

MEANINGFUL CONNECTIONS

EXTENSION COUNCIL CONFERENCE

March 5, 2022

GATEWAY HOTEL & CONFERENCE CENTER | AMES

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Employment Law and Practices Hiring, Firing, and Managing Staff

Information accurate, to our knowledge, as of March 5, 2022 Kay Oskvig and Gene Mohling

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PRESENTERS



Kay Oskvig (515) 288-6041 Oskvig@whitfieldlaw.com



Eugene Mohling (319) 337-2145 <u>mohling@iastate.edu</u>



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OUTLINE

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





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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.



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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?







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





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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?

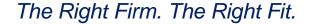






- Consistent procedures
- Qualified candidate selection
- Accommodation process ADA







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



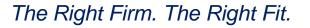


MANAGING STAFF: PERSONNEL EVALUATIONS AND TRANSITIONS

- 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



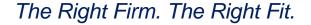




PERSONNEL EVALUATIONS AND TRANSITIONS, continued

- 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?







• Office Rumors

- Verification/investigations
- Consistent application of rules





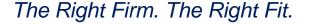
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MANAGING SCENARIO #2

- 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?

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- 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?



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







SEPARATING EMPLOYMENT

- Voluntary resignation
- Involuntary separation
- Position elimination





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SEPARATION - SCENARIO

• Jane submits her resignation effective June 1, 2022.

What should the Council do?



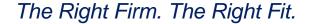
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- Accept resignation at meeting with Council setting effective date
- Send termination letter









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?



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• 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.

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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 Kay at: <u>oskvig@whitfieldlaw.com</u> 515-288-6041 or

https://calendly.com/Oskvig



