



MEANINGFUL CONNECTIONS

EXTENSION COUNCIL CONFERENCE

GATEWAY HOTEL & CONFERENCE CENTER | AMES

March 5, 2022



Employment Law and Practices

Hiring, Firing, and Managing Staff

Information accurate, to our knowledge, as of March 5, 2022

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OUTLINE

- Hiring Staff
- Managing Staff
 - Personnel Evaluations
 - Transitions
 - Discipline
- Separating Employment
- Closed Sessions
- Q&A



GENERAL FORMAT

1. Law and Best Practices
2. Practical Scenario(s)

Note – Always consult the latest guidance, as this information changes on a regular basis.



HIRING STAFF

- Job Description
- Interviews
- Personnel Committee Recommendation
- Vote



HIRING STAFF: SCENARIO

- Jane Doe applies for the CYC position. Jane Doe attends church with Sally Smith, Council member.

How should the Council approach Jane's application?



SCENARIO - continued

- Consistent procedures
- List of interview questions
- Conflict of interest? (legal vs. personal preference)



HIRING STAFF: SCENARIO

- John Doe applies for the Office Assistant position. John discloses he needs accommodations for the interview process.

How should the Council approach John's application and interview?



SCENARIO - continued

- Consistent procedures
- Qualified candidate selection
- Accommodation process - ADA



MANAGING STAFF

- Consistent procedures
- Feedback should be timely, specific and documented
- Do not assume everyone knows the written and unwritten “rules”



MANAGING STAFF - continued

- Discipline according to Personnel Policy and Procedures
- Respect confidentiality
- Timely, specific, documented



MANAGING STAFF: PERSONNEL EVALUATIONS AND TRANSITIONS

- Personnel Files
 - Medical Information
 - Discipline/Reviews
 - Investigation Records
 - Open Records
- Managing and Identifying Issues
 - Job expectations – job description? Current duties?
 - Training (initial and periodic)
 - Feedback and Documentation



PERSONNEL EVALUATIONS AND TRANSITIONS, continued

- Evaluations and Transitions
 - Who is evaluating, and who is in charge of transition items?
- Documentation
 - Offer Letter, Job Description, Evals, Final Paycheck Letter
- Conflicts of Interest
 - Annual reminder: Iowa Code Chapter 71 (Nepotism)
 - Financial, familial, or other workplace conflicts
 - What does the conflict of interest policy say?



MANAGING SCENARIO #1

- Jane Doe is a CYC. Jane complains to the Office Manager that John Smith, the Office Assistant, is late to work a lot.

What should the Council do?



SCENARIO - continued

- Office Rumors
- Verification/investigations
- Consistent application of rules



MANAGING SCENARIO #2

- John Smith is the Office Assistant for the Norwegian County Extension Council.
- In April 2022, the Council discovers John has not been clocking in and out for a full week. He also has not been reporting overtime.

What should the Council do?



SCENARIO - continued

- TimeClock Plus best practices
- Approval for overtime – check your policies



MANAGING SCENARIO #3

- John Smith submits TWO projects late. In addition, he forgot to call the Fair Board president back, and things are running behind.

What should the Council do?



SCENARIO - continued

- Address/clarify deadlines
- Timely, specific, documented feedback
- Consider explaining the “why” and impact



SEPARATING EMPLOYMENT

- Voluntary resignation
- Involuntary separation
- Position elimination



SEPARATION - SCENARIO

- Jane submits her resignation effective June 1, 2022.

What should the Council do?



SCENARIO - continued

- Accept resignation at meeting with Council setting effective date
- Send termination letter



INVESTIGATION - SCENARIO

- Jose is a 4-H volunteer. Jose complains that Jane Doe, CYC, treats him differently than other 4-H volunteers.

What should the Council do?



EMPLOYMENT INVESTIGATIONS

- Policies and Procedures
- What is a complaint?
- What needs to be investigated?
- Who should investigate?
- Why is this important?



SEPARATION - SCENARIO #2

- Bob Doe, part-time program specialist, fails to submit grant reports on time. As a result, the Council loses funding for Bob's position.

What should the Council do?



SCENARIO - continued

- Call Whitfield!
- Consider timeframe for separating employment
- Send termination letter



CLOSED SESSIONS

- NOTE: Open records training last fall.
- Iowa Code Chapter 21 – Official Meetings Open to the Public
- Quorum
- Some employment matters and other legal matters are best held in closed session.



THANK YOU/Q&A PERIOD

Gene and Kay have reserved time for questions.

If you have specific legal questions, or want to confirm whether an answer applies to your specific Council or situation, pre-clear it with Jennifer Vit and then contact

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