



**East Central Iowa
Council of Governments
Employee Handbook**

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INTRODUCTION

General Information

Welcome to the East Central Iowa Council of Governments (ECICOG). This handbook describes some of the ECICOG's policies, procedures, benefits, and other matters concerning your employment with ECICOG. These policies and procedures are designed for all employees to facilitate cooperation, efficiency, and unity through a shared understanding. This handbook is not meant to be an exhaustive list of all the rules and entitlements related to employment by ECICOG.

Policies and procedures are subject to review and ECICOG reserves the right to modify, revoke, suspend, terminate, or change any or all policies in whole or part, at any time, with or without prior notice. These policies and procedures supersede all prior policies and procedures, whether written or established by past practice, and are designed to apply to all employees unless otherwise provided. Any changes in federal, state, or local laws will be reflected in periodic updates or in application of policies.

Some of the policies and benefits described in this handbook, such as the group health insurance plan, are covered in greater detail in official policy documents from insurance carriers. You should refer to those documents for more information.

This handbook is not intended to create a contract between ECICOG and any person or group of employees. All employees are at-will employees meaning you have the right to terminate your employment relationship and ECICOG has a similar right.

Executive Director's Role

ECICOG Board has identified the Executive Director as the individual responsible for overseeing and enforcing the policies contained in this handbook. In turn, the Executive Director may delegate certain responsibilities to Department Directors or other individuals. The ECICOG Board of Directors oversees the work of the Executive Director and the Executive Director is expected to lead by example with respect to the policies outlined in this handbook.

Complaint Procedure

Misunderstandings, conflicts, problems, or other questions about an employee's job can arise in any workplace. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If an employee's concern relates to sexual harassment or another type of workplace harassment, the procedure outlined in the harassment policy contained in this handbook should be followed. For other complaints, ECICOG has adopted the following process to respond to employee concerns:

1. An employee shall present the complaint verbally or in writing to his or her immediate supervisor within ten working days of the incident giving rise to the complaint, unless the grievance involves that individual, and then to the next higher supervisor. If the complaint was provided verbally, the complainant should place it in writing as soon as possible following the initial presentation of the complaint.
2. The person to whom the complaint has been submitted will meet informally with the affected employee and will render a decision within five working days of receipt of the complaint. A copy of the decision will be provided to the Executive Director.

3. If the employee is not satisfied with the resolution of the complaint, he or she may present the complaint, in writing, to the Executive Director within five working days of receipt of the decision.
4. The Executive Director will meet to discuss the grievance with the employee and immediate supervisor and will render a written decision within five working days of the meeting.
5. If the employee is not satisfied with the resolution of the complaint, the employee will have five working days to file a written request for a hearing with the Executive Committee at the next scheduled meeting of the Board of Directors. The employee, immediate supervisor, and Executive Director will be present at the meeting of the Executive Committee. The decision of the Executive Committee will be final and reported in writing to the employee within ten working days of the meeting.

Questions

Employees with questions regarding the content of this handbook should not hesitate to contact their Director or the Executive Director. This problem-solving procedure may be revised or modified by Employer at any time.

EMPLOYMENT

Equal Employment Opportunity and Americans with Disability Act

ECICOG is dedicated to equal employment and advancement opportunities. It is ECICOG's policy to hire and promote qualified individuals on the basis of their qualifications, interest, and aptitude, without unlawful regard to race, religion, color, creed, sex, age, national origin, disability, military status, sexual orientation, marital status, gender identity, genetic information, political ideology, or any other characteristic 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, demotions, compensation, discipline, benefits, termination and any other conditions or privileges of employment.

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals on the basis of disability. ECICOG will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of that person's known physical or mental disability. For additional information, review the accommodation policy on page 10 of this handbook.

Religious Accommodations

ECICOG is committed to providing equal employment opportunities, regardless of religious beliefs and practices. Reasonable accommodations will be provided if doing so would resolve a conflict between the employee's sincerely held religious beliefs or practices and a work requirement unless doing so would create an undue hardship for ECICOG. If you believe you require such an accommodation, you should contact the Executive Director verbally or in writing.

Work Authorization

All employees before beginning work with ECICOG must provide appropriate documentation verifying employee identity and work authorization within 3 business days of the date that employment begins and complete an I-9/Work Verification form. This form is intended to ensure that employees are legally allowed to work in the United States and are kept by ECICOG as part of its records. If an individual is unable to timely complete the I-9 form or provide appropriate documentation, any offer of employment will be withdrawn, and any employment relationship terminated.

Employees' social security numbers are also submitted by ECICOG to various government agencies as part of its normal operations. This includes income reporting for taxes, potential identification by Social Security number for benefits and submission to the Social Security Administration for the calculation of payroll benefits, as well as verification of your Social Security number.

In the event that ECICOG receives notice that your social security number cannot be verified or is a "no match" ECICOG may ask you for additional information to confirm the information forwarded to the Social Security Administration was correct and that a typographical error has not occurred. If the information is correct and a "no match" exists, the employee will be required to address this issue with the Social Security Administration and provide verification that the problem has been satisfactorily corrected. In order to confirm compliance with the law if the employee used his/her social security card as part of the I-9 process, the employee may also be asked to re-verify the information provided on the I-9 or provide alternate information.

Failure to meet these requirements or resolve any social security number “no match” will result in termination of the employee.

Background Checks

ECICOG may conduct pre-employment and periodic background checks on all applicants who accept an offer of employment to maintain a safe and productive work environment. Employees will be required to provide authorization for such checks. Background checks may include verification of any information on the applicant’s resume or application form including a motor vehicle record, employment history, reference checks and criminal and abuse record, proof of insurance and any applicable data base such as those for excluded providers and licensure for those positions requiring a license.

All offers of employment are conditional upon successful receipt of a background check report that is acceptable to ECICOG. Reports are kept confidential and are only viewed by individuals involved in the pre-employment hiring process. Background checks include a criminal record check, as required by law, although a criminal conviction does not automatically bar an applicant from employment.

ECICOG also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment or if required by law or contract in the same manner as described above.

Employment of Relatives/Close Relationships

ECICOG discourages the employment of, or contracting with, relatives of employees and Board members. Relatives include parents, grandparents, grandchildren, spouse, siblings, children, in-law or similar relationships. Exceptions must be approved by the Executive Director prior to hire or other action.

Romantic relationships between employees are discouraged. Employees who marry, become “domestic partners” or “significant others,” or become members of the same household may continue employment if there is not:

- A direct or indirect supervisor/subordinate relationship between the employees;
- An actual, perceived, or potential conflict of interest; and/or
- Relationship does not have any negative effect on the working environment.

Should one of the above situations occur, ECICOG would attempt to find a suitable position within the company to which one of the affected employees may transfer. If accommodations of this nature are not practical and/or in line with business needs, ECICOG will determine appropriate action up to and including termination of both employees.

Job Announcements

It is ECICOG’s general policy to announce open positions at least ten calendar days before the deadline for filling the position. The announcement may also be shared with various media outlets inviting the public to apply for the position. Applicants shall be considered on the basis of job-related qualifications including education, experience, technical skills, past performance, efficiency, and disciplinary record in accordance with our EEO policy. In addition, candidates will be evaluated on ECICOG’s shared values of service, teamwork, flexibility, initiative and “can-do” attitude. Military service may also be a factor in

hiring decisions, as provided by Iowa's Veteran's Preference law. ECICOG reserves the right to consider all lawful factors in making its hiring determinations.

Employment Status

Employees are assigned an employment status upon hire, as described below. Nothing in this or any other section of this handbook shall be construed as a guarantee of an employment status or the number of hours an employee will be scheduled to work.

"Full-time employee" means an employee hired to work ECICOG's normal full-time work week on a regular basis. Such employees may be exempt (generally salaried and not entitled to receive overtime for work performed beyond 40 hours in a work week) or nonexempt (entitled to overtime pay at the rate of time and one-half the regular rate of pay for hours worked beyond 40 hours in a work week) under the Fair Labor Standards Act (FLSA). Exempt full-time employees may be required to work more than 40 hours per week from time to time. A full-time work week is 40 hours.

"Part-time employee" means an employee hired to work less than ECICOG's normal full-time work week or fewer than 40 hours per week. Such employees may be exempt or nonexempt under the FLSA.

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

Separation from Employment

Employment is voluntary and at-will. Separations may be voluntary or involuntary. If an employee wants to terminate employment, you are urged to notify the Executive Director at least 14 days in advance. Notice allows sufficient time to transfer work responsibilities. Employees are not entitled to use PTO during their notice period. If employees provide a 14-day notice and return all employer owned property, then Employer will pay out accrued and unused PTO. PTO otherwise is not paid out at separation of employment. All former employees are reminded of their duty to keep non-public information confidential as required by law.

Reemployment

Employees of ECICOG who have terminated employment and are subsequently rehired are considered new hires and will not be entitled to seniority or accumulated benefits from previous employment.

Personnel Files

ECICOG maintains personnel files on each employee, which contain job-related information including performance appraisals, disciplinary records, and beneficiary designations. Any information pertaining to an employee's health or medical condition will be kept in a separate, confidential file.

To ensure that ECICOG records are current, employees must notify the Office Manager whenever there are any changes to home address, telephone number, marital status, emergency contact, beneficiary designations, and dependents. Employees interested in reviewing the contents of their file may do so at a time mutually agreed upon by the employee and the Executive Director. A representative of ECICOG

may be present during this review. Employees may request and receive a copy of the contents of their personnel file. ECICOG may charge a reasonable fee to copy the requested items.

Employee Licenses and Certifications

It is the employee's responsibility to keep his or her required licenses and/or certifications current. All required licenses and certificates shall be brought to the Office Manager to be copied for the employee's personnel file. Failure to keep required licenses and certifications current may result in termination.

Accommodations

Employer is committed to complying with all state and federal laws regarding the employment of individuals with disabilities. Consistent with this policy, Employer will provide reasonable accommodations to otherwise qualified disabled applicants or employees, as required by applicable laws, provided that such accommodation does not constitute an undue hardship on Employer.

Employees who have any condition, including the use of a physician prescribed medication, that will adversely affect job performance or the safety of the employee or other individuals in the workplace should speak to the Executive Director regarding what, if any, reasonable accommodations would be appropriate. Consistent with applicable law, appropriate medical documentation may be requested to support any request for accommodation. Employer reserves the right to choose among reasonable accommodations.

Facilities are made available during the course of the day for employees who need to take medication such as insulin injections or lactating mothers. Please see the Executive Director regarding utilization of the health room or with any other questions related to accommodations.

WORK SCHEDULES AND LEAVES OF ABSENCE

Hours of Operation and Work Schedules

ECICOG offices are open Monday through Friday, five days per week, from 8:00 a.m. to 4:30 p.m., except on regularly scheduled holidays or as otherwise directed by the Executive Director. Normal working hours for full-time staff members will be 8:00 a.m. to 4:30 p.m. Monday through Friday plus night or weekend meetings as needed. Employees may modify their start and end times by an hour with the approval of their Director. Employees are required to keep their outlook calendars current so that others are aware of their schedule. Schedules may be altered to meet business needs.

Lunch and Work Breaks

Full-time employees receive two fifteen (15) minute paid breaks; one in the morning and one in the afternoon. Employees receive a thirty (30) minutes unpaid break for lunch. Employees can combine breaks into their lunch break. Both should be scheduled so as not to disrupt the needs of the business or service to our clients. Abuse of this policy may result in disciplinary action.

Flexible Scheduling

The Executive Director may, at his or in her discretion, permit the use of flexible schedules by employees allowing for 40 hours of work per week to be performed in more or less than five working days, or in blocks of time not equal to eight hours per day. Employees must obtain prior approval from the Executive Director before flexing their schedule.

Inclement Weather

ECICOG's office will normally be open on all regular workdays regardless of weather conditions. Employees are encouraged to monitor the weather and to take their laptop and work home if they believe the weather may prevent them from reporting to work the following day. The determination to close the office will be made by the Executive Director. If such determination is made before the beginning of a workday, an all-staff email will be sent. If severe weather prevents the office from being open, employees will be expected to work as much as possible from home (provided they have remote working capabilities) and will be paid accordingly.

In the event of inclement or adverse weather conditions, an employee feels that he/she cannot safely report to work, the employee shall notify their Director prior to when the employee is scheduled to report to work. An employee who feels that he/she cannot safely report to work has the option to work from home (if prepared) or use PTO. If the employee has an insufficient amount of accrued vacation or personal days, he/she will receive leave without pay for such absence(s).

Work From Home

With permission of their Director and the Executive Director, employees may be permitted to work from home for a portion of their schedule. The decision to approve working from home will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization. Such an arrangement must be beneficial for both the employee and ECICOG, and employee productivity and availability must match or exceed what would be expected in the office. Unless prior approval is given, employees are expected to home office in the ECICOG region. If the employee decides to relocate outside of the State of Iowa and wishes to continue work for ECICOG, the

employee must consult with the Executive Director who in her discretion may determine whether work can continue.

The employee's compensation, benefits, work status, responsibilities and amount of time the employee is expected to work per day will not change due if work from home privileges are granted. All work-related accidents and injuries must be reported to the Executive Director so that the incident can be investigated.

ECICOG assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits as those followed on Employer's premises. In the case of an injury while working at home, the employee will immediately report the injury to his/her supervisor to get instructions for obtaining medical treatment.

The employee should not undertake to provide primary care for a child or others during at-home working hours. If a child or other person who needs regular monitoring will be home during the employee's at-home working hours, some other individual should be present to provide primary care. However, if a child is ill, the employee may, on a temporary basis, provide primary care for that child subject to approval of the employee's supervisor. The employee also should not undertake to provide primary care for any person who would otherwise require the care of a nurse.

Working from home is not a universal employee benefit. As such, ECICOG has the right to refuse to make working from home available to an employee and to terminate a work from home arrangement at any time.

Holidays

Employees are eligible for the following holidays with pay:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Two Floating Holidays

Holidays falling on a Saturday are normally observed on the preceding Friday and holidays falling on a Sunday are normally observed on the following Monday. Nonexempt employees who work on one of these holidays with the Executive Director's approval shall receive normal compensation for the day and will receive another day off with pay. If a holiday falls while an employee is out of the office on excused paid leave, it will be counted as a holiday and will not be deducted from the employee's PTO bank.

Employees on unpaid leave over a holiday will not be paid for that holiday. A new employee whose first working day is the day after a paid holiday shall not be paid for that holiday. An employee who is terminating his or her employment whose last working day is the day before the holiday shall not be

paid for that holiday. Employees requesting religious holidays or observances should make a request in advance. Such requests are subject to approval and if granted the employee may use PTO or take the time as unpaid. Holiday pay will be calculated based on the employee's straight-time pay rate times the number of hours the employee would otherwise have worked on that day. Holidays for part-time employees will be prorated based on their full-time equivalent.

Floating holidays are scheduled at each employee's discretion with his or her Director's approval. Floating holidays must be taken in 8-hour increments.

Paid Time Off

ECICOG recognizes the importance of time away from work for rest, vacation, sick time, personal activities and appointments and provides annual Paid Time Off (PTO) to eligible regular full-time and part-time employees based upon an individual's employment classification and tenure. PTO must be scheduled in advance and approved by the employee's supervisor, except in cases of illness or emergency. PTO will run concurrently with any approved FML leave. The scheduling of PTO will be approved in a manner which balances the operational and service delivery needs with the time off preferences of the employee. Each Director will review their preferred method for receiving PTO requests with their direct reports. There is no guarantee that a PTO request will be approved.

Employees cannot have a negative PTO balance. At the start of the fiscal year (July 1), an employee's PTO balance cannot exceed the total PTO hours he or she can accumulate in one year, plus 25%. An employee that reaches the PTO accrual maximum will cease to accrue PTO hours until sufficient PTO time has been taken to bring the balance below the maximum. PTO is to be used in one-hour increments and does not count as hours worked for overtime calculation purposes

Once an employee has exhausted all of his or her accrued PTO time, additional absences, assuming they are approved by the Executive Director, will be unpaid unless paid leave is available under another policy contained in this handbook.

The maximum accruals outlined in the following table are based upon a 40-hour work week. PTO does not accrue on overtime hours or unpaid leaves. PTO accrual is pro-rated for part-time employees. While PTO accrues per pay period, the maximum number of hours the employee can possibly accrue will be advanced in full to the employee's PTO account on July 1st of each fiscal year. Employees may draw against the entire balance credited with the stipulation that any PTO taken but not earned prior to separation must be repaid to ECICOG by the employee.

PTO Accrual Table:

Completed Years of Service	Potential Pay Period Accrual Rate	Potential Annual Accrual Amount	Maximum Allowable in PTO Balance
0-2	7.33 hours	176hrs/22 days	220 hrs/27.5 days
3-4	8.0 hours	192 hrs/24 days	240hrs/30 days
5+	9.0 hours	216 hrs/27 days	270 hrs/33.75 days
10+	10.66 hours	256 hrs/32 days	320hrs/40 days

Employees are expected to use their PTO. No payments will be made in lieu of taking PTO, except for payment of accrued, unused PTO at time of termination. To qualify for payment of accrued but unused

PTO, an employee voluntarily terminating must provide 14 days written notice, work all scheduled hours within the notice period, return all employer owned equipment, and comply with all company policies. PTO does not accrue during any notice period. Employees who are involuntarily terminated do not receive payment for accrued but unused PTO.

Long Term Illness/Injury Account

If an employee has a PTO balance over the maximum as of July 1, the employee may transfer accumulated hours of PTO above the maximum to a Long-Term Illness/Injury Account. Transfers may be made at the beginning of each fiscal year. Leave under this account may be used for any non-work-related illness or injury or temporary disability, including pregnancy, which prevents an employee from performing their job duties, or due to the illness or injury of an employee's spouse, child, parent or household member. Leave under this account may only be used after the third day of absence due to illness or injury, including for absences covered by FML.

The Executive Director may require the employee to furnish proof of illness issued by a licensed healthcare provider. This account will be maintained for the employee's use throughout employment with ECICOG until it is depleted. An employee's decision to convert PTO to this account may not be amended at a later date. ECICOG will not provide payment for any remaining balance upon resignation or termination.

Employees have the option of donating time from their Long-Term Illness/Injury Account to another employee on an eligible long-term leave with the approval of the Executive Director. Employees interested in this option should contact the Executive Director for additional information.

Unpaid Leaves of Absence

Unpaid leaves of absence may be granted in certain circumstances. An employee who has exhausted all applicable PTO may request an unpaid leave of absence. During such a leave, employees are not eligible for holiday pay and PTO does not accrue. Applications for unpaid leave must be made in writing, state the reasons for the leave and inclusive dates, if known, and be submitted to the Executive Director. In some cases, medical certification of the expected duration of the leave may be required. Approval of unpaid leave is at the discretion of the Executive Director. If the leave is for more than 30 days, the employee will be responsible for the full cost of health insurance premiums.

An employee that plans to return to work following an unpaid leave taken under this section must notify the Executive Director before the end of the leave. If the leave was for anything other than medical issues or military service, ECICOG will attempt to restore the employee to the position held at the start of the leave, or in a comparable position, if possible. If no such position is available, employment will be terminated.

If the unpaid leave was for medical reasons, an employee may be required to submit to fitness-for-duty testing before returning to work. If, at the end of the unpaid leave of absence, the employee is not able to perform his or her normal job duties, ECICOG 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.

If the unpaid leave was for military service, reinstatement will be governed by applicable state and federal law, as discussed below.

Family and Medical Leave (FML)

General

ECICOG complies with requirements of the federally enacted Family and Medical Leave Act to provide job-protected unpaid leave. To be eligible, an employee must have worked a minimum of 12 months for ECICOG (does not have to be consecutive), must have worked a minimum of 1,250 hours during the 12 months preceding the start of the leave period, and if at least 50 employees are employed by within 75 miles.

The FML will be unpaid. Employees must use their accrued paid leave time prior to entering non-paid FML status. Workers' Compensation leave runs concurrently with FML. Employees on workers' compensation are not required to use other available paid leave while on workers' compensation.

The maximum twelve (12) weeks of FML, when used for illness, whether on the part of the employee, the employee's spouse, child, or parent may be taken either continuously or intermittently. Additional leave may be applicable when providing care for an injured service member. Employees who take leave for birth, adoption, or foster care of a child may not take the leave intermittently, or on a reduced schedule unless the employee and ECICOG agree on the schedule. If an eligible employee requests intermittent leave or leave in conjunction with a reduced work schedule, ECICOG may require the employee to transfer to an available alternative position for which the employee is qualified and which better accommodates the leave request. The alternative position will have equivalent pay and benefits, but may not have equivalent duties. No carryover for unused FML is allowed from one year to the next.

Employees must provide 30 days written advance notice when possible. When 30 days is not possible, notice should be given as soon as practicable.

The following events are covered under the FML Policy:

- 1) Employee's serious health condition – a condition that requires inpatient care in a hospital, hospice, and/or residential medical facility, or a condition that affects regular daily activity for more than three calendar days and also involves continuing treatment by a health care provider.
- 2) The birth of a child, placement of a child for adoption or foster care. Entitlement to leave expires 12 months after the birth or placement. FML may be taken by both male and female employees. Leave may begin before the birth, adoption, or foster care.
- 3) Caring for the employee's sick child, spouse or parent.

This definition includes:

- Biological, adopted and foster children under the age of 18.
- Disabled children of any age who are incapable of self-care.
- Common-law spouses to the extent recognized by Iowa law.
- Adult children to the extent that illness or injury impacts upon activities of daily living.

This definition may include:

- A child of a spouse or domestic partner or a grandchild who lives with the employee.
- A person who treated the employee as a son or daughter when the employee was under 18 years of age.
- Adult children who may require assistance with the activities of daily living.

This definition excludes:

- Domestic partners who are not legal spouses.
- Parents-in-law.

- Children over the age of 18 who are capable of performing their activities of daily living.
- 4) Caring for a disabled Service member and certain forms of exigent circumstances.

FML is not granted to seek employment elsewhere. If an employee does seek employment elsewhere while on FML leave from ECICOG, his/her employment with ECICOG will be terminated. If a husband and wife both work for the ECICOG, they are entitled to 12 weeks of FML for birth or placement of adult or caring for a sick parent, which they can split between them. Both are entitled to the full 12 weeks for their own illness or caring for a sick child or spouse.

ECICOG may require medical certification before granting FML for the employee's own illness or if the employee is needed to care for a sick relative. The certification should include an estimate of leave duration. ECICOG may require at its expense a second opinion. ECICOG reserves the right to request a third opinion, in which case, both parties shall agree on the health care provider and the provider's opinion will be binding. ECICOG will pay the cost incurred in obtaining the second and third opinions. ECICOG also has the right to require reasonable re-certification during the leave. ECICOG does not request or review genetic information as part of its employment practices. If genetic information is mistakenly received it will be shredded.

The FML time period of 12 weeks will be based on the 12-week period measured forward from the day an employee's first FML begins. The employee is responsible for any insurance premiums he/she would normally pay as an active employee. If the premium payment by the employee is more than 30 days late, the coverage may lapse. Employees, while on FML, will not accrue paid time off, but will be restored to the same position they left, or to one with equivalent terms and conditions of employment. If there are layoffs or reductions in force while employees are on leave, and they would have lost their jobs had they remained, they lose their right of reinstatement. ECICOG reserves the right to deny reinstatement to salaried employees who are among the highest paid 10 percent, if necessary, to prevent substantial economic injury to ECICOG. In such case will notify the employee, as soon as practical, that reinstatement may be denied. If the leave has already begun, the employee who received notice and who elects to return to work by the next business day, shall not be denied reinstatement.

Prior to return to work employees will be required to provide a status report. An employee who fails to provide a certificate to return to work in the form provided and which specifically relates to essential job functions when FML ends may be denied reinstatement. All forms are available from the Office Manager.

Family Leave Relating to Service Members

A spouse, child, parent, or designated next of kin (nearest blood relative) may receive up to twenty-six (26) work weeks of unpaid leave in a rolling twelve (12) month period to provide needed care for a service member. An eligible service member must be:

- a member of the armed services, including National Guard or Reserves;
- who, while on active duty, sustained a serious injury or illness in the line of duty that renders that person medically unfit for duty; and
- who is undergoing treatment, including outpatient treatment, through a military or other designated facility for such serious injury or illness; or
- is on the temporary disability retired list for such serious injury or illness.

Medical certification is required for the type of leave requested.

A spouse, child, or parent of a service member called to active duty may receive up to twelve (12) work weeks of FML due to exigent circumstances relating to the active duty assignment. Exigent circumstances may include deployment ceremonies, time to arrange for alternate child care, time to complete legal issues and other matters. Certification of such exigent circumstances is required.

To receive service member related FML, the employee must otherwise be eligible for FML, meeting all FML requirements. No combination of FML for any reason may exceed twenty-six (26) weeks in any twelve (12) month period. Leave may be taken consecutively or intermittently. All other requirements of the FML policy apply to service member leave.

Maternity/Paternity Leave

ECICOG provides two (2) weeks of paid parental leave in conjunction with the birth or adoption of child. Such leave shall be used prior to the use of PTO. Employees who are disabled because of pregnancy or maternity needs who do not have sufficient PTO available may also apply for an unpaid leave for the period of the disability, or up to eight weeks, whichever is less, as provided in Iowa Code section 216.6(2)(e). All paid parental leave under this policy runs concurrently with any available leave provided under Iowa Code section 216.6(2)(e). All leave under this policy runs concurrently with FMLA leave unless otherwise prohibited by law. ECICOG may require medical certification stating that the employee is not able to perform the duties of employment.

Military Leave

ECICOG grants leaves of absence for military service to full-time and part-time employees in accordance with applicable state and federal law. Qualifying employees may use accrued vacation leave but are not required to do so. At the conclusion of military service leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay, and benefits. Employees are requested to notify the Executive Director as soon as they are aware of the military obligation. All employees must comply with USERRA.

Bereavement Leave

An employee may be granted up to five (5) days paid leave of absence for the death of an immediate family member or a member of their household. For purposes of this policy, "immediate family member" is defined as an employee's husband, wife, child, father, mother, and corresponding step-relations. A "member of the household" is someone who was a permanent occupant of the employee's place of residence. An employee may be granted up to three days paid leave of absence for the death of an extended family member, defined for purposes of this policy as the employee's sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandfather, grandmother, grandchild, and corresponding step-relations. These leave periods constitute the maximum number of days allowed for paid bereavement leave and are approved at the discretion of the Executive Director on a case-by-case basis. Additionally, the Executive Director reserves the right to request proof of death and/or relationship to authenticate the right to paid bereavement leave.

Jury and Witness Duty

ECICOG encourages employees to fulfill their civic responsibilities by performing jury duty when required. Any full-time employee required to report for jury duty will receive a paid leave of absence for the time spent on duty subject to the requirements of this policy. Any part-time employee required to report for jury duty shall receive an unpaid leave of absence for the time spent on duty.

An employee subpoenaed as a witness for the organization or any related company will be paid at his/her regular rate of pay. An employee subpoenaed as a witness for court action not related to the organization may take an unpaid leave of absence or use PTO.

All employees summoned to jury duty or witness duty must submit a copy of the summons to their supervisor within two working days after receiving the summons. Employees on jury or witness duty are expected to promptly return to work when released from service, either permanently or temporarily.

While on paid jury or witness duty, ECICOG will continue to pay an employee's regular straight time hourly rate or salary depending upon classification, provided the employee submits certification of the number of hours spent in such service and assigns any compensation received in connection with the duty, less any reimbursement for travel or meal expenses, to ECICOG.

Return to Work

After an accident or injury affecting an employee's ability to perform his/her job, ECICOG will assess with the employee potential reasonable job modifications that would allow an employee to return to work. A written release to modified duty from a physician providing a list of all restrictions and an approximate time frame is required before this assessment can occur. This applies to injured or ill employees returning from workers' compensation or from a personal illness or injury.

A job offered to an employee recovering from illness or injury may not be the same job the employee was performing at the time he/she left work. If an employee returns to work on modified duty, a job analysis and/or assessment may be necessary to verify job demands and to determine reasonable opportunities for modification. Job modifications could include modifying work stations, restructuring job duties, offering reasonable scheduling flexibility, or offering temporary, alternative productive work. The employment position for the returning employee must fit any limitations imposed by the medical provider and be within the worker's physical abilities and skill set.

Modified duty is temporary and all modified duty will be regularly evaluated. No employee is guaranteed any position, shift or specific job. Employees are required to provide periodic updates on status and ability to perform work functions. Specific information may be requested in order to support any restriction request. Employees are responsible for maintaining regular and accurate communication with ECICOG and are responsible for working within the employee's restrictions. No employee will be retaliated against for reporting any illness or injury, requesting a job modification or participating in a related investigation.

COMPENSATION, BENEFITS AND EXPENSES

Timekeeping

Accurately recording time worked is the responsibility of every employee and is necessary to comply with state and federal laws. If an employee performs work outside of their scheduled work hours, he or she must record that time. Falsifying time, failing to report all time worked or recording time for another person will result in disciplinary action, including termination.

Payday and Salary Deductions

Employees are paid twice per month, normally on the 15th of the month and the last working day of the month during which services have been performed. All paychecks are issued using direct deposit. ECICOG will withhold from all employees' wages, federal, state, and other taxes where such withholding is applicable. ECICOG will also withhold all amounts required by a court or ECICOG order. At the time of hire, each employee is required to complete a standard state and federal income tax form relating to withholding. If there are any changes in the information provided at the time of hire, the employee is responsible for notifying the Office Manager of these changes in a timely fashion.

Overtime

Positions are classified as exempt or non-exempt under the Fair Labor Standards Act (FLSA). Any work performed in excess of 40 hours per week by nonexempt employees will be considered overtime. If you are classified as a nonexempt employee under the FLSA, you will be compensated for overtime hours in the form of monetary compensation at the rate of one and one-half times your straight time hourly wage rate, or compensatory time at the rate of one and one-half hours of time off. Employees who are classified as exempt employees under the FLSA are not eligible for overtime payments. Only hours worked count toward overtime. Paid Time Off (PTO) and holidays are not counted as working time for purposes of computing overtime. For the purposes of overtime, each workweek is defined as Monday to Sunday from 12:00 am to 11:59pm.

Employees must secure approval to work overtime from the Executive Director, except in emergency situations. Unauthorized overtime will result in disciplinary action, including termination.

Travel Expenses

Employees must secure prior approval from the Executive Director for any travel to be performed outside of the ECICOG region, as well as attendance at any meetings, conventions, or conferences where expenses may be incurred.

Employees required to travel by automobile as part of their work shall possess a valid driver's license or shall be transported by a driver with a valid driver's license. As authorized by the Executive Director, a member of the staff may use his or her own automobile to accomplish the work of ECICOG. The employee shall be reimbursed for the use of his or her automobile at the current rate established by the ECICOG, assuming the employee maintains adequate insurance coverage to fully indemnify ECICOG and is able to document expenses. Employees must be able to provide evidence of such insurance to the Executive Director upon request.

Meal and Lodging Expenses

ECICOG employees shall be reimbursed for necessary and reasonable expenses incurred in the performance of official business. Meals are reimbursed only when traveling outside of the ECICOG region. Expenses for alcoholic beverages and incidental snacks or beverages will not be reimbursed. Employees must submit itemized receipts for actual out-of-pocket expenses for all meals from time of departure until return, except where meals are included in the conference or workshop fees.

Employees traveling on behalf of ECICOG may be reimbursed for the reasonable cost of hotel accommodations based on a single-occupancy rate. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Employees should check with hotel on conference rates and government rates when booking rooms.

Expense Documentation

Employees are required to submit an expense report with supporting documentation within 60 days of incurring the expense to receive reimbursement. Reimbursement requests must be made within 60 days after the expense was incurred. No expense will be reimbursed unless the individual requesting reimbursement submits written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

If receipts are lost or unavailable, the Employee may sign an affidavit, under penalty of perjury, setting forth the required information and, if acceptable to the Director, may receive reimbursement. Falsifying expense reimbursement requests or documentation is considered misconduct and will result in termination of employment. If an employee receives a reimbursement payment in error or receives excess reimbursement, the employee must report and return such excess amounts to ECICOG within 120 days.

Workers Compensation

ECICOG provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should immediately inform their Director. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Employees who sustain a work-related illness or injury are required to cooperate with the workers' compensation process. Failure to timely report an injury could result in a loss of benefits.

Neither ECICOG nor its insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by ECICOG.

Group Benefits

ECICOG offers a benefit package to eligible employees and eligible dependents including, but not limited to, medical, dental, life, and long-term disability. Eligibility will depend upon the specific requirements of each benefit plan and any applicable law. ECICOG reserves the right at any time to change, modify, alter, or eliminate certain benefits presently provided to its employees. Information and summary communications intended to explain these benefits can be obtained from individual plan documents. Health insurance coverage begins the first day of the month following the date of hire. Health insurance coverage terminates on the last day of the month for which the premium has been paid.

In the event of loss of coverage due to termination, permanent or temporary layoff, approved leave of absence, dissolution or annulment of marriage, or death of the employee, the employee and the employee's dependents may be eligible to continue coverage under the ECICOG's group health insurance plan as provided by Iowa Code Chapter 509B.

Contact the Office Manager for additional information about ECICOG's group benefits.

Retirement Plan

All employees are required to participate in the Iowa Public Employees Retirement System. Both ECICOG and each employee contribute a percentage of the employee's gross monthly salary as set by state law to the retirement system.

Tuition Reimbursement

It is the policy of ECICOG to promote a better educated and more highly skilled professional staff by providing tuition assistance to employees who voluntarily pursue and satisfactorily complete academic courses and other career development activities that directly benefit ECICOG. Tuition assistance shall be provided within the financial constraints of ECICOG and in accordance with the guidelines established below.

All full-time employees who have completed a minimum of one year of service are eligible to participate in the program. Approved courses that begin prior to eligibility, but have not been completed upon eligibility, are not covered under this policy. Requests for tuition reimbursement must be submitted to the Executive Director prior to registration for the proposed educational or career development activity. The request should include a description of the activity, cost and timing. Once the activity is completed, the Executive Director's approval is required for reimbursement.

The following course and programs are eligible:

- Undergraduate and graduate level courses offered through accredited colleges, universities, and technical schools that, in the Executive Director's opinion, are related to an employee's current or potential work assignments. Class attendance and completion of study assignments are to be accomplished outside of the employee's regular working hours.
- Professional seminars or certification programs conducted by accredited and/or recognized professional organizations that will enhance an employee's job knowledge and skills, if approved by the Executive Director. Employees will be required to utilize appropriate accrued PTO to attend seminars/programs occurring within an employee's regular working hours.

Reimbursement covers actual costs of tuition, registration, and other required educational fees and materials only, and is limited to \$1,500 per employee per fiscal year. Reimbursement will only be provided to personnel employed at the time ECICOG receives evidence of satisfactory course completion, subject to the following conditions:

- For undergraduate level courses, evidence of successful completion of the course with a grade level of C or higher.
- For graduate level courses, evidence of successful completion of the course with a grade level of B or higher.
- For attendance at a professional seminar or certification program, evidence of attendance or certificate of completion.

Employees receiving assistance from other sources, e.g., scholarships, grants, and military benefits, may seek assistance under the ECICOG program, but will be reimbursed only for that portion of the costs not covered by other sources and only up to the maximum reimbursement allowed by this policy. An employee who is terminated during enrollment or prior to completion of a course due to a reduction in work force or elimination of position will remain eligible for reimbursement. An employee who terminates employment with ECICOG prior to the completion of a course for reasons other than those stated will not be eligible for reimbursement.

STANDARDS OF CONDUCT

General Conduct

Employees are expected to maintain good work habits including regular attendance and punctuality, and to conduct their job duties in an ethical fashion. Employees must avoid any activity outside of their employment with ECICOG that would adversely affect their performance on the job or involve a possible conflict of interest. Employees must maintain the confidentiality of any protected information revealed to them during the course of their employment with ECICOG.

ECICOG expects all employees to engage in appropriate workplace behavior. Examples of unacceptable employee conduct include but are not limited to:

- Unsatisfactory work performance.
- Falsifying employment or other job-related records.
- Violating the ECICOG's policy against workplace harassment of any kind.
- Excessive tardiness or absenteeism, leaving work early, excessive breaks or failing to report for work without notification to ECICOG.
- Unauthorized failure to return from a leave of absence.
- Engaging in unnecessary or unauthorized use of ECICOG property or supplies, particularly for personal use.
- Reporting to work intoxicated or under the influence of nonprescribed drugs, or prescribed drugs not being used for prescribed purposes, alcohol, or other substances.
- Violation of our drug and alcohol use policy.
- Bringing alcoholic beverages to the workplace or using alcoholic beverages while engaged in ECICOG business on or off of ECICOG premises.
- Violence, coercion, intimidation, threats, fighting or using obscene, abusive, or threatening language, or any other behavior ECICOG believes jeopardizes the safety of the public or other employees.
- Stealing property of coworkers, customers, clients, or ECICOG.
- Possessing unauthorized firearms or other weapons on ECICOG premises or while conducting ECICOG business.
- Disregarding smoking, safety, or security regulations.
- Insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers (unless the matter involves an unethical or illegal request or safety issue).
- Violating an ECICOG safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
- Failing to maintain confidentiality of non-public ECICOG or client information.
- Failing to maintain required licenses and/or certifications.
- Failing to maintain required motor vehicle insurability.
- Engaging in activity outside of employment with ECICOG that would adversely affect performance on the job or involve a possible conflict of interest.
- Violating the ECICOG's policy on workplace technology.

ECICOG may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not explicitly cited in the list above or elsewhere in the handbook.

Confidential Information

All non-public information of ECICOG's is considered property and confidential information. Such confidential information includes, but is not limited to, the following examples: customer lists, financial information, employee information such as short-term disability applications, marketing strategies, methods of operations, pending projects and proposals, and technological data. It does not include information about general work conditions, wages or benefits or any information required to be disclosed by law.

The materials, products, designs, plans, ideas, and data of ECICOG are its property and should never be given, directly or indirectly, to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct.

Conflict of Interest

Employees are required to conduct themselves at all times in accordance with good professional judgment and to act in such a manner as to not create a conflict of interest or appearance of such conflict. A conflict of interest exists when an employee's duty to ECICOG can be prejudiced by actual or potential benefit from another source. Listed below are some examples of actions or activities, which may create an actual conflict of interest, or give the appearance of a conflict:

- Engaging in any outside activity, which detracts from the efficiency of your duties as an employee of the ECICOG. This includes serving on the board of organizations that are current or potential grantees of the ECICOG without the approval of the Executive Director;
- Engaging in any activity which conflicts with the interest or purpose of the ECICOG;
- Accepting any personal compensation or gift from clients or stakeholders of ECICOG. Likewise, no employee shall provide or give personal gifts or favors to others where these might appear designed to influence improperly others in their relations with ECICOG;
- Failing to disclose to the Executive Director that an immediate family member is affiliated with a client or applicant.

All employees are under a continuing obligation to make full disclosure to the Executive Director of all situations involving either actual or potential conflicts of interest, whenever such situations may arise. If ECICOG determines that a conflict of interest or appearance of such conflict exists, the employee may be asked to correct or remedy the situation immediately. Depending on the circumstances, an employee may be subject to discipline, up to and including termination.

Corrective Action

If an employee's performance, work habits, attitude, conduct, or demeanor becomes unsatisfactory in the judgment of ECICOG, he or she may be subject to disciplinary action, up to and including termination. The discipline process may include any, one, or all of the following: general counseling; verbal warning; written warning; suspension; probation; termination of employment; or any other action that ECICOG deems appropriate.

Although supervisors and managers may use discipline practices in certain situations, each case must be evaluated individually, and ECICOG reserves the right to administer discipline, including immediate termination, as ECICOG deems necessary. Any discipline procedures which ECICOG may use from time

to time to improve employee performance or correct a work rule or policy infraction are discretionary, and do not constitute a waiver or limitation of the at-will employment relationship, or a guarantee that the procedures will be followed in all cases.

Criminal Charges and Investigations

Employees arrested, charged, or convicted with any crime related to their licensure or any job duty must notify the Executive Director within 48 hours of such charge, arrest, investigation or other similar issue. This includes any charges related to fiscal impropriety, fraud or physical threat or intimidation. Any questions about whether a charge or investigation is related to job duty should be referred to the Executive Director. Failure to report a criminal charge, arrest, investigation, or conviction or your delinquent reporting will subject you to disciplinary action, up to and including termination.

Drug and Alcohol Use

ECICOG is committed to providing a safe, efficient, alcohol and drug-free work environment for all employees. Consequently, ECICOG requires all employees to report to work on time and in the appropriate mental and physical condition for work. ECICOG recognizes that drug and alcohol dependency and abuse pose major health, safety and security problems. Thus, employees shall not report for work or work, whether on or off ECICOG premises, while under the influence of intoxicating beverages, controlled substances including the misuse of prescription medication or over-the-counter medication or supplements, and prescribed medications or over-the-counter medications or supplements which may reasonably lead to drowsiness, pose a safety problem for the employee, co-worker, customer, adversely affect job performance or detrimentally affect the reputation of ECICOG.

- Employees are also prohibited from possessing, distributing, receiving, manufacturing, selling or using intoxicating beverages, controlled substances or drug paraphernalia while on the job, during working hours, whether on or off ECICOG premises. ECICOG premises is defined as: Any building and/or office occupied by ECICOG employees for the purpose of conducting business.
- Any and all vehicles owned or leased by the ECICOG.
- Any private vehicle used by an employee for travel for which they are reimbursed mileage or paid a wage.

“Controlled substances” are drugs or other substances for which the sale or consumption is illegal under state or federal law. This also includes the misuse of prescription medication, over-the-counter medication and supplements.

When a supervisor suspects an employee of violating this prohibition, they will notify the Executive Director or his or her designee. The Executive Director will take action as he or she deems appropriate. Any employee who violates this policy shall be subject to discipline up to and including termination.

Under the Drug Free Workplace Act, an employee whose work is supported by a federal grant must notify ECICOG of a criminal conviction for drug-related activity occurring in the workplace. The employee must notify ECICOG no later than five (5) calendar days after such conviction. ECICOG is then under an obligation to notify the funding source for the program in which the violation occurred within ten (10) days after receiving notice from the employee of such conviction.

The policy is in effect for all employees but does not take precedent over any policy required by a program which incorporates stricter compliance rules or punishment for violators. Violation of this policy will result in disciplinary action up to and including termination.

ECICOG-Owned Property

Employees may be issued ECICOG-owned property. Employees are expected to treat such property with care and responsibility. If ECICOG-owned property is lost or damaged due to willful or intentional disregard of the property, the employee will be responsible to pay ECICOG the prorated cost of the item. All ECICOG-owned property is to be returned when separating from employment.

Grooming and Attire

Employees should be mindful that they represent ECICOG in their activities and appearance. All employees are expected to present a clean and neat appearance and to dress appropriately for the position held and the activities scheduled for the day. Employees are asked to avoid strongly scented personal care products as others in the office may have allergies. Good judgment by each employee is necessary since fashions change and cannot be addressed in one policy. Any employee who believes they are unable to comply with the expectations of this policy are invited to discuss their concerns with his or her Director to determine whether an accommodation is necessary and/or required by the circumstances.

Harassment

All employees have a right to work in an environment free from discrimination and harassing conduct. Harassment or discrimination on the basis of an employee's race, creed, color, religion, sex, sexual orientation, gender identity (including gender expression), national origin, age, disability, veteran status, genetic information or any other protected group under applicable state, federal or local law is expressly prohibited under this policy, whether engaged in by co-workers, supervisors or non-employees who conduct business with ECICOG. Therefore, ECICOG expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal. Sexual harassment has been defined generally as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; repeated sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, touching or blocking movement; insulting or obscene comments or gestures; display/circulation of sexually suggestive objects or pictures (including through electronic messaging); and other physical, verbal or visual conduct of a sexual nature. Recognize the inherent danger is power-differentiated relationships such those between a supervisor and subordinate may appear consensual, but are actually not or may become non-consensual and create substantial concern

in the workplace. Such relationships are strongly discouraged and will be evaluated under the Conflicts of Interest policy.

Harassment or Discrimination

Harassment or discrimination on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed, color, religion, sex, sexual orientation, gender identity (including gender expression), national origin, age, disability, veteran status, genetic information or any other protected group under applicable state, federal or local law that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through electronic messaging).

Problem Resolution Procedure

ECICOG encourages reporting all perceived incidents of discrimination or harassment. The problem can not be resolved unless leadership is aware of the issue. An employee who believes he/she has been the subject or witness of discrimination and/or harassment should report the matter as soon as possible to their Director or the Executive Director. Issues of discrimination and/or harassment involving the Executive Director should be report to the ECICOG Board Chair. A prompt and thorough investigation will be undertaken to determine the facts. All employees - whether complainant, witness or accused - are required to be truthful, accurate, and cooperative during the investigation.

The availability of this procedure does not stop individuals who believe they are being harassing from promptly telling the offender that his/her behavior is unwelcome and requesting that it stop.

ECICOG prohibits any form of retaliation against any employee for filing a report or assisting in an investigation. Confidentiality will be kept to the extent practical.

ECICOG does not tolerate acts of harassment, discrimination or retaliation; and persons found to have engaged in such activity will face disciplinary action up to and including termination of employment.

Inclusive Workplace

ECICOG strives for a respectful, welcoming environment that is fostering, cultivating and preserving a culture of diversity, equity and inclusion. ECICOG embraces the differences that make our employees unique. Part of inclusion means:

- Respectful communication and cooperation between all employees.
- Treat others with dignity and respect at all times.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.

All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events to the extent they

reflect on ECICOG. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to behavior that conflicts with the company's diversity policy and initiatives bring the matter to the attention of their Director or the Executive Director.

Internet and Social Media

ECICOG recognizes that many employees may participate in blogs or simply post items of interest from their own lives on a variety of general sites or at their own personal site. Whether or not an employee chooses to create or participate in a blog, wiki, on-line social network or any other form of on-line publishing or discussion is a personal decision. However, certain workplace requirements and expectations govern your participation in on-line activities. These guidelines are provided to assist you in meeting these requirements:

- Employees may not post customer, vendor or co-worker information which is otherwise prohibited from release by state or federal law. Many state and federal laws protect the privacy of individual information including items such as copyright, trademark, account information, customer buying patterns and individual identifiers such as insurance numbers or credit card numbers, as these may be protected by the Iowa Identity Theft Act. Information of this type should never be released outside of the company for purposes other than the completion of specifically assigned job duties and in compliance with company policy. Release of information of this type will result in disciplinary action up to and including termination of employment.
- Employees may not post information about ECICOG which the ECICOG considers to be proprietary information. This includes but is not limited to formulas, patterns, compilations of data, software programs, devices, methods, techniques, research, other secret data, cost and cost compilations and/or lists of users or purchasers of the company's products or services. As noted, customer information is generally prohibited from release by the Iowa Identity Theft Act. This may also include long range planning and financial information or account information including the identification of specific accounts, credit card numbers and other items which would compromise the confidentiality, trade secrets, proprietary information or financial integrity of the company. Confidential, proprietary and trade secret information does not include general information about your work conditions, pay, benefits or similar items. It also does not include any information which is required to be disclosed by law or regulation.
- Employees should familiarize themselves with and follow ECICOG's policies regarding harassment, inappropriate conduct and professionalism as these may apply to your on-line conduct. ECICOG does not tolerate harassment, bullying or inappropriate behavior of or by customers, vendors and/or co-workers.
- Employees are personally responsible for the content they publish or use on blogs, wikis or in any other form of user generated media. Remember, when you publish on-line, this information will be public for a long time. Protect your privacy and the credibility of the information you provide.
- Employees may not post, depict, print, display or use the company's name, logo, trademarks, identifying marks or property for the purposes of personal gain or in any way in connection with sexually explicit or pornographic sites or content, harassing or violent sites or content, on any site or in any manner to promote drugs or alcohol consumption, illegal activity or in any similar matter.
- When employees discuss employment or employment-related matters they should write in the first person. Employees must be clear that they are speaking for themselves and not speaking on behalf of the company. This could include a formal statement that "The opinions and

statements expressed here are not the opinions and/or statements of Employer.” Other examples of disclaimer language are: “I speak only for myself, I do not represent ECICOG” or “The postings on this site are my own and do not necessarily represent ECICOG’s positions, strategies or opinions.”

- Do not provide another’s confidential or proprietary information to others in electronic format or in any other way. Customer information should never be discussed or implied in any social media outlets without the express written consent of the individual. This includes posting images of any customer without his/her permission in a way or in a manner that could be considered to compromise his/her rights to privacy. ECICOG respects and honors our customer rights to privacy and our employees are required to abide by this policy.
- Respect your audience. Ethnic slurs, personal insults and obscenity are not acceptable in ECICOG’s workplace. Utilization of such language may reflect poorly on you and may compromise your ability to perform your job duties in other settings and/or be a violation of anti-harassment policies.

Unless it is an inherent part of your work duties, all social networking activity, including participation in wikis, blogs and other items, is restricted to personal time and may not be done on company equipment.

Outside Employment

Outside employment means holding a job in addition to the one that you have with ECICOG. If you are employed by the facility in a full-time position, we will expect that your position with ECICOG is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties or jeopardize ECICOG’s reputation or interests. Outside employment also must not conflict with any existing services offered by ECICOG or represent an activity appropriate for ECICOG to perform.

Employees considering a second position should notify the Executive Director prior to acceptance. The Executive Director will review the opportunity with the employee to determine if it will interfere with the employee’s position at ECICOG or pose a conflict of interest.

ECICOG reserves the right to determine in its sole discretion what outside employment constitutes a conflict of interest or potential negative impact on job performance. Failure to comply with ECICOG’s requests regarding outside employment will result in disciplinary action up to and including termination.

Political Activity

Employees are prohibited from being a candidate for public elective office in a partisan election (candidacy for political party offices is not prohibited). Employees cannot use their employment with ECICOG to interfere with or affect the result of an election or nomination to office or to directly or indirectly coerce or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes is likewise prohibited.

Employees can be a candidate for public office in non-partisan elections. A non-partisan election is one in which no candidate represents a political party. Employees who are elected in non-partisan elections may be asked to make decisions in their role as a local elected official that effect ECICOG, including contracting, budgeting or similar matters. In these cases, the employee shall announce their relationship to ECICOG and abstain from any voting.

Privacy in the Workplace

Employees have no expectation of privacy with respect to any items brought onto the premises. ECICOG reserves the right to inspect and view all communications, desks, lockers and other areas permitted by law.

Private Gain, Gifts and Gratuities

ECICOG employees cannot use their position or ECICOG facilities, equipment, supplies, or information developed at public expense for private gain or advantage. No employee can accept any favors, gifts or gratuities from persons, concerns, or businesses which have or seek to have contracts with ECICOG, in accordance with applicable state law. Contact your Director with any questions about what is considered a gift or gratuity.

Soliciting

Non-employees may not enter ECICOG premises to solicit or distribute literature in the workplace for any purpose. Unless otherwise approved by the Executive Director, ECICOG prohibits on-site soliciting, buying, or selling of any kind during work hours or when an individual approached is performing job duties for ECICOG. This policy applies to any form of solicitation including seeking contributions to charities or selling tickets or goods. Solicitation by one employee of another is prohibited during the time either employee is required to be performing job duties. Distribution of leaflets, pamphlets, or any other materials is also forbidden during working time. For purposes of this policy, working time does not include breaks or meal times.

Tobacco Use

No tobacco or vaping products of any type including chewing tobacco are allowed in ECICOG offices, vehicles, work sites or work-related events. Any employee violating our tobacco and vaping free policy is subject to disciplinary action. Employees are encouraged to report violations of this policy. No employee will be retaliated against for reporting a policy violation or participating in any investigation. If you believe you have been retaliated against or have concerns regarding the policy, please speak with your Director. For questions, concerns or complaints regarding the statewide non-smoking policy/law and how it applies to this company you may contact the Iowa Department of Public Health. 1-888-944-2247 or www.SmokefreeAir.iowa.gov.

Whistleblower

ECICOG expects the Employer and its employees to behave in a responsible, professional and businesslike manner. ECICOG does not tolerate actions against any individual who lawfully discloses information that the individual reasonably believes violates the law or its policies or is indicative of fraud occurring within the organization. A disclosure of this type is defined as whistleblowing. If you believe you have information relating to inappropriate business conduct you should promptly submit an oral or written complaint to the Executive Director. If you report an incident of inappropriate conduct and believe the allegations have not been dealt with, or if the Executive Director is involved in the complaint, you should report the incident to the ECICOG Board Chair. An investigation will be conducted. ECICOG will not permit retaliation against any person who brings a good faith whistleblower complaint or cooperates in an investigation of a complaint. Violations of this policy will result in disciplinary action up to and including termination. This policy applies to all employees and members of the Board of Directors.

Workplace Violence

ECICOG expressly prohibits any acts or threats of violence by any employee against any other employee, customer or visitors on our premises or while he or she is engaged in business with or on behalf of ECICOG. The following list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening or abusive remarks, gestures or behaviors, which includes in-person interactions and online behavior such as social media;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress;
- Intentionally damaging the property of Employer, or the property of Employer, employee, customer, or visitor;
- Possession of a firearm or other weapon while on Employer property or while on Employer business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Employees should warn their Director or the Executive Director of any suspicious or threatening workplace behavior. ECICOG will not tolerate retaliation against any employee who has made a good faith report of a violation of this policy.

Weapons-free Workplace

Individuals are prohibited from bringing guns or other weapons on the property of ECICOG. An exception to this policy is made for law enforcement officers on official duty or other individuals formally authorized by the Administrator. Any employee bringing guns or other weapons onto the property of ECICOG is subject to disciplinary action up to and including termination.

ECICOG Handbook Acknowledgement

I acknowledge that I have received a copy of the ECICOG Handbook and have been given the opportunity to read it and to ask any questions I may have. I also understand and acknowledge:

1. It is my responsibility to be aware of the policies contained in the Handbook and to discuss any questions I have with the Executive Director.
2. ECICOG has the discretion to interpret, administer, change or delete its employee policies at any time. However, statements or representations by individual supervisors do not override or otherwise change the policies in this handbook.
3. I have no expectation of privacy in any information or communication made or stored on any computer network, mobile device or other electronic device provided by ECICOG. I understand that ECICOG may monitor my use of ECICOG technology and information or communications sent, received, or stored in or by ECICOG technology is subject to ECICOG review, interception and monitoring and I consent to the foregoing.
4. I have reviewed ECICOG's policy prohibiting unlawful discrimination, harassment, or retaliation and I understand how and to whom I should report any such concerns.
5. Unless I have a written employment agreement signed by an authorized ECICOG representative saying otherwise, I am employed at-will and nothing in this handbook or this acknowledgement modifies my at-will status.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____