

Black Hawk County Benefits and Policies for Non-Bargaining Employees

**Prepared by:
Human Resources**

BENEFITS AND POLICIES FOR NON-BARGAINING EMPLOYEES

TABLE OF CONTENTS

<u>Policy Name</u>	<u>Policy Date</u>
Bereavement and Funeral Leave	06/25/2019
Civic Duty Leave	11/25/2019
Classification and Compensation Policy	10/15/2019
Holidays	07/01/2019
Insurance	07/01/2019
Longevity	11/25/2019
Overtime, Compensation Time and Benefit Leave Banks	11/25/2019
Paid Time Off Benefit	07/01/2019
Personal Days	11/25/2019
Reduction-in-Force	11/27/2017
Sheriff's Office Management Staff Benefits	04/11/2017
Sick Leave	02/19/2019
Unpaid Leaves of Absence	01/07/2020
Vacation Leave	11/25/2019

FOREWORD

The purpose of this Benefits and Policies for Non-Bargaining Employees guide is to establish a system of fringe benefits and policies for all regular full-time and part-time non-bargaining employees of Black Hawk County. This document is not intended to be comprehensive or to address all the possible applications or exceptions to the fringe benefits and general policies contained herein. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

This document does not confer any contractual right, either expressed or implied, between the employee and Black Hawk County.

Black Hawk County reserves the right to update, modify or discontinue the policies and benefits described herein without advance notice and to implement all policies as it sees fit. Some subjects, such as benefit plan information, are covered in official policy documents and you should refer to those documents for more detailed benefit information. In the event of a conflict between these documents and the policy, the plan documents will govern.