my rights and responsibilities, as well as the County's expectations of me, as an employee of County. I understand that the handbook has been provided to me for informational purposes only, and that the County may change or withdraw any policies, procedures, or benefit programs at any time. In addition, I understand that the County may interpret, clarify, and/or deviate from the procedures set forth in this handbook.

I acknowledge that this handbook is not a contract of employment, expressed or implied, and that I am not guaranteed employment for any specific duration. Either the County or I may terminate my employment at any time with or without notice or cause. I understand that violations of County policies contained in this handbook could lead to discipline, up to and including termination.

I understand that if I have any questions, I am to talk with my immediate supervisor.

(Employee Name)

(Employee Signature)

(Date)



HARDIN COUNTY

Courthouse

HARDIN COUNTY COURTHOUSE
1215 EDGINGTON AVE.
ELDORA, IA 50627

HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of 07/01/2022
Date

Name: Austin Day
Address: 23475 OO Avenue
Eldora IA 50627
City State Zip Code

Department: Secondary Roads
Position: Motor Grader Operator
Salary/Hourly Rate: \$22.25/hr

Fund: 20000 - Secondary Road Fund

Status: Full-time Permanent Part-time Temporary/Seasonal Part-time

Reason of Change:

- Hired
 - Promotion
 - Demotion
 - Pay Increase
 - Leave of Absence
 - Resignation
 - Retirement
 - Layoff
 - Discharge
- _____ Dates _____

Other: Incorrect FY23 wage given previously.

Dates of Employment: 05/18/2022 to _____ Last Day of Work _____
From To (if applicable)

Beyond the last day of work, the following vacation time was (or will be paid): _____ to _____
From To

Authorized by: _____ Date _____
Elected Official or Department Head

Authorized by: _____ Date _____
Board of Supervisors



HARDIN COUNTY

Courthouse

HARDIN COUNTY COURTHOUSE
1215 EDGINGTON AVE.
ELDORA, IA 50627

HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of 07/18/2022
Date

Name: Aden Butler
Address: 620 Peach Street
New Providence IA 50206
City State Zip Code

Department: Secondary Roads
Position: Heavy Equipment Operator
Salary/Hourly Rate: \$22.00/hr

Fund: 20000 - Secondary Road Fund

Status: Full-time Permanent Part-time Temporary/Seasonal Part-time

Reason of Change:

- Hired Resignation
- Promotion Retirement
- Demotion Layoff
- Pay Increase Discharge
- Leave of Absence _____
Dates

Other: 50 cent per hour raise after 6 month probationary period

Dates of Employment: 07/18/2022 to _____ Last Day of Work _____
From To (if applicable)

Beyond the last day of work, the following vacation time was (or will be paid): _____ to _____
From To

Authorized by: _____ Date _____
Elected Official or Department Head

Authorized by: _____ Date _____
Board of Supervisors



HARDIN COUNTY

Courthouse

HARDIN COUNTY COURTHOUSE
1215 EDGINGTON AVE.
ELDORA, IA 50627

HARDIN COUNTY Employee Change of Status Report

Please enter the following change(s) as of 07/11/2022
Date

Name: Lori Kohart
Address: 210 28th Avenue
Eldora IA 50627
City State Zip Code

Department: Secondary Roads
Position: Office Manager
Salary/Hourly Rate: \$19.50/hr

Fund: _____

Status: Full-time Permanent Part-time Temporary/Seasonal Part-time

Reason of Change:

Hired Resignation
 Promotion Retirement
 Demotion Layoff
 Pay Increase Discharge
 Leave of Absence _____
Dates

Other: 50 cent per hour raise after 6 month probation period

Dates of Employment: 07/11/2022 to _____
From To Last Day of Work _____
(if applicable)

Beyond the last day of work, the following vacation time was (or will be paid): _____ to _____
From To

Authorized by: _____
Elected Official or Department Head Date

Authorized by: _____
Board of Supervisors Date

HARDIN COUNTY
Employee Change of Status Report

Please enter the following change(s) as of: July 6, 2022

Name: Larsen, Spencer

Address: Traer, IA

Department: Sheriff's Office

Position: Correctional Officer

Fund

Gross _0001-05-050-111-10108

Salary or Hourly Rate: \$20.35 hr

STATUS () Full-time () Permanent Part-time () Temporary/Seasonal
Part-time

Reason for change:

- | | |
|---|-----------------|
| (<input checked="" type="checkbox"/>) Hired | () Resignation |
| () Promotion | () Retirement |
| () Demotion | () Layoff |
| () Pay Increase | () Discharge |
| () Leave of absence to: _____ | |

(date)

() Other:

Dates of Employment: From: To

Last day of work will be:

Beyond the last day of work, the employee was (or will be) paid for:

Vacation:

Comp:

Authorized by: James D. Holmes Date: 06-29-2022
Elected Official or Department Head

Approved by: _____ Date: _____
Appropriate Board (If Applicable)

HARDIN COUNTY
Employee Change of Status Report

Please enter the following change(s) as of: July 1, 2022

Name: Sorenson, John

Address: Eldora, IA

Department: Sheriff's Office

Position: Correctional Officer - Sergeant

Fund _____

Gross _____

Salary or Hourly Rate: \$24.75/hr

STATUS Full-time () Permanent Part-time () Temporary/Seasonal
Part-time

Reason for change:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Hired | <input checked="" type="checkbox"/> Resignation |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Pay Increase | <input type="checkbox"/> Discharge |

Leave of absence to: _____
(date)

Other:

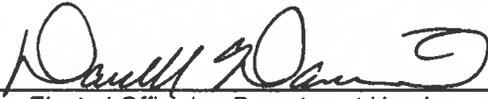
Dates of Employment: From: 10-25-21 To 07-01-22

Last day of work will be: 07-01-22

Beyond the last day of work, the employee was (or will be) paid for:

Vacation:

Comp:

Authorized by:  Date: 06-23-2022
Elected Official or Department Head

Approved by: _____ Date: _____
Appropriate Board (If Applicable)

HARDIN CO. SHERIFF'S OFFICE



David L. McDaniel
1116 14th Avenue
Eldora, Iowa 50627
641-939-8189
1-800-568-4373
Fax 641-939-8249

A New Century of Service

21-22 Fiscal Year

0001-1-05-1000-440003
0001-1-05-1000-440004
0001-4-05-9100-847000

June Fees

Civil Fees	\$	3,660.88
Civil Mileage	\$	1,340.31
Prescriptions/MH		
	\$	5,001.19

21-22 Fiscal Year

0001-1-05-1000-250100
0001-1-05-1000-250200
0001-1-05-9000-440002
0001-1-05-1000-440006
0001-1-05-1000-441000
0001-1-05-1000-443000
0001-1-05-1000-445000
0001-1-05-1000-550001
0001-1-05-1000-850100
0001-1-05-1000-440007
0001-1-05-1000-589010

June Fees

Contract Law	\$	19,263.65
Care Prisoners/Accomodatio	\$	67,161.33
Driving Records		
Purchase Permits		
Weapon Permits	\$	600.00
Work Release	\$	-
Sex Offender Reg.	\$	-
Copy Reports	\$	35.00
CO ENF Surcharge	\$	17.50
Fingerprint fees	\$	80.00
Restitution	\$	-
Total:	\$	87,157.48

Funds paid to Treasurer

Total fees	\$	92,158.67
FY 21/22		