



## **Handbook Addendum for**

**IOWA**

**2024**

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# **GENERAL INFORMATION**

## **About This Iowa Addendum**

Dahl Consulting (“The Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Iowa employees will receive the Company’s Assignment Handbook and the Iowa Addendum to the Assignment Handbook (together, the “Employee Handbook”).

The Iowa Addendum, however, applies only to Iowa employees. It is intended as a resource containing specific provisions derived under Iowa law that apply to the employee’s employment. It should be read together with the Assignment Handbook and, to the extent that the policies in the Iowa Addendum are different from, or more generous than those in the Assignment Handbook, the policies in the Iowa Addendum will apply.

The Iowa Addendum is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President/Owner of Dahl Consulting or that person’s authorized representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the President/Owner of Dahl Consulting or their authorized representative.

If employees have any questions about these policies, they should contact their Dahl Consulting representative.

# **COMMITMENT TO DIVERSITY**

## **Equal Employment Opportunity**

As set forth in the Employee Handbook, Dahl Consulting is committed to equal employment opportunity and to compliance with federal anti-discrimination laws. We also comply with Iowa law, which prohibits discrimination and harassment against employees or applicants for employment based on age (18 and over and emancipated minors), race, creed, color, sex, sexual orientation (actual or perceived), gender identity, national origin, religion, disability, HIV testing, pregnancy and childbirth, genetic testing or information and National Guard, United States military reserves or Civil Air Patrol status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

# **GENERAL EMPLOYMENT PRACTICES**

## **Access to Personnel Files**

Upon request, employees may review their personnel files. The review will take place in the presence of a company representative, at a mutually agreed upon time.

Employees are permitted to obtain a copy of their personnel files but may be required to pay a reasonable copying fee for each page copied, not to exceed the amount charged per page for copies made by a commercial copying business.

Employees may review and obtain copies of performance evaluations, disciplinary records and other information concerning employer-employee relations. Employees will not be provided access to reference letters written for the employee.

## **PAY PRACTICES**

### **Meal Breaks for Employees Under 16**

Employees under the age of 16 who work five or more hours in a day will be provided an uninterrupted meal break of not less than 30 minutes. During the break, employees will be relieved of all duties. An uninterrupted, 30-minute meal break will be unpaid for nonexempt employees.

Any employee who is unable to take the meal breaks to which they are entitled in accordance with this policy, or who has been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify their Dahl Consulting representative.

## **TIME OFF AND LEAVES OF ABSENCE**

### **Pregnancy Disability Leave**

The Company will provide leave for disabilities caused or contributed by pregnancy, miscarriage, abortion, childbirth and recovery from these conditions, under the same terms as other temporary disabilities.

The Company will consider childbearing to be a justification for a leave of absence for female employees for a reasonable period of time, and an employee taking leave under this section will be reinstated to her original job or to a position of like status and pay without loss of service, credits, seniority or other benefits.

If temporary disability leave is not available or is insufficient, the Company will grant a leave of absence to an employee disabled by pregnancy, childbirth or related medical conditions for the period of disability, or for eight weeks, whichever is less. The employee must provide timely notice of the leave requested and the Company may require medical certification stating that the employee is not able to reasonably perform her duties.

### **Elected Official and State Board Leave**

The Company will provide employees with a leave of absence to serve as an elected official or to serve on certain state boards and attend meetings of that state board upon the submission of a written application requesting the leave.

For purposes of this policy, a “state board” includes any board, commission, committee, council or task force of the state government created by the Constitution of the State of Iowa or by statute, resolution of the general assembly, motion of the legislative council, executive order of the governor or Supreme Court order. Leave is not available for service on any state board, commission, committee, council or task force for which an annual salary is provided to members.

The leave will be unpaid for nonexempt employees. Salaried, exempt employees will have their pay reduced by the ratio of the number of full days of leave taken to the total number of days in the pay period.

## **Volunteer Emergency Responder Leave**

The Company will not terminate any employee who is a volunteer firefighter, reserve police officer, emergency medical care provider or other personnel having voluntary emergency service duties and who is late for or absent from work to respond to an emergency.

However, prior to any absence or tardiness to provide volunteer emergency response services, employees must provide a written statement indicating that the employee is a member of a volunteer emergency services unit.

Any employee who is late or absent from work in order to perform emergency services duties must notify the Company as soon as possible. The Company may request that an employee supply a statement from their supervisor in the volunteer emergency services unit, indicating that the employee’s absence was due to a response to an emergency call. The Company will determine whether an employee may leave work in order to respond to an emergency.

Time off to perform volunteer emergency service duties will be unpaid, except that exempt employees may be paid for partial day absences, as required by law.

## **Military and Civil Air Patrol Leave**

In addition to the military leave rights set forth in the Employee Handbook, regular full- and part-time employees who are members of the National Guard of Iowa or any other state; members of the organized reserves of the U.S. armed forces; or regular, reserve or auxiliary members of the U.S. Coast Guard are entitled to a leave of absence when ordered to temporary duty for any purpose. Regular full- and part-time employees who are members of the Civil Air Patrol of Iowa or any other state are entitled to a leave of absence to perform civil air patrol duty. The leave of absence will not affect the employee’s rights to vacation, sick leave, bonus or other employment benefits.

Leave under this policy will be without pay. The Company may require returning employees to provide evidence of the satisfactory completion of duty and/or evidence that they are still qualified to perform the duties of their employment position.

## **Jury or Witness Duty Leave**

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service, serve as a juror, serve as a witness in any criminal proceeding, or as a plaintiff, defendant or witness in a civil domestic abuse proceeding. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy.

Employees must provide their Dahl Consulting representative with notice of any jury or witness summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror or witness in accordance with this policy is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

## **Time Off to Vote**

The Company encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Any employee who has less than three hours outside of working hours to vote while the polls are open may take the amount of time off needed to have three hours off while the polls are open. For example, if the polls open one hour before an employee's shift begins, the employee can arrive two hours late to work in order to allow three consecutive hours of time off to vote. Time off under this policy will be paid.

The Company asks that employees provide written notice of the need for time off to vote, prior to Election Day, so that the time off can be scheduled to minimize disruption to normal work schedules. The Company may specify the hours during which the employee may be absent.

Proof of having voted may be required.

## **Time Off on Veterans Day**

The Company will provide qualifying veterans time off on Veterans Day if the employee is scheduled to work that day and provides at least one month's written notice of their intent to take Veterans Day off. The Company may also require certification of release or discharge from active duty or a similar federal document.

Time off under this policy will be unpaid.

If the Company receives multiple requests and determines that it is unable to provide time off to all requesting individuals, the Company will deny time off to the minimum number of employees needed to protect public health and safety or to maintain minimum operational capacity.

### **Drinking and Driving Class Leave**

The Company will not terminate an employee solely because of the employee's absence from attending a legally required course for drinking drivers.

## **SAFETY AND SECURITY**

### **Smoke-Free Workplace**

The Company prohibits smoking in the workplace, including in company-owned vehicles. Employees wishing to smoke must do so outside company facilities during scheduled work breaks.

Employees who observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or their Dahl Consulting representative. Employees will not be disciplined or retaliated against for reporting smoking that violates Iowa law or this policy.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

### **Cell Phone Use/Texting While Driving**

As set forth in the Employee Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that texting while driving on a highway is a violation of Iowa law, in addition to being a violation of company policy.