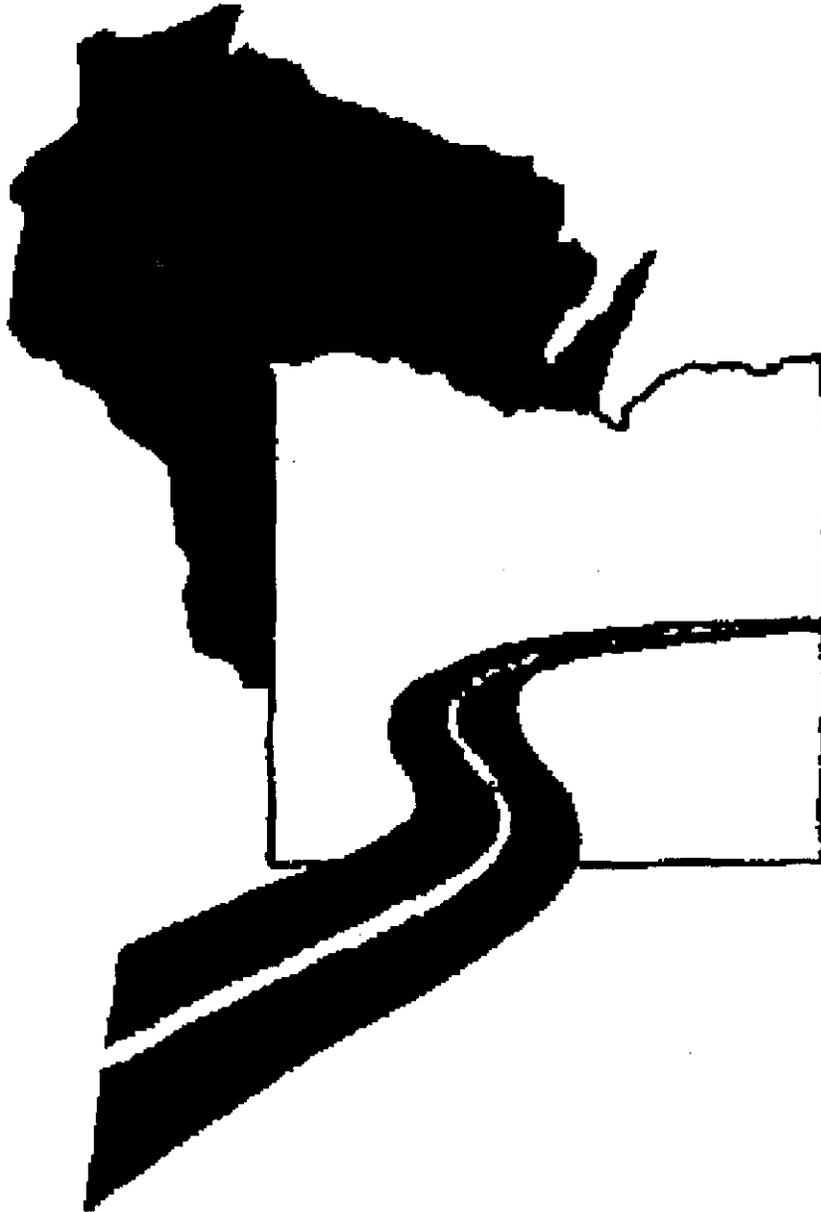


**IOWA COUNTY
TRANSPORTATION
DEPARTMENT**



EMPLOYEE HANDBOOK

IOWA COUNTY TRANSPORTATION DEPT. EMPLOYEE HANDBOOK

Introduction:

As an employee of the Iowa County Transportation Dept., you are a very important person involved in the welfare of our county and surrounding communities.

You do have specific responsibilities in regard to the safe travel of the general public and to the development and safety of Iowa County. As an employee of the Iowa County Transportation Dept., it is your responsibility to perform your assigned duties in the best interest and safety of the County and the traveling public.

Your employment with Iowa County indicates that we believe you will use your ability and judgement to the best interest of everyone concerned. You are not only responsible for thousands of dollars of equipment, but for many lives of the traveling public.

As a Transportation Dept. employee, you are considered a professional; therefore you should perform in a professional manner, whether it be plowing snow, driving truck, operating equipment, mowing, flagging traffic or whatever duty is assigned you. Remember, you are always in the public's eye, and everyone sees a Transportation Dept. employee!!!

This booklet is being offered to you as an employee of the Transportation Dept. with the County and your best interest in mind. Hopefully, you will read and study this manual with not only your welfare and safety in mind, but the welfare of everyone working, living, or traveling through Iowa County.

The following pages will include department policies, regulations, and instructions. Ignorance of these practices will not and can not be used as excuses for non-compliance. Any employee who has questions, must ask. Policies set forth in this handbook are not all inclusive, are not intended to create a contract, nor are they a promise of employment.

Reading and understanding this handbook is a minimum requirement for your position with Iowa County.

Any additions or changes made to this handbook will be distributed to all employees. Employees will be required to understand them and add them to their handbook.

Thank you.

Iowa County Transportation Committee
Leo Klosterman, Commissioner
Roger Venden, State Patrol Supt.
Mark James, General Patrol Supt.

Harassment, Discrimination and Retaliation Policy

Iowa County is committed to provide a work environment that is free of discrimination, and unlawful harassment. Federal and State law prohibits employment discrimination on the basis of race, color, religion, or political beliefs, creed, sex, age, disability, national origin and sexual preference. Among these prohibitions is the harassment of fellow employees. Action, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic enforced by the Federal and State equal rights laws will not be tolerated. Accordingly, Iowa County is committed to vigorously enforcing this harassment, discrimination, and retaliation policy at all levels within the county.

It is the policy of Iowa County that harassment, discrimination and retaliation in the workplace is unacceptable conduct and will not be tolerated or condoned. It is the affirmative duty of each employee to help maintain a workplace free from harassment, discrimination and retaliation which includes refraining from insulting, degrading, demeaning or exploitative behavior towards other employees, vendors, members of the public, etc. In addition, to maintaining a workplace free from harassment, discrimination and retaliation it is the affirmative duty of an employee observing such conduct to report it to the appropriate personnel.

While all forms of harassment, discrimination, and retaliation are prohibited by the County, sexual harassment is specifically prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Violations of the policy in the area of sexual harassment occurs when:

- (1) submission to such conduct is made a condition of employment; or
- (2) submission to or rejection of such conduct is used as the basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.; or
- (3) such conduct otherwise interferes with work performance by creating an intimidating, hostile, or offensive working environment.

Any employee who feels he/she has been subjected to sexual harassment should address the matter immediately with his/her department head, or the Personnel Director or Corporation Counsel.

It is the affirmative duty of each employee to cooperate with and not impede any investigation(s) of alleged sexual harassment. Furthermore, Iowa County prohibits any employee from retaliating or discriminating in any way against anyone who has articulated any concern about sexual harassment to his or herself, or against any other person.

All complaints of alleged sexual harassment will be promptly and thoroughly investigated, including anonymous complaints and violations of the policy will be treated as serious disciplinary infractions. Departmental Heads will immediately bring forth any available evidence of sexual harassment to the Personnel Director. The Personnel Director and Departmental Head will work together to deal effectively with the harassment once such behavior has been brought to their attention. Any employee who violates the policy against sexual harassment, or encourages another to violate the policy will be subject to disciplinary action. The disciplinary action depending on the severity and type of violating behavior could be up to and including discharge. Iowa County recognizes that false accusations of sexual harassment can have grave repercussions on those accused and intentional false accusations will be considered a violation of the County Policy.

Iowa County will provide periodic management education and employee awareness programs that emphasize the County's concern for the seriousness of this harassment issue.

*The following examples are illustrative and should not be construed as all-inclusive:

Verbal: sexual innuendo, suggestive comments, insults, threats, jokes or derogatory comments based on sex; sexual propositions or advances; and pressure for sexual favors.

Nonverbal: displaying of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, whistling, or making obscene gestures.

Physical: touching, pinching, squeezing, patting, brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse; or assault; or, any attempt to engage in the above conduct.

End of Policy:

COMPLAINANT STATEMENT

Name _____

Person(s) involved _____

What happened? (Be specific. Include all actions, statements, and who was present when it happened, etc.)

I hereby certify that the above information provided by me on this form is true and accurate to the best of my knowledge and recollection.

Signature _____

Date received by Personnel Director _____ Time _____ AM/PM

RESPONDENT STATEMENT

Name _____

Person(s) involved _____

What happened? (Be specific. Include all actions, statements, and who was present when it happened, etc.)

I hereby certify that the above information provided by me on this form is true and accurate to the best of my knowledge and recollection.

Signature _____

Date received by Personnel Director _____ Time _____ AM/PM

WITNESS STATEMENT

Name _____

Person(s) involved _____

What happened? (Be specific. Include all actions, statements, and who was present when it happened, etc.)

I hereby certify that the above information provided by me on this form is true and accurate to the best of my knowledge and recollection.

Signature _____

Date received by Personnel Director _____ Time _____ AM/PM

GENERAL RULES

Obey Traffic Laws

Any employee operating Transportation Dept. equipment shall obey all highway regulations.

Prevention of Accidents

Employees shall perform their work and operate the equipment with their safety and the safety of others in mind. Highway work is dangerous and there isn't much room for error.

Lead persons are responsible for the safety and welfare of their crews. If at any time the Lead person feels conditions are not safe (i.e., situations which may be life threatening or cause injury to his crew) he/she should contact the supervisors or Commissioner and request additional safety precautions. All Patrolmen shall be considered responsible for these conditions when on their own sections and when they are not accompanied by a Lead person.

All accidents shall be reported immediately to the Lead person, Supervisor, Commissioner or highway office personnel. A report must be filed as soon as possible, and no later than the end of that shift. The above procedure is also required for injuries no matter how small they may be.

Courteous Treatment of the Public

All employees are required to be courteous to the public. If any circumstance arises that may lead to confrontation or conflict, a supervisor or the Highway Commissioner should be contacted immediately.

WORK RULES

The Transportation Dept. expects employees to perform their assigned duties at or above satisfactory levels; to conduct themselves according to established policies and procedures; to follow generally accepted standard of business behavior and to comply with all laws, rules and regulations applicable to their activities.

Employees of the Iowa County Transportation Dept. are prohibited from committing any of the following acts during assigned working hours, including but not limited to:

Work Performance

1. Insubordination, including disobedience, failure or refusal to follow written or oral instructions of supervisory authority or to carry out work assignments.
2. Neglecting job duties or responsibilities.
3. Loafing, loitering, sleeping, visiting, or engaging in unauthorized personal business.
4. Disclosure of confidential information and/or records.
5. Falsifying records or giving false information to other employees responsible for record keeping.
6. Failure to observe all safety rules and practices including, but not limited to, the use of protective equipment and clothing, or in the operation of vehicles and equipment.
7. Failure to report accidents or injuries, including traffic accidents.
8. Poor performance.
9. Conduct which disrupts work activities, including but not limited to, conducting union activities during working hours.

Attendance & Punctuality

1. Failure to report promptly at the starting time, leaving before the scheduled quitting time, or failure to notify management of impending absence or tardiness. (Note: If an employee does not call in ½ hr. before his/her assigned starting time that he/she will be unable to be at work that day, he/she will not be paid for that day.)
2. Habitual tardiness. Any employee working in or from an outlying shop must check in with the parts room personnel 5 minutes before his/her scheduled starting time and be in radio contact at all times after check-in. (Note: All radios are to be on and operating loud enough to hear from a distance of 10 ft. during working hours.)

3. False or fraudulent use of sick leave. Note: If an employee is absent without an acceptable reason or notice for two consecutive work days, they may be terminated.
4. Leaving the place of duty during scheduled working hours with County vehicle. No employee shall leave place of duty before quitting time unless for repairs or maintenance, the job is completed, or he/she is directed to do so by management. This prohibition includes, but is not limited to, using a County vehicle without permission and leaving the work area during lunch or break time.
5. No one should return to the shop more than 20 minutes before quitting time unless maintenance on unit is required, e.g. greasing fittings, changing tires, fixing lights, and washing vehicle. If wash area is occupied, avoid down time by completing maintenance work to the vehicle.
6. Failure to observe the time limits of lunch, break or wash up periods. (Note: one 15-minute break is allowed in the morning.)
7. Engaging in any outside activities which may interfere with the employees' independence of judgement or his/her ability to perform duties as an employee of the County. (Note: This includes, but is not limited to, working at an outside job when requested to work at or for the County.)
8. All overtime must be authorized by the Lead person, Supervisors, or Commissioner when deemed necessary and before the overtime work begins.
9. Anyone who leaves work early for any reason must inform his/her Lead person, Superintendent, the Commissioner, and/or the parts room personnel that he/she will be leaving prior to his/her normal departure, and the reason for that early departure.
10. Employees who belong to a volunteer fire dept., ambulance crew, or first responder group must inform the Commissioner, Superintendents, the Parts Room personnel, or the Lead person (if one is at your job site), when leaving to attend an emergency call. When returning to the work site, the same party must be informed of your return. Transportation Dept. vehicles must not be used for transportation to emergency site unless it is in your immediate area. You should be within a reasonable distance drive (5 minutes) from your emergency unit base to respond to the call.
11. Smoking is restricted to designated areas during authorized breaks. (Smoking restrictions as defined in County Resolution No. 8-0700.)

Use of Property

1. Theft or unauthorized removal of property (Note: Employee may be terminated and turned over to proper authorities for prosecution.)
2. Abuse or misuse of County or private property, equipment or materials.

3. **NOTE: Any employee involved in any type of accident while using County owned, rented, or leased equipment may be required to appear before the Transportation Committee.**
4. Unauthorized possession of County or private property, equipment or materials.
5. Unauthorized use of County or private equipment, including vehicles, telephones, or mail service.
6. Unauthorized entry to County property outside of assigned working hours.
7. Unauthorized lending, borrowing or duplicating of keys.
8. Soliciting or accepting any unauthorized compensation, reward or gift from outside sources for any matter related to the employees' job as an employee of the County.

Personal Injury

1. Threatening, attempting or inflicting bodily injury.
2. Threatening, intimidating, or interfering with other County employees.
3. Unauthorized possession of weapons.
4. Making false or malicious statements concerning other employees, supervisors, or the Transportation Dept.
5. Possession of or use of alcoholic beverages or unauthorized drugs during working hours.
6. Reporting for work in an unsafe condition or under the influence of alcoholic beverages or unauthorized drugs.
7. Sexual harassment, discrimination or retaliation.

Personal Safety

1. Smoking while fueling equipment
2. Allowing engine to run while fueling equipment
3. Failure to complete pre-trip inspection of vehicles (e.g. Checking all fluid levels, lights, safety equipment, air pressure of tires, cleanliness of vehicle)
4. Failure to complete fueling of equipment at the end of each work day
5. Allowing any person other than Transportation Dept. employees on or in any County vehicle except in an emergency or when approved by management.

6. Failure to keep safety guards and shields on all equipment. They shall be kept in place except when removed for repair work. At no time shall a machine be operated without proper safety equipment in place.
7. Failure to wear the proper safety equipment recommended for the type of work being performed. Safety vests or approved safety shirts must be worn at all times when working within the road right-of-way. Note: Due to most working conditions for a Transportation Dept. employee, canvas-type shoes are not allowed. Shoes must be made of durable leather or a durable synthetic leather substitute, and management has discretion in determining if shoes are inappropriate for a particular work assignment. A shirt or t-shirt is required to be worn during scheduled working hours. Employees may wear shorts, but they must be hemmed and arms-at-your-side finger length, and employees must have a pair of pants available also. (This matter will be at the discretion of the Highway Commissioner and cannot be grieved.)
8. Failure to wear hard hats when working in the quarry, when cutting brush or trees, when putting up snow fencing, when doing construction work or any type of ditching, and when not being the actual operator of a motorized machine. (Note: an example is the operator of the backhoe while digging a ditch need not have a hard hat on as long as he stays in the machine. Anyone working near that area must wear a hard hat.)
9. Failure to immediately and thoroughly clean up any gas, grease, fuel oil, oil or other fluids spilled on shop floor or at work site. (Note: If a large amount of gas, fuel or oil is spilled in an outside work area, the Commissioner or Superintendent must be notified immediately.)
10. Failure to wear safety restraints at all times in vehicle equipped with such restraints.
11. Failure to maintain a valid drivers license (CDL) while employed in a position that requires a CDL. Employees must abide by all state and federal laws covering CDL's. If any employee loses his/her CDL privileges for any reason, he/she must report this information immediately to the Commissioner or Superintendent.

Any violation of the above, depending upon the nature of the incident and/or history of related performance problems or misconduct, may result in one or more of the following actions:

Counseling
Verbal Warning
Written Warning
One or More Days of Suspension Without Pay
Termination

The County reserves the right to take any action it deems appropriate, and therefore the above examples are not intended to be all inclusive and other action may be taken if appropriate in the judgement of the County.

DRESS CODE

At an Iowa County Highway Committee meeting on August 20, 2001, Joe Thomas made a motion that hemmed shorts (without frays) may be worn between the dates of Memorial Day and Labor Day. The hemmed pant length should reach the fingertips while standing with arms extended at side in a straight down position. Employees wishing to wear shorts must have a pair of long pants available upon request at work. Daentl seconded the motion and the motion carried.

On April 18, 2005 Wunderlin made the motion that safety t-shirts with reflecting tape or safety vests must be worn. Clifton seconded the motion and the motion passed unanimously.

Any extenuating circumstances will be at the discretion of the Highway Commissioner and will not be grievable.

NOTE: This is an addition to the Employee Handbook.