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New Employee **ORIENTATION**

*Welcome to **our team.***





Dial 9-911

for all emergencies from the nearest DOT phone.

Medical

- Dial 9-911.
 - Remain with the person.
 - Direct bystanders to lead emergency responders to the person. Remember that several response units may reply to the call.
 - Have the **Medical Emergency Information form** available, if the person is an employee.
-

Fire

- Pull the fire alarm.
 - Dial 9-911.
 - Use fire extinguisher(s), if appropriate.
 - Follow fire evacuation procedures.
-

Severe weather

- Listen for weather watch and warning announcements. Heed all instructions.
 - Go to your designated shelter when directed. Remain there until the "all clear" is announced.
-

Security

- Remove yourself from danger.
 - Dial 9-911.
 - Evacuate, if instructed to do so.
-

For the Ames Complex only

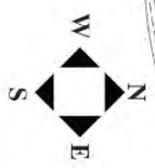
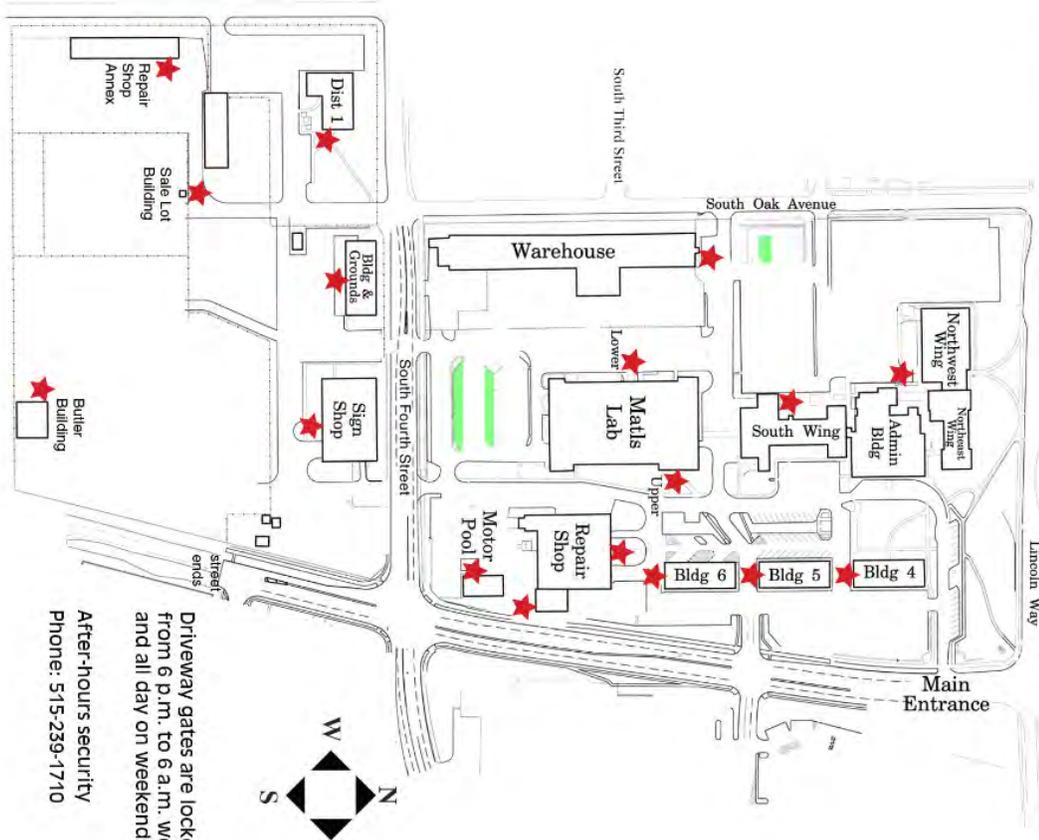
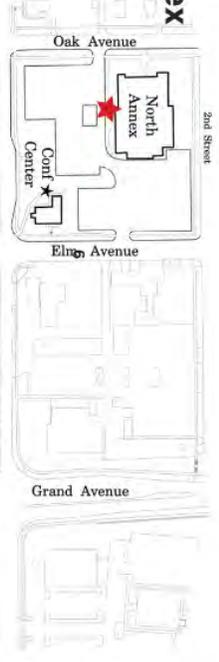
The Iowa DOT's Operation Support Center (OSC) will receive an alert that a 911 call was placed. The OSC staff will notify the Iowa DOT's emergency team.

Before 8 a.m. and after 4:30 p.m. business days, and any time on the weekends, the city of Ames' public safety personnel may be the only responders. Iowa DOT security staff will be notified, if assistance is needed.

MM405 11/02/10

Ames Complex

★ Designated emergency entrance for building



Driveway gates are locked from 6 p.m. to 6 a.m. weekdays, and all day on weekends

After-hours security
Phone: 515-239-1710



www.iowadot.gov

Office of Employee Services
800 Lincoln Way, Ames, IA 50010
Phone: 515-239-1921
Todd.Sadler@dot.iowa.gov

Welcome to the Iowa Department of Transportation (DOT) and our team dedicated to the goal of designing, building and maintaining the best transportation system here in the Heartland.

Your supervisor and team leaders will be your guides and advisors as you learn your new job. A personal copy of the State of Iowa Employee Handbook is enclosed in this packet for your reference. If you need further information on any of the topics covered in the handbook, or if you have questions on matters not covered, do not hesitate to ask your supervisor. He or she will be able to answer your questions or will advise you on whom to contact for answers.

Due to your temporary status, you are not eligible for vacation or sick leave benefits or to apply for vacancies within the department through the transfer, demotion or promotional hiring process.

Your safety is very important to us. Your supervisor will discuss safety rules and proper equipment use with you. These rules and equipment use guidelines are designed to help promote safety and awareness on the job for all employees. Please take every opportunity to contribute to the safety of our DOT team.

You have selected one of the most respected, greatest contributing and sincerely dedicated state departments for your public service. Congratulations!

Sincerely,

A handwritten signature in black ink that reads 'Todd Sadler/djb'.

Todd A. Sadler, Director
Office of Employee Services

TAS/djb
Enclosures



Iowa Department of Transportation



Trombino

Paul Trombino III

Director
800 Lincoln Way
Ames, IA 50010
Office: 515-239-1111
Email: paul.trombino@dot.iowa.gov

Trombino was appointed director of the Iowa Department of Transportation May 9, 2011, and confirmed by the Iowa Senate June 28, 2011.

Prior to this position, Trombino worked at the Wisconsin Department of Transportation (WisDOT) for 17 years. At WisDOT he held several positions, serving as director of the Bureau of Transit, Local Roads, Rails and Harbors; regional operations director of the Highway Division; regional operations director of the Division of Transportation Systems Development; director of the statewide Bureau of Structures; and manager of highway bid lettings. Before joining WisDOT, Trombino spent four years in the finance and banking industry in Chicago and Washington, D.C.

Trombino holds a Bachelor of Science degree in Civil Engineering from the University of Wisconsin-Milwaukee and Bachelor of Science degree in Economics from the University of Wisconsin-Madison. He is a licensed professional engineer in the states of Iowa and Wisconsin.

The Iowa DOT's principal responsibilities are to:

- Manage more than 9,400 miles of state-owned highways and ramps.
- Maintain nearly 4,200 bridges.
- License or provide nondriver ID to approximately 2.5 million people.
- Enforce all federal and state laws and regulations relating to the commercial motor vehicle and driver, including safety, hazardous materials transportation, credentialing, authority, weight, and dimension.
- Enforce state laws and administrative rules pertaining to motor vehicle titling and registration, driver's license fraud, use tax fraud, odometer fraud, and licensed motor vehicle dealer compliance.
- Issue approximately 121,000 oversize/overweight permits a year.
- License approximately 6,700 carriers in the International Fuel Tax Agreement (IFTA) and collect quarterly fuel tax reports from them.
- Register 7,000 carriers with approximately 116,000 vehicles in the International Registration Plan (IRP).
- Regulate more than 5,800 vehicle dealers, recyclers, leasing companies, and manufacturers.
- Oversee the collection of more than \$422 million in vehicle title and registration fees for the 4.4 million vehicles registered annually through 99 county treasurers.
- Title and register more than 50,000 publicly owned motor vehicles.
- Register all aircraft and aircraft dealers based in Iowa.
- Advocate and deliver services to the air transportation system in Iowa that includes 111 publicly owned airports, approximately 6,800 pilots and processes 1.5 million commercial service passengers a year at eight commercial service airports.
- Provide financial and management assistance to Iowa's 35 public transit systems that provide transportation services in all 99 counties, resulting in more than 25 million rides a year.
- Provide financial and technical assistance to intercity bus carriers providing rural connections/stops in Iowa.
- Lead the Iowa Transportation Coordination Council for state agencies and other partners to promote coordination of transportation services.
- Advocate and assist in the preservation and development of a safe, efficient and economically healthy freight railroad transportation system.
- Assist in safety improvements and surface repair at more than 4,400 highway-railroad crossings and inspect nearly 4,000 miles of track.
- Lead development of enhanced passenger rail services.
- Promote river navigation.
- Assist in the development, preservation, and improvement of approximately 1,485 miles of multiuse trails.
- Support safe transport of commodities through more than 11,400 miles of pipeline.

Highway Division



Dillavou

Mitchell J. Dillavou, P.E.

Director, Highway Division

800 Lincoln Way

Ames, IA 50010

Office: 515-239-1124

Email: mitchell.dillavou@dot.iowa.gov

Dillavou was appointed Highway Division director, or Iowa DOT's chief engineer, Jan. 1, 2016. Prior to his appointment, Dillavou served from 2002 to 2016 as the Project Delivery Bureau director (formerly known as the Engineering Bureau). Since joining the department in 1987, Dillavou served in other positions, including as an estimator in the Office of Contracts, an inspector and as assistant resident construction engineer in the Des Moines Construction Residency, and as the director of the Office of Design.

Dillavou was raised in Waverly, Iowa, and graduated from Waverly-Shell Rock High School in May 1975. He continued his education at Iowa State University, earning a civil engineering degree in May 1987.

The Highway Division's principal responsibilities are to:

- Provide project design, contracts, construction, technical assistance and consultation, right-of-way issues; and environmental investigations/compliance.
- Ensure consistency with engineering practices and acts as liaison with the U.S. DOT, local jurisdictions, the construction industry, and professional associations.
- Review traffic safety situations/issues and maintains safety management systems.
- Develop transportation technology transfer; manages the preservation and operation of the transportation system to ensure safe travel.
- Administer and provide statewide direction for all maintenance activities completed by contract and Iowa DOT forces.
- Plans and administer maintenance of highways and bridges, bridge inspection program, traffic services, and snow and ice control.
- Oversees Adopt-A-Highway program, maintenance information management systems, bridge and highway painting, roadside management, rest area administration, road weather information systems, highway lighting, and utility, access and drainage permits.
- Monitor and evaluate the performance of field operations in all maintenance functions.
- Plan, develop maintain, and support information technology within the Highway Division and integration of information technology into all aspects of the division's functions and responsibilities.
- Manage engineering co-op program.
- Enhance the safety, efficiency, mobility, and convenience of the state's transportation system through intelligent transportation systems
- Provide team facilitation, training, and partnering through workplace initiatives.

Information Technology Division



Dunn

Annette M. Dunn

Director, Information Technology Division
800 Lincoln Way
Ames, IA 50010
Office: 515-239-1640
Email: annette.dunn@dot.iowa.gov

Dunn was appointed Information Technology Division director in January 2015. Prior to her appointment, Dunn was the Office of Support Services director within the Operations and Finance Division. Before her move to Support Services, Dunn served as the winter operations administrator within the Highway Division's Office of Maintenance.

Dunn is a graduate of Iowa State University and has lived in Iowa for the majority of her life and career.

The Information Technology Division's principal responsibilities are to:

- Provide internal support services, automation support, and facilities and equipment support.
- Assist internal and external customers in applying technology to the business needs of the department.
- Collect, process, and disseminate information throughout the department.
- Monitor the constantly changing business and information environment.
- Maximize current investments in technology.
- Implement new technologies and new directions
- Coordinate information sharing.

Motor Vehicle Division



Lowe

Mark D. Lowe

Director, Motor Vehicle Division
P.O. Box 9204
Des Moines, IA 50306-9204
Office: 515-237-3202
Email: mark.lowe@dot.iowa.gov

Lowe was named director of the Motor Vehicle Division in March 2009. Prior to this appointment, he served for one year as special assistant attorney general to the Iowa DOT. Prior to his work at the Iowa DOT, Lowe was a shareholder with Hopkins & Huebner PC in Des Moines. He has also served as associate general counsel for Norwest Financial and as a planner at the Region XII Council of Governments.

Lowe is a 1988 graduate of Iowa State University with a bachelor's degree in community and regional planning. Lowe earned his law degree from Drake University in 1993.

The Motor Vehicle Division's principal responsibilities are to:

- Administer and enforce federal and state motor vehicle laws and regulations, including the testing, licensing, and appropriate sanctioning of all drivers.
- Maintain/update all driver history files for Iowa drivers, and cooperates with other jurisdictions in sharing data concerning out-of-state drivers.
- Maintain and update crash reports and information.
- Administer financial responsibility laws.
- Suspend or revoke driving privileges of drivers who have committed OWI or other problem-driver offenses, and lifts suspension or revocation when compliance is achieved.
- Administer driver improvement program and motorcycle rider program.
- Title and register vehicles that operate interstate.
- Register aircraft and aircraft dealers.
- Route overdimension vehicles on Iowa's primary and interstate highways.
- Administer fuel tax and single state registration program for Iowa-based carriers.
- Issue intrastate authority to for-hire carriers.
- Issue trip permits for temporary travel in Iowa.
- Enforce federal motor carrier safety standards and hazardous materials regulations.
- Enforce size, weight, authority, fuel, and registration laws.
- Investigate title and odometer fraud.
- Resolve failure to transfer title complaints.
- Perform salvage theft examinations.
- Investigate driver's license fraudulent applications.
- Provide seminars to retail and liquor establishment personnel and local law enforcement concerning driver license fraud detection.
- Title and issue registrations for all official vehicles, and special and personalized plates.
- Issue all red light certificates for all privately owned emergency vehicles.
- Approve and process abandoned vehicle reports for all law enforcement agencies.
- Process surety bonds for vehicles missing supporting ownership documents.
- Administer county-based registration and refunds for noninterstate vehicles.
- Regulate all dealer, manufacturer, wholesaler, recycler, and leasing licensing programs, including revocations/suspensions.
- Administer and issue persons with disabilities permits.
- Regulate and issue all vehicle registration fees through rate book programs so counties are aware of vehicle registration fees.

Operations and Finance Division



Wilkinson

Lee Wilkinson

Director, Operations and Finance Division
800 Lincoln Way
Ames, IA 50010
Office: 515-239-1340
Email: lee.wilkinson@dot.iowa.gov

Wilkinson began his Iowa DOT career in 1996 as an area maintenance manager in District 6. In 2000, he was promoted to director of the Office of Maintenance. He was named director of the Operations and Finance Division in December 2006. Prior to coming to the department, Wilkinson worked at the Iowa Department of Personnel from 1991 to 1996 as a personnel officer. The Iowa DOT was one of the agencies he assisted while in this position. From 1989 to 1991, Wilkinson served as a management analyst in the Iowa Department of Revenue and Finance.

Wilkinson is a graduate of the University of Northern Iowa with a degree in public administration, with an emphasis in personnel.

The Operations and Finance Division's principal responsibilities are to:

- Provide internal support services for facilities' management, including facility design and construction, building and grounds maintenance, lease management, and work-site remodeling and relocation; procurement and distribution activities, including specification development, purchasing, equipment assignment, inventory management, and surplus disposal.
- Administer central motor pool, fueling site, and warehouse and distribution center, including printing and assembly, and mail services.
- Manage human resource programs, including labor relations, affirmative action, employee training coordination, oversight of classification and pay systems, recruitment coordination, administration of drug screening, employee relocation assistance, educational assistance, employee recognition programs, employee benefits administration, workers' compensation, survey development and analysis, and accountable government implementation and reporting.
- Manage department financial programs, including budget development and monitoring, administering the agency's accounting and payroll systems, conducting external and motor carrier audits, and processing of tort claims.
- Develop federal and state policy and evaluation, including identification and analysis of major transportation issues, administrative rules, the Iowa DOT's Policies and Procedures Manual, contested case appeals; and state legislative programs.

Performance and Technology Division



Selmer

John R. Selmer, P.E.

Director, Performance and Technology Division
800 Lincoln Way
Ames, IA 50010
Office: 515-239-1333
Email: john.selmer@dot.iowa.gov

Selmer was appointed director of the Performance and Technology Division in August 2012. He started his career with the department in 1989 as resident maintenance engineer in Atlantic. He was promoted to director of the Office of Maintenance Operations in 1994 focusing on pavement preservation and process improvement. He was appointed District 4 engineer in 2000. Just prior to being named director of the Performance and Technology Division, Selmer was the director of the Statewide Operations Bureau with responsibilities in construction, maintenance, materials, local systems contracts, and specifications.

Selmer is a 1983 graduate of the University of Nebraska-Omaha with a bachelor's degree in civil engineering.

The Performance and Technology Division's principal responsibilities are to:

- Provide services focused on performance management, asset management, process improvement, strategic planning, and strategic communications.
- Perform media and marketing services, including media relations, development of marketing and communications plans, issuance of news releases, intranet and Internet site management, technical editing, graphic design, publications, radio news service, and photography and video services.
- Facilitate the coordination and management of departmental research activities in collaboration with other divisions, U.S. DOT, Transportation Research Board, National Cooperative Highway Research Program, American Association of State Highway and Transportation Officials, Iowa Highway Research Board, universities, other states, private sector partners, and state and local agencies.
- Manage research needs identification, research program development and implementation, and related funding.

Planning, Programming and Modal Division



Anderson

Stuart Anderson, P.E.

Director, Planning, Programming and Modal Division
800 Lincoln Way
Ames, IA 50010
Office: 515-239-1661
Email: stuart.anderson@dot.iowa.gov

Anderson joined the department in 1992 as an engineer-in-training in the Office of Systems Planning. He served various roles within the office until his appointment to director of the Office of Systems Planning in 2002. He was appointed director of the Planning, Programming and Modal Division in January 2009.

Anderson is a 1991 graduate of Iowa State University with a bachelor's degree in civil engineering.

The Planning, Programming and Modal Division's principal responsibilities are to:

- Develop both long- and short-range transportation system plans.
- Conduct public involvement sessions.
- Administer the Revitalize Iowa's Sound Economy (RISE) program.
- Develop city, county, and state transportation maps.
- Administer the Transportation Alternatives program;
- Develop the Iowa Statewide Transportation Improvement Program (STIP).
- Administer the state's Recreational Trails Program.
- Develop the department's Five-Year Program.
- Administer the national Recreational Trails Program.
- Establish and maintain the department's traffic and roadway condition databases.
- Administer the Iowa Clean Air Attainment Program (ICAAP).
- Develop traffic forecasts for highway projects and manage the traffic count program.
- Coordinate planning activities with the metropolitan planning organizations and regional planning affiliations.
- Manage special legislative and congressionally mandated studies.

The division's responsibilities also include aviation, rail, public transit, and water transportation activities as discussed in the following paragraphs.

The Office of Aviation serves as an advocate and provider of services that promote and enhance a safe and healthy transportation system in Iowa. The Office of Aviation administers several funding programs for airport improvement projects and works as a liaison with the Federal Aviation Administration. Office staff emphasizes advocacy, building partnerships, and economic development.

The Office of Rail Transportation delivers a variety of programs and services to maintain a viable rail infrastructure system in Iowa. The office administers several programs to improve the safety of highway-railroad crossings, and several programs to assist railroads to improve their trackage. The office promotes the importance of the rail system to Iowa's economy.

The Office of Public Transit promotes a public transportation system that meets the transportation needs of Iowans through advocacy, technical assistance, and administration of state and federal funds. The office promotes coordination of all public transportation through the designated public transit agencies while providing technical assistance to agencies receiving federal funds. The office serves as a liaison with the Federal Transit Administration in distributing funds to transit agencies in Iowa.

The river section promotes transportation on Iowa's navigable rivers. This section also represents Iowa navigation interests with other state and federal agencies.

STRATEGIC PLAN

HOW THE IOWA DOT OPERATES DAY-TO-DAY

OUR MISSION

Getting you there safely, efficiently, and conveniently.

OUR CORE VALUES

Iowa DOT employees will demonstrate:

Safety – put safety first in everything we do.

Respect – treat everyone with honor, dignity, and courtesy.

Integrity – earn and demonstrate trust through transparent and ethical actions.

Teamwork – work together through effective communication, collaboration, and accountability.

Leadership – create vision, inspire others, and set an innovative pace for our customers and the transportation industry.

WHERE THE IOWA DOT IS GOING

OUR VISION

Smarter, Simpler, Customer Driven

ONE IOWA DOT TEAM KEY INITIATIVES FOR CHANGE

Initiatives will be worked on one at a time and led by a key initiative team.

Team members will be made up of Iowa DOT staff members who have a unique relationship to the initiative being worked on at that time.

Performance management



Data integration



Portfolio and project management



Organizational communication



Workforce and knowledge management



Visit: www.iowadot.gov/strategicplan

TO LEARN MORE ABOUT THE STRATEGIC PLAN AND PROGRESS OF KEY INITIATIVES

AS IOWA DOT EMPLOYEES – ONE IOWA DOT TEAM

WE COMMIT TO:

SAFETY



- Understanding and following procedures developed to keep employees safe.
- Looking out for the welfare of ourselves, co-workers, and customers.
- Listening to concerns and observations raised by others.
- Reviewing situations for potential dangers.
- Continually working to improve safety performance in our area.

RESPECT



- Listening to understand.
- Acting in a professional manner.
- Treating co-workers as we expect to be treated.
- Learning from the diversity in the workplace.
- Being accepting of others who raise questions.

INTEGRITY



- Always acting in an ethical manner.
- Acting as we expect others to act.
- Dealing with people honestly and directly.
- Following through on the things we say we will do.
- Responding to communication in a timely fashion.

TEAMWORK



- Valuing the input of those we work with.
- Interacting collaboratively with others.
- Supporting open discussion.
- Holding ourselves and others accountable.
- Working to accomplish the goals set by and for the people we work with.

LEADERSHIP



- Having the courage to raise questions.
- Focusing on those things that are important.
- Taking advantage of opportunities to improve.
- Taking responsibility for our work and that of our work unit.
- Encouraging and supporting ways to better serve our customers.

Visit: www.iowadot.gov/strategicplan

TO LEARN MORE ABOUT THE STRATEGIC PLAN AND PROGRESS OF KEY INITIATIVES



March 2016

Governor
Terry E. Branstad

Transportation Commissioners
Leonard Boswell, Chair
Daniel Huber, Vice chair
Loree R. Miles
John Putney
Amy Reasner
David Rose
Charese Yanney

Director
Paul Trombino III

General Counsel
David Gorham

Performance and Technology Division
John Selmer

Operations and Finance Division
Lee Wilkinson

Planning, Programming and Modal Division
Stuart Anderson

Motor Vehicle Division
Mark Lowe

Information Technology Division
Annette Dunn

Highway Division
Mitch Dillavou

Organizational Improvement

Office of Employee Services
Todd Sadler

Office of Aviation
Michelle McEnany

Office of Driver Services
Melissa Spiegel

Bureau of Enterprise Services
Jeff Sundholm

Office of Highway Support
Deb Shafer

Systems Operations Bureau
Sandra Larson

Project Delivery Bureau
Charlie Purcell

District 1 Office, Ames
Scott Dockstader

Office of Strategic Communications
Andrea Henry

Office of Finance
Cheryl Williams

Office of Program Management
VACANT

Office of Vehicle and Motor Carrier Services
Tina Hargis

Office of Customer Support
Bill George

Office of Motor Vehicle Support
Corey Lorenz

Office of Maintenance
Bob Younie

Office of Location and Environment
VACANT

Office of Contracts
Wes Musgrove

District 2 Office, Mason City
E.Jon Ranney

Office of Research and Analytics
Peggi Knight

Office of Policy and Legislative Services
Dan Franklin

Office of Public Transit
Michelle McEnany

Office of Motor Vehicle Enforcement
David Lorenzen

Office of Systems Support
Roger Parker

Office of Administration, Planning and Modal Support
Mitch Carlyle

Office of Traffic and Safety
Steve Gent

Office of Right of Way
Marty Sankey

Office of Construction and Materials
Greg Mulder

District 3 Office, Sioux City
Tony Lazarowicz

Office of Support Services
Mike Harvey

Office of Rail Transportation
Tammy Nicholson

Bureau of Investigation & Identity Protection
Paul Steier

Office of Network and Radio Support
Dave Anderson

Traffic Operations
Scott Marler

Office of Design
Mike Kennerly

Office of Local Systems
VACANT

District 4 Office, Atlantic
Troy Jerman

Office of Systems Planning
Craig Markley

Office of Bridges and Structures
Norm McDonald

District 5 Office, Fairfield
Jim Armstrong

District 6 Office, Cedar Rapids
Jim Schnobelen

INFORMATION TECHNOLOGY DIVISION

Annette Dunn, 515-239-1284
Fax: 515-239-1120
800 Lincoln Way, Ames, IA 50010

Office of:
Enterprise Services Jeff Sundholm515-239-1543

OPERATIONS AND FINANCE DIVISION

Lee A. Wilkinson, 515-239-1340
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Office of:
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Finance Cheryl Williams515-239-1474
Policy & Legislative Services Dan Franklin515-239-1131
Support Services Mike Harvey515-239-1327

PERFORMANCE AND TECHNOLOGY DIVISION

John Selmer, P.E., 515-239-1333
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800 Lincoln Way, Ames, IA 50010

Office of:
Research and Analytics Peggi Knight, P.E.515-239-1530
Strategic Communications Andrea Henry515-239-1730

MOTOR VEHICLE DIVISION

Mark Lowe, 515-237-3040
Fax: 515-237-3355
Mailing address: P.O. Box 9204
Des Moines, IA 50306-9204
Physical address: 6310 SE Convenience Blvd.
Ankeny, IA 50021

Bureau of:
Investigation & Identity Protection..... Paul Steier 515-237-3260
Fax: 515-237-3387

Office of:
Driver Services Melissa Spiegel .. 515-237-3010
Fax: 515-237-3071
Motor Vehicle Enforcement Dave Lorenzen ... 515-237-3219
Fax: 515-237-3387
Vehicle & Motor Carrier Services Tina Hargis 515-237-3040
Fax: 515-237-3056

Motor Vehicle Information Center
From Des Moines: 515-244-8725
or 515-244-9124
TDD number: 515-237-3192
Monday-Friday, 8 a.m. - 4:30 p.m.

Motor Carrier Services
P.O. Box 10382
Des Moines, IA 50306-0382
515-237-3264
Fax: 515-237-3257

Investigative Bureau: 515-237-3050
Monday-Friday 8:30 a.m. - 3:30 p.m.

Motor Vehicle Enforcement
Commercial vehicle information: 515-237-3305
Monday-Friday 8:30 a.m. - 3:30 p.m.

HIGHWAY DIVISION

Mitchell J. Dillavou, P.E., 515-239-1124
Fax: 515-239-1120
800 Lincoln Way, Ames, IA 50010

Systems Operations Bureau Sandra Larson, P.E., 515-239-1128

Office of:
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Fax:515-239-1005
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Fax:515-239-1891
Traffic Operations Scott Marler515-239-1919

Project Delivery Bureau Charlie Purcell, P.E., 515-239-1128

Office of:
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Fax:515-239-1978
Construction & Materials... Greg Mulder, P.E.515-239-1352
Fax:515-239-1845
Contracts Wes Musgrove, P.E.515-239-1414
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Design Michael J. Kennerly, P.E.515-239-1783
Fax:515-239-1873
Local Systems Vacant515-239-1528
Fax:515-239-1966
Location & Environment ... Vacant515-239-1225
Fax:515-239-1726
Right of Way Martin Sankey, P.E.515-239-1216
Fax:515-239-1247

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Stuart Anderson, P.E., 515-239-1661
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Office of:
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Program Management Vacant515-239-1500
Public Transit Michelle McEnany515-239-1659
Rail Transportation Tamara Nicholson, P.E.515-239-1052
Systems Planning Craig Markley515-239-1027

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.

IOWA TRANSPORTATION COMMISSIONERS

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Iowa DOT general number 515-239-1101
TDD number 515-239-1514
Monday-Friday, 8 a.m. - 4:30 p.m.
Visit our website at: www.iowadot.gov

PM 140 3/16/16



NEED ANSWERS

IF YOU HAVE QUESTIONS ABOUT TRANSPORTATION IN IOWA, ONE OF OUR REPRESENTATIVES CAN HELP YOU.



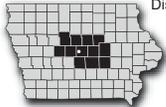
SMARTER | SIMPLER | CUSTOMER DRIVEN

Prepared by the Office of Strategic Communications
800 Lincoln Way • Ames, IA 50010
515-239-1101 • Fax: 515-817-6508

MARCH 2016

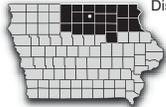
HIGHWAY DIVISION DISTRICTS

District 1
1020 S. Fourth St., Ames 50010
515-239-1635 800-899-0623 Fax: 515-239-1472



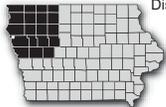
District 1 Engineer	Scott Dockstader, P.E.	515-239-1194
Assistant District Engineer	Tony Gustafson, P.E.	515-239-1430
Construction Engineer	Jesse Tibodeau, P.E.	515-239-1542
Field Services Coordinator	Andy Loonan	515-239-1996
Local Systems Engineer	Gregg Durbin, P.E.	515-239-1421
Maintenance Manager	Lance Starbuck	515-239-1634
Materials Engineer	Vacant	515-239-1488

District 2
428 43rd St. SW, Mason City 50401
641-423-7584 800-477-4368 Fax: 641-422-9453



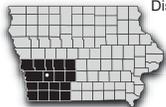
District 2 Engineer	Jon Ranney, P.E./P.L.S.	641-422-9465
Assistant District Engineer	Dave Little, P.E.	641-422-9464
Construction Engineer	Dave Roeber, P.E.	641-422-9448
Field Services Coordinator	Pete Hjelmstad	641-422-9459
Local Systems Engineer	Robert Welper, P.E.	641-422-9467
Maintenance Manager	Randy Taylor	641-423-8516
Materials Engineer	Keith Norris, P.E.	641-423-7676

District 3
2800 Gordon Drive, P.O. Box 987, Sioux City 51102-0987
712-276-1451 800-284-4368 Fax: 712-276-2822



District 3 Engineer	Tony Lazarowicz, P.E.	712-276-1451
Assistant District Engineer	Shane Tymkowicz, P.E.	712-274-5834
Construction Engineer	Darwin Bishop, P.E.	712-274-5826
Field Services Coordinator	Dakin Schultz	712-274-5837
Local Systems Engineer	Brian Catus, P.E.	712-274-5839
Maintenance Manager	John Jepsen	712-274-5825
Materials Engineer	William Dotzler, P.E.	712-239-4713

District 4
2210 E. Seventh St., Atlantic 50022
712-243-3355 800-289-4368 Fax: 712-243-6788



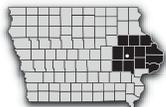
District 4 Engineer	Troy Jerman, P.E.	712-243-7626
Assistant District Engineer	Don Stevens, P.E.	712-243-7622
Construction Engineer	George Feazell, P.E.	712-243-7628
Field Services Coordinator	Scott Suhr	712-243-7627
Council Bluffs Interstate Project	Jim Muetzel, P.E.	712-243-7633
Local Systems Engineer	Vince Ehler, P.E.	712-243-7638
Maintenance Manager	Jim Bane, P.E.	712-243-7623
Materials Engineer	Daniel Redmond, P.E.	712-243-7629

District 5
307 W. Briggs, P.O. Box 587, Fairfield 52556-0587
641-472-4171 800-766-4368 Fax: 641-472-3622



District 5 Engineer	Jim Armstrong, P.E.	641-469-4005
Assistant District Engineer	Mark Van Dyke, P.E.	641-469-4003
Construction Engineer	James Webb, P.E.	641-469-4045
Field Services Coordinator	Jason Huddle	641-469-4007
Local Systems Engineer	Christy VanBuskirk, P.E.	641-469-4017
Maintenance Manager	Jeff Owen	641-472-6142
Materials Engineer	Vacant	641-469-4045
Traffic Operations Engineer	Jared Klein, P.E.	319-270-3820

District 6
5455 Kirkwood Blvd. SW, Cedar Rapids 52404
319-364-0235 800-866-4368 Fax: 319-364-9614



District 6 Engineer	Jim Schnoebelen, P.E.	319-364-0235
Assistant District Engineer	Kenneth Yanna, P.E.	319-364-0235
Construction Engineer	Doug McDonald, P.E.	319-364-0235
Field Services Coordinator	Catherine Cutler	319-364-0235
Local Systems Engineer	Doug Rick, P.E.	563-391-4643
Local Systems Engineer	Kent Ellis, P.E.	319-364-0235
Maintenance Manager	Jeff Tjaden	319-364-0235
Materials Engineer	Roger Boulet, P.E.	319-366-0446
Project Manager	John Vu, P.E.	319-730-1505

ACCESS AND UTILITY PERMITS

District 1
Kevin Schlesky
57073 U.S. 30 E.
Ames 50010
515-663-6363

Vacant
2300 SE 17th St.
Grimes 50111
515-986-5460
800-251-2702

Deanna Smyth-Peters
2300 SE 17th St.
Grimes 50111
515-986-5460
800-251-2702

Jeff Cunningham
2300 SE 17th St.
Grimes 50111
515-986-5461
800-251-2702

District 2
Craig Wood
428 43rd St. SW
Mason City 50401
641-422-9472
866-452-8502

Kathie Rustad
2305 U.S. 52 S.
Decorah 52101
563-382-3631
800-251-2710

Vacant
1875 W. Ridgeway
P.O. Box 1888
Waterloo 50704
319-235-1832
866-347-8896

District 3
Kelly Mulvihill
4611 U.S. 75 N.
Sioux City 51108
712-202-0821
800-579-2711

Wayne Brensel
2435 Airport St.
P.O. Box 70
Denison 51442
712-263-8488
800-683-8900

Brent Klahnsen
1204 N. Second Ave. E.
P.O. Box 430
Rock Rapids 51246
712-472-2315
800-373-7347

District 4
Bobby Dahl
2210 E. Seventh St.
Atlantic 50022
712-243-7645
800-289-4368

Bobby Dahl
701 E. Taylor
Creston 50801
641-782-4310
800-579-2716

Richard Moraine
300 W. Broadway, Suite 401
Council Bluffs 51503
712-323-6125
800-579-2718

District 5
Nora Lind
205 E. 227th St.
P.O. Box 280
Fairfield 52556-0280
641-472-6142
800-224-6019

Brenda Sanders
2930 N. Court St.
Ottumwa 52501
641-683-3331
800-224-6018

Dale O'Brien
U.S. 34 W.
P.O. Box 733
Chariton 50049
641-774-2420
800-283-9731

District 6
Joel Keim
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-365-3558
800-262-5144

Sheila Lee
8723 Northwest Blvd.
P.O. Box 2646
Davenport 52809
563-391-4643
800-262-5143

Steve Lueck
14117 Iowa 136 N.
P.O. Box 325
Dyersville 52040
563-875-2375
800-262-5142

DISTRICT OPERATIONS MANAGERS

District 1
Dennis Howe
2300 SE 17th St.
Grimes 50111
515-986-5459
800-251-2702

District 2
Roger Burns
2224 225th St.
New Hampton 50659
641-394-5634
866-849-0327

District 3
Tom Jungers
4623 N. U.S. Hwy 75
Sioux City 51108
712-239-2856
800-373-7348

District 4
Steve Melford
3540 S. Expressway
Council Bluffs 51501
712-366-4642
866-834-9673

District 5
Tony Sebben
205 E. 227th St.
P.O. Box 280
Fairfield 52556-0280
641-472-6142
866-219-9121

District 6
Fred Thiede
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-365-3558
800-262-5144

RESIDENT CONSTRUCTION ENGINEERS

District 1
Danielle Mulholland
2300 Southeast 17th St.
Grimes 50111
515-986-2851
800-251-2707

Mark Dunn, P.E.
1308 Iowa Ave. W.
P.O. Box 150
Marshalltown 50158
641-752-4657
800-251-2706

Jenny Hoskins, P.E.
512 W. Clark
P.O. Box 150
Jefferson 50129
515-386-8166
800-251-2705

District 2
Roy Gelhaus, P.E.
428 43rd St. SW
Mason City 50401
641-422-1684
800-373-7344

Ron Loecher, P.E.
2224 225th St.
New Hampton 50659
641-394-3161
800-373-7343

District 3
Steve McElmeel, P.E.
1833 Industrial Road N.
Cherokee 51012-2235
712-225-5786
800-579-2712

Dean Herbst, P.E.
4611 U.S. 75 N.
Sioux City 51108
712-239-1367
800-579-2713

District 4
Dave Dorsett, P.E.
3538 S. Expressway
Council Bluffs 51501
712-366-0568
800-579-2719

Scott Nixon, P.E.
701 E. Taylor
Creston 50801
641-782-4518
877-226-8109

District 5
Scott Sommers, P.E.
U.S. 34 W.
P.O. Box 733
Chariton 50049
641-774-5056
800-881-5778

Lauren Giarro, P.E.
205 E. Taft St.
Mount Pleasant 52641
319-385-2211
800-224-6021

District 6
Hugh Holak, P.E.
1009 W. Main
P.O. Box 129
Manchester 52057
563-927-2397
800-262-5146

Mark F. Brandl, P.E.
8721 Northwest Blvd.
P.O. Box 2646
Davenport 52809
563-391-2750
800-262-5145

DISTRICT TRANSPORTATION PLANNERS

1. Ames MPO
Phil Mescher
Vacant
800 Lincoln Way
Ames 50010
Phil: 515-239-1629
Vacant: 515-239-1520

3. Scott Suhr
2210 E. Seventh St.
Atlantic 50022
712-243-7627
800-289-4368

5. Catherine Cutler
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-364-0235
800-866-4368

7. Krista L. Rostad
428 43rd St. SW
Mason City 50401
641-422-9447
800-477-4368

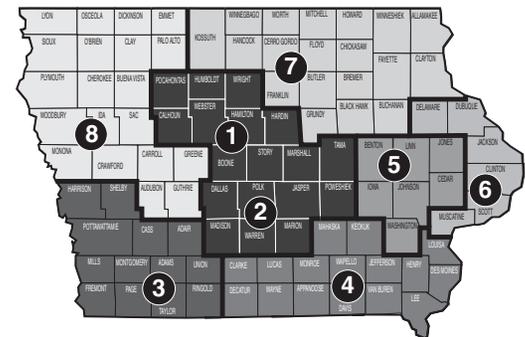
2. Mike Clayton
1020 S. Fourth St.
Ames 50010
515-239-1202
800-899-0623

4. Jason Huddle
307 W. Briggs
P.O. Box 587
Fairfield 52556
641-469-4007
800-766-4368

6. Sam Shea
5455 Kirkwood Blvd. SW
Cedar Rapids 52404
319-364-0235
800-866-4368

8. Dakin Schultz
2800 Gordon Drive
P.O. Box 987
Sioux City 51102-0987
712-274-5837
800-284-4368

District Transportation Planners' Areas of Responsibility





Workers' Compensation Guidelines

Q&A

Questions and answers about the Iowa Department of Transportation's workers' compensation benefits.

Q A

What is the first step for an Iowa DOT employee to take after experiencing a work-related injury?

The first step the employee must take is to complete an injury report. The report must be completed with the supervisor using the "Injury Report Application" on the OPFIN menu. This application gathers all the information about the injury and employee needed to process the claim.

Completing the **injury report is required** even if medical attention is not sought or needed immediately to ensure proper coverage is available if medical attention is needed at a later date.

Q A

What is a third-party administrator?

A third-party administrator (TPA) is a contractor hired by the State of Iowa to administer the state's workers' compensation program, including payment of lost-time benefits owed to employees and payment of work-related injury medical bills.

Sedgwick Claims Management Services is the state's current TPA, a national provider of workers' compensation benefits, with an office in West Des Moines. The provider has licensed personnel responsible for directing the care of injured state employees.

Q A

How does an injured Iowa DOT employee receive treatment?

All Iowa employers have the legal ability to direct the delivery of medical services provided to their employees injured in the workplace. However, if an employee needs **emergency** care, they should go to the nearest medical facility for treatment. Follow-up care is arranged by the employee's supervisor in coordination with the Office of Employee Services' workers' compensation coordinator.

If an Iowa DOT employee chooses to visit their doctor without prior authorization from the department's workers' compensation coordinator or the TPA, he/she risks not having his/her medical bills paid by the Iowa DOT. The same risk applies to employees who change doctors without receiving prior authorization.

Employees are eligible for chiropractic care **only** if the workers' compensation-designated medical provider requests such treatments in lieu of physical therapy.

The TPA strives to utilize the best physicians and specialists in the state, so employees receive the best care available.

Q A How are Iowa DOT employees injured in the workplace compensated while away from work?

Workers' compensation benefits start on an employee's fourth full day away from work. Iowa law requires that the first three full days off from work be charged against an employee's earned sick leave unless otherwise requested. If the employee misses more than 14 calendar days, the first three full days of sick leave will be reallocated to the employee.

Compensation is paid at approximately two-thirds the rate of an employee's regular pay. To replace the remaining one-third of the employee's regular pay, available sick (injury) leave, vacation or comp time hours may be used. This can be requested by submitting the "Benefit Election Form" to the TPA.

All Iowa DOT payroll deductions continue to be the employee's responsibility and must be paid. Employees who have depleted their earned vacation, sick and comp time leave will need to make arrangements to pay for deductions, such as credit union fees and garnishments.

Employees may be reimbursed for medical care-related vehicle mileage after completing a "Mileage Reimbursement" form and sending it to the TPA for processing.

Communication between an employee, their supervisor, the TPA and the Iowa DOT's workers' compensation coordinator is extremely important. This dialog ensures benefits are paid in a timely manner and are not interrupted unnecessarily.

Q A How are medical bills of work-related injuries paid?

All medical bills and expenses pertaining to an employee's work-related injury must be submitted to the TPA for payment.

Employees should **not** report their work-related injury or send any medical bills to their personal medical insurance provider. The Iowa DOT's health insurance plans do not pay for workers' compensation-covered medical expenses.

Employees injured in the workplace should **not** use their standard medical prescription benefit cards. Iowa DOT employees eligible for workers' compensation benefits will be issued a card specifically for workers' compensation-covered prescriptions.



Q A What happens if a designated medical provider restricts an Iowa DOT employee's work activities?

After every designated medical provider visit (medical doctor, doctor of osteopathy, physician assistant, advanced registered nurse practitioner), an Iowa DOT "Patient Status Report" must be returned to both the employee's supervisor and Iowa DOT's workers' compensation coordinator. Communication is the key for employees who are off work or who are returning to work either in the return to work program or under full-duty status. Coordination between the designated medical provider, employee's supervisor, Iowa DOT's workers' compensation coordinator and state's TPA is an integral part of this process.

To expedite the healing and recovery process, employees issued a temporary restriction by their designated medical provider **must** adhere to the restriction(s) at **all** times, regardless of whether they are at work or on their personal time.

Q A Where can Iowa DOT employees receive additional information about workers' compensation benefits?

Employees may visit with their supervisor or contact the Iowa DOT's workers' compensation coordinator, telephone 515-239-1921 or email DOT-WorkersComp@dot.iowa.gov.

All workers' compensation-related medical bills and mileage claims should be mailed to:

Sedgwick CMS – Des Moines
P.O. Box 14628
Lexington, KY 40512

All forms referenced in this document are available on the Iowa DOT's intranet site "DOTNET" by selecting Iowa DOT Forms on the left side of the home page.



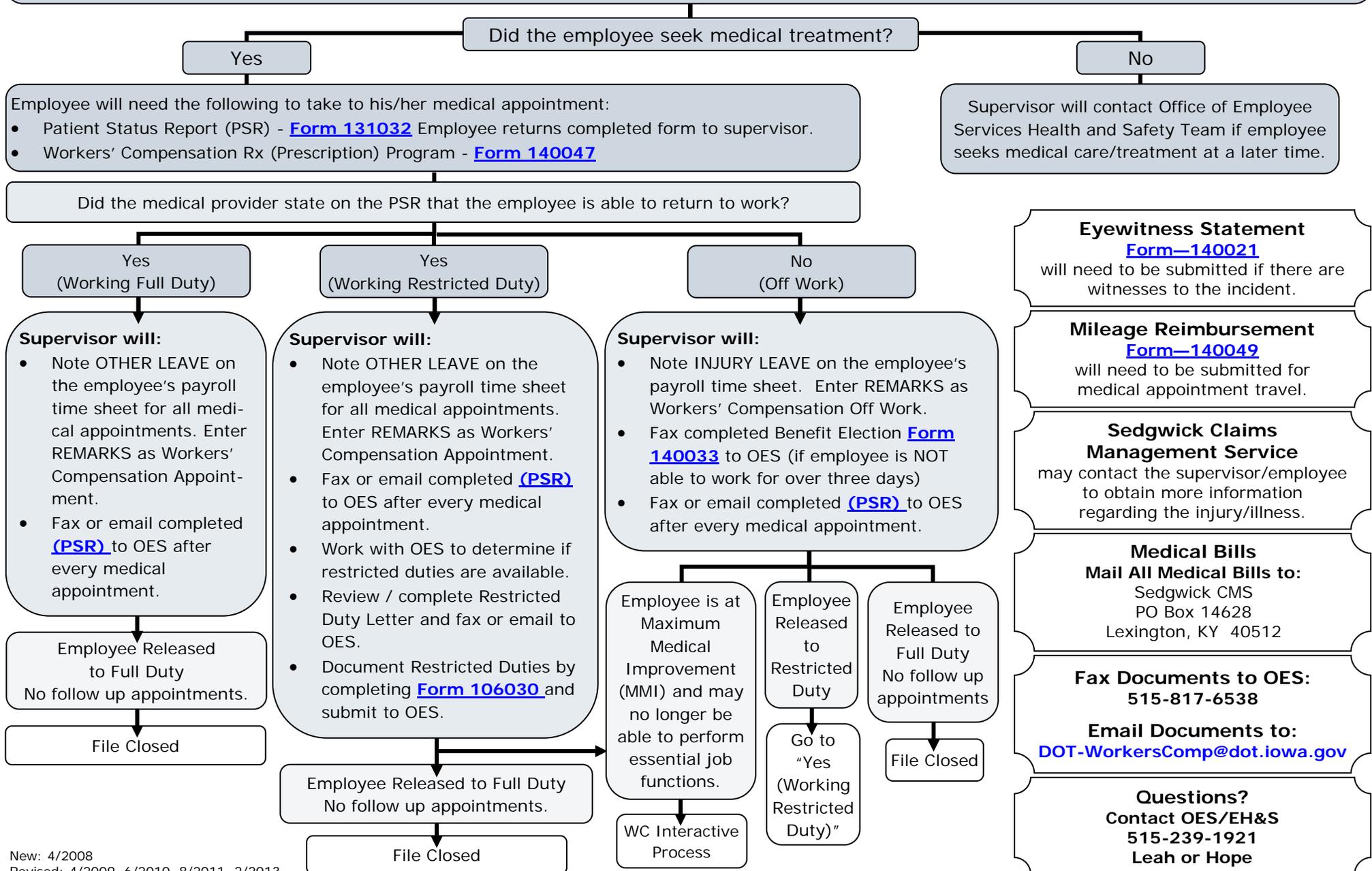
Workers' Compensation (WC) Flowchart

An Injury Report (IR) on Op/Fin must be completed for all Incidents/Events/Exposures including those not treated by a medical provider.

Supervisor will submit the IR and if needed, schedule the employee's medical appointment with a designated WC medical provider.

See [Medical Provider List](#) for a list of providers. If this is an emergency, contact 911 or visit nearest emergency medical facility.

If you are viewing this document electronically, items in BLUE are direct links to the document! All documents are available on DOTNET in DOT Forms.



Eyewitness Statement

[Form—140021](#)

will need to be submitted if there are witnesses to the incident.

Mileage Reimbursement

[Form—140049](#)

will need to be submitted for medical appointment travel.

Sedgwick Claims Management Service

may contact the supervisor/employee to obtain more information regarding the injury/illness.

Medical Bills

Mail All Medical Bills to:

Sedgwick CMS
PO Box 14628
Lexington, KY 40512

Fax Documents to OES:

515-817-6538

Email Documents to:

DOT-WorkersComp@dot.iowa.gov

Questions?

Contact OES/EH&S

515-239-1921

Leah or Hope

**SECTION 2.40 STATE OF IOWA EEO, AA, AND ANTI-DISCRIMINATION POLICY
Last Update: 12/2010**

State of Iowa

**EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
AND ANTI-DISCRIMINATION POLICY**

For

Executive Branch Employees

NOTIFICATION AND EFFECTIVE DATE

All executive branch employees will be required to read this Equal Opportunity, Affirmative Action, and Anti-Discrimination Policy, and will be expected to sign an Acknowledgment indicating that the Policy was read and fully understood by the employee. This revised Policy shall become effective December 10, 2010.

A. GENERAL STATEMENT OF POLICY

It is the policy of the executive branch of state government in the State of Iowa to provide equal employment opportunity within state government to all persons. (Iowa Code 19B) The intent of this policy is to ensure that individuals are not denied equal access to state employment opportunities because of their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity, consistent with applicable state and federal policies and regulations. It is also the policy of the executive branch of state government in the State of Iowa to apply affirmative action measures to correct the underutilization of females, minorities, and persons with disabilities in the state employment system whenever remedial measures are appropriate.

**B. DISCRIMINATORY HARASSMENT IN VIOLATION OF IOWA CODE CHAPTERS 216
AND 19B AND APPLICABLE FEDERAL STATUTES**

Harassment of employees based upon their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or gender identity is a violation of the Iowa Civil Rights Act (Iowa Code chapter 216, as amended). Other laws also prohibiting discriminatory harassment in one or more of specified covered areas include: Iowa Code Section 19B.12, Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1978, as amended; and the Americans with Disabilities Act of 1990.

Examples of discriminatory harassment based on the employees protected status include, but are not limited to:

1. Abusing the dignity of an employee through insulting or degrading remarks or conduct.
2. Threats, demands, or suggestions that an employee's work status is contingent upon submission to harassment.
3. Subjecting an employee to demeaning or degrading activities in order to gain co-worker acceptance, e.g., hazing.

C. SEXUAL HARASSMENT

Sexual harassment is a violation of both federal and state statute. Harassment on the basis of sex is a violation of Section 703 Title VII of the Civil Rights Act of 1964 (42 U.S.C. Sec. 2000e et seq.) as amended and Iowa Code Sections 19B.12 and 216. Sexual harassment based on real or perceived sexual orientation or gender identity is a violation of Iowa Code Section 216. "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) 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."

Within Iowa Code section 19B.12, "sexual harassment means persistent, repetitive, or highly egregious conduct directed at a specific individual or group of individuals that a reasonable person would interpret as intentional harassment of a sexual nature, taking into consideration the full context in which the conduct occurs, which conduct threatens to impair the ability of a person to perform the duties of employment, or otherwise function normally within an institution responsible for the person's care, rehabilitation, education, or training."

Examples of sexual harassment, in addition to discriminatory harassment previously described, include, but are not limited to:

1. Unwelcome sexual advances.
2. Hostile conduct based on the person's sex, sexual orientation, or gender identity.
3. Requesting or offering sexual favors in return for job benefits.

4. Actions such as cornering, patting, pinching, touching or brushing against another person's body that are sexual in nature.
5. Open speculation or inquiries about another person's sex life.
6. Jokes, remarks, or innuendos that are sexual in nature or based on real or perceived sexual orientation or gender identity about another person, or about men or women in general.
7. Displaying sexually explicit material in the work place.
8. Conditioning work benefits on submission to sexual advances, tolerance of a sexually hostile work environment or giving preferential treatment because of another person's submission to sexual advances, or tolerance of a sexually hostile work environment.

Sexual harassment can take place between (a) any two state employees, (b) a state employee and a non-state employee, including contractors, and (c) between a state employee and a visitor, guest, client, patient, inmate, or resident.

D. DISCRIMINATORY PRACTICES IN VIOLATION OF THE AMERICANS WITH DISABILITIES ACT OF 1990

A person with a disability is a person who has a physical or mental impairment that substantially limits a major life activity, or has a record of such impairment, or is regarded as having such impairment. "Major life activities include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A qualified person with a disability is one who meets the legitimate job requirements and is able to perform the essential function of the position with or without reasonable accommodations and without being a direct threat to the health or safety of themselves or others. Essential functions are absolute requirements for producing critical job results/outputs. Essential, by definition, means indispensable, vital, necessary, or related to the essence of the job. It does not include marginal functions or duties performed. As such, departments are not required to provide reasonable accommodations that would result in fundamental alterations in the nature of the work to be performed.

The State of Iowa and its departments, agencies and other instrumentalities and all their employment practices, services and programs shall comply with the requirements of the ADA. The ADA requires, in part, that the State of Iowa:

1. Make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless fundamental alteration in the program or an undue hardship would result.
2. May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability.
3. Provide programs and services in an integrated setting unless separate or different measures are necessary to ensure equal opportunity.
4. Prohibit requirements that tend to screen out individuals with disabilities, such as requiring a driver's license as the only acceptable means of identification.

5. Eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs or activities unless necessary to the provisions of the services, program or activity.
6. Impose safety requirements only when they are necessary for the safe operation of the program in question, such as requirements for eligibility for drivers licenses if they are based on actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities.
7. Ensure that individuals with disabilities are not excluded or limited from participation in services, programs, and activities because buildings are inaccessible.
8. Provide services, programs and activities offered in the facility to persons with disabilities through alternative methods, if physical barriers are not removed.

E. COMPLAINT REPORTING PROCEDURE

Any person who feels that he or she has been denied an employment opportunity or has had the terms and conditions of their employment adversely affected because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or gender identity has the right and is encouraged, to file a complaint with the person's department, pursuant to the department's complaint procedure. A person may also file a complaint with the Iowa Civil Rights Commission or the appropriate federal enforcement agency. (For sexual orientation or gender identity, protection is offered under the State of Iowa statute only.)

There shall be no discrimination or retaliation against an individual because he or she files a complaint or who aids another individual in filing a complaint. An employee who has reason to believe that he or she has been retaliated against because of participation in an investigation of a discrimination complaint may also file a charge with the Iowa Department of Administrative Services Human Resources Enterprise, the Iowa Civil Rights Commission, or the U.S. Equal Employment Opportunity Commission, whichever is appropriate.

Any person who believes that she or he has been the victim of discrimination under this section, or who has a concern about potential violations of this section, is directed to bring the matter to the attention of his or her immediate supervisor, appointing authority, or their designees, in accordance with the department's established complaint procedure. If the concern or complaint involves the employee's immediate supervisor, the employee is encouraged to file the concern or complaint with the next highest supervisor, or, in the alternative, to the Director of the Iowa Department of Administrative Services.

Department directors shall promptly investigate all complaints. Each agency shall take final agency action in response to a complaint. Corrective action shall be taken immediately to remedy violations of this policy, whenever warranted, up to and including the discharge of parties whose conduct violates this policy. A manager or supervisor who fails to properly act upon complaints or who has personal knowledge of a violation of this policy and fails to take appropriate action shall be subject to disciplinary action up to and including discharge. The director for the Iowa Department of Administrative Services shall assist departments and agencies with this responsibility. When applicable,

state officials and employees shall cooperate fully with all appropriate individuals in the investigation of violations of this policy in order to create and maintain a workplace free from discrimination and discriminatory harassment.

A person, other than a state employee, who is the victim of discrimination prohibited under this policy, shall report the incident immediately to the director of the department affected or to the director of the Iowa Department of Administrative Services.

The Iowa Department of Administrative Services shall have the authority to conduct an investigation of practices prohibited under this policy or supervise the investigation conducted by the agency implicated when the agency director has determined that the investigation is necessary and consistent with the intent of this policy or when the complaint involves allegations of systematic discrimination.

Individuals needing assistance may also contact the Department of Administrative Services Human Resources Enterprise, Hoover Building, Level A, Des Moines, Iowa 50319. Phone: 515-281-3087 or dashre.info@iowa.gov.

F. ASSIGNMENT OF RESPONSIBILITIES

The director of the Department of Administrative Services shall be designated as the State Affirmative Action Administrator, as required in Iowa Code Chapter 19B.3 and shall be Responsible for the administration and promotion of equal opportunity and affirmative action efforts in the recruitment, appointment, assignment, and advancement of personnel by all state agencies except the state board of regents and the institutions under its jurisdiction.

The director of the Department of Administrative Services shall also be designated as the State Americans with Disabilities (ADA) Coordinator in compliance with the U. S. Department of Justice's Title II Regulations Section 35.107. The director shall carry out this responsibility as follows:

1. Employment: The Human Resources Enterprise of the Department of Administrative Services shall be responsible for equal employment opportunity efforts under the ADA.
2. Accessibility: The General Services Enterprise of the Department of Administrative Services shall be responsible for equal access to State facilities under the ADA.
3. Complaint Reporting Procedure: The ADA Coordinator shall utilize existing complaint reporting procedures detailed in Section E to ensure that policies and procedures of the State of Iowa and its departments, agencies and other instrumentalities do not discriminate against persons with disabilities.

Department directors have the responsibility for the overall administration of this policy within their departments. This includes the following responsibilities:

1. Equal Opportunity: Integrating equal opportunity into all parts of human resource and program management, reviewing all policies and procedures as they affect equal opportunity and ensuring compliance with relevant statutes.
2. Affirmative Action: Implementing an internal system for auditing and remedying underutilization in the workforce, and annually reporting the effectiveness of affirmative action efforts to the director of the Iowa Department of Administrative Services.

3. Prevention of Harassment: Making every reasonable effort to prevent all forms of harassment from occurring and taking immediate and appropriate corrective action when harassment is brought to their attention, either directly or indirectly. Any administrator, supervisor, or employee who engages in any form of discrimination or harassment prohibited by this policy or who retaliates against an individual who has complained of discrimination or harassment will be subject to disciplinary action up to and including discharge. Also, any administrator or supervisor who fails to act upon complaints of or on personal knowledge of workplace discrimination or harassment will be subject to disciplinary action up to and including discharge.
4. Access to Program Services: Department directors shall ensure their activities, services and programs are in compliance with the ADA and accessible to the general public.

G. TRAINING

Department directors and their employees should attend training offered through the Iowa Department of Administrative Services Human Resources Enterprise intended to sensitize and inform them concerning the elimination of discrimination and harassment in the workplace. This training shall include, but is not limited to, equal opportunity, affirmative action, diversity, and prevention of discrimination/harassment.

H. POSTING

This policy shall be posted in conspicuous places throughout each of the executive branch agencies of Iowa State government, included in employee handbooks, distributed to all agency employees, chairpersons of department advisory and policy-making groups, agency-specific recruiting sources, vendors, and contractors.



Title		Policy No.
Equal Employment Opportunity and Affirmative Action		230.03
Responsible Office	Related Policies and Procedures	
Director's Staff Division	230.02, 230.08, 230.09, 230.10	
Effective/Revision Dates	Approval(s)	
9-1-76/ 12-5-05	Mary Christy	

Authority: Director of the Director's Staff Division.

Contents: This policy prohibits unlawful discrimination, discriminatory harassment and sexual harassment and establishes employee responsibilities for equal employment opportunity and affirmative action.

Affected Offices: All

Who to Contact for Policy Questions: Affirmative Action Officer in the Director's Staff Division; telephone 515-239-1102.

Definitions:

Affirmative action - Positive action appropriate to overcome the documented effects of past or present practices, policies or other barriers to equal employment opportunity.

Affirmative action appointment - Selection of a protected class applicant when:

- The position is in a job class that has been documented as underutilized for a protected class, and
- The applicant possesses the skills and abilities identified in the essential functions for the position.

Affirmative Action Officer - The position in the Department, organizationally placed in the Director's Staff Division, that oversees the DOT's equal employment opportunity and affirmative action programs, efforts and progress.

Alternative dispute resolution process - An informal procedure to assist parties with fashioning an agreement that mitigates areas of conflict.

Discriminatory harassment - Adverse treatment of an employee or a group of employees, whether intentional or unintentional, based on such characteristics as race, religion, national origin, sex, color, creed, mental or physical disability, or age.

EEO/AA complaint - Any oral or written report or observation alleging a violation of this policy.

Equal employment opportunity - Prohibition against unlawful discrimination in employment policies and practices on the basis of race, religion, national origin, sex, color, creed, mental or physical disability, or age.

Protected classes -

- Ethnic minorities. Persons having origins in any of the following--African racial groups (Blacks); Spanish cultural groups (Hispanic); original North American racial groups (American Indian or Alaskan native); or Far Eastern, Southeast Asian, Indian, or Pacific Island groups (Asian or Pacific Islander).

- Women.
- Persons with disabilities. Persons who a) have a physical or mental impairment that substantially limits one or more major life activities, b) have a record of such an impairment, or c) are regarded as having such an impairment.
- Persons age 18 or older.

Reasonable accommodation: A modification or adjustment to a job, an employment practice, or work environment that makes it possible for an individual with a disability to enjoy the benefits and privileges of employment equal to those enjoyed by individuals without disabilities, as long as such accommodation does not cause an undue hardship for the Department.

Sexual harassment - Any act that uses sexual submission or rejection as a condition of employment, or conduct of a sexual nature that interferes with an employee's work performance by creating an intimidating, hostile or offensive work environment.

Underutilized class - Comparison of the composition of the Department's workforce to the availability of females, minorities, and persons with disabilities within the relevant labor market. When employment of specific groups in the workforce is below the percentage of those groups in the relevant labor market, the workforce is considered underutilized.

Undue hardship - An action that rises to the level of being significantly difficult or expensive to implement.

Unlawful discrimination - The act of making an unlawful distinction or decision concerning applicants or employees on the basis of race, religion, national origin, sex, color, creed, mental or physical disability, or age, when such act affects those persons' employment situations in any way.

References: Applicable statutes and regulations relating to civil rights, equal employment opportunity and affirmative action include, but are not limited to, the following:

42 USC Section 2000e et. seq. {Title VII of the Civil Rights Act of 1964}
42 USC Chapter 126 {Americans with Disabilities Act of 1990}
29 USC Section 794 {Section 504 of the Rehabilitation Act of 1973}
29 USC Section 206(d) {Equal Pay Act of 1963}
29 USC Section 621 et. seq. {Age Discrimination in Employment Act of 1967}
29 CFR Parts 1600-1699 {Equal Employment Opportunity Commission}
U.S. Executive Order 11246 {Equal Opportunity in Federal Employment}
Iowa Code Chapter 19B {Equal Opportunity and Affirmative Action}
Iowa Code Chapter 216 {Iowa Civil Rights Act of 1965}
State of Iowa Executive Orders 15(4-2-73), 34(7-22-88), 44(4-30-92), and 18(3-28-2001)
State of Iowa Equal Opportunity, Affirmative Action and Anti-discrimination Policy (11-1-2001) {Section 2.40 of the Managers and Supervisors Manual}
Iowa Department of Administrative Services rules 11 IAC Chapter 68
Managers and Supervisors Manual, Chapters 2 and 4

Forms:

140009 - *Hiring Decision Justification/Applicant Interview Report* {available on DOTNET}
140039 - *Internal Complaint of Discrimination* {available on DOTNET}

CFN 552-0674 - *Individual Performance Plan and Evaluation (IPPE)* {available on DOTNET}
P-1 - *Report of Personnel Action* {mainframe program}

Policy and Procedure:

I. Policy

- A. The Department is an equal employment opportunity and affirmative action employer. All employees shall receive affirmative action training.
- B. Managers and supervisors shall appoint, promote, assign, train and evaluate the performance of employees on the basis of individual qualification and merit and shall not unlawfully discriminate against applicants and employees. Unlawful discrimination is a violation of this policy and is prohibited.
- C. Reasonable accommodations for employees with disabilities shall be made unless these accommodations would create undue hardship for the Department.
- D. Hiring goals for underutilized job classes shall be established when vacancies are anticipated and hiring opportunities exist.
- E. All employees shall have access to training and career development information. Training and career development opportunities shall not be withheld from any employee for any reason that is considered unlawful discrimination.
- F. Sexual harassment and discriminatory harassment of employees and individuals who are doing business with the Department are violations of this policy and are prohibited. Examples of prohibited conduct include, but are not limited to:
 - Inappropriate or offensive touching, hugging or kissing; requests for sexual favors; sexual advances; or comments or actions that are sexually suggestive or are sexual in nature.
 - Comments or actions that are offensive or discriminatory based on membership in a protected class, gender, religious beliefs, or ancestry.

Forms of sexual or discriminatory harassment include, but are not limited to, jokes, pictures, drawings or objects such as calendars, magazine centerfolds, cartoons, posters, t-shirts or caps.

- G. Any employee who alleges an act of unlawful discrimination, discriminatory harassment or sexual harassment has the right to seek resolution of the situation without jeopardizing employment or future career opportunities.
- H. The Department will not tolerate any attempt at retaliation, punishment, reprisal, or adverse treatment against a person who reports conduct prohibited by this policy. Any employee who engages in or attempts to engage in such retaliatory behavior is subject to disciplinary action up to and including discharge.

II. Responsibilities of Employees, Managers and Supervisors

A. **Employees.** All employees of the Department, including managers and supervisors, are responsible for maintaining a work environment free of unlawful discrimination, discriminatory harassment and sexual harassment. Employees shall:

- Be a positive role model for co-workers.
- Tell a person who is acting in violation of this policy to stop.
- Report, in detail, acts of unlawful discrimination, discriminatory harassment or sexual harassment that the employee has experienced or witnessed to a supervisor, the Affirmative Action Officer in the Director's Staff Division or the Office of Employee Services.
- Cooperate with any investigation by offering detailed information and responding openly, truthfully and completely to all questions.

B. **Managers and Supervisors.** In addition to the responsibilities listed above, managers and supervisors shall:

1. Assure compliance with this policy and assist employees in understanding the concept of affirmative action and its application at the Department of Transportation. The Affirmative Action Officer in the Director's Staff Division is available to help managers and supervisors educate employees.
2. In the hiring process, implement the affirmative action requirements of this policy as follows:
 - Initiate recruitment activities when necessary to meet affirmative action goals. Managers and supervisors shall contact the Recruitment Coordinator in the Office of Employee Services for guidance on recruitment activities. The Recruitment Officer will work with the Department of Administrative Services as needed.
 - Consider protected class applicants for all hires and make affirmative action appointments when feasible (see **Definitions** on page 1).
 - (Selecting authority) Complete Form 140009, *Hiring Decision Justification/ Applicant Interview Report*, after the candidates have been interviewed but prior to extending a job offer, and forward the form to the Affirmative Action Officer in the Director's Staff Division. This form is required for the following permanent full-time appointments: new hires, promotions, reinstatements, demotions, outplacements and non-contract transfers.
 - (Selecting authority) As an attachment to Form 140009 or in an E-mail to the Affirmative Action Officer, provide justification that addresses the essential functions of the position, the screening criteria used, and a comparison of applicants to the essential functions and screening criteria. The justification shall also indicate that reference checks are complete. The Affirmative Action Officer will advise the selecting authority whether or not the justification is sufficient.
3. Provide fair and equitable access to appropriate training opportunities and work assignments.

4. Include training plans in the performance plans of the employees they supervise, as appropriate.
5. Make reasonable accommodations for individuals with disabilities unless the accommodation would create an undue hardship. See Policy No. 230.10, *Restricted Duty and Reasonable Accommodation*. The manager or supervisor must contact the Affirmative Action Officer if a reasonable accommodation under Policy No. 230.10 is requested or is being made.
6. Take steps to prevent unlawful discrimination, discriminatory harassment and sexual harassment by making a reasonable effort to:
 - Be aware of and sensitive to all employees' behavior.
 - Establish and maintain an environment that makes it comfortable for employees to report acts of unlawful discrimination, discriminatory harassment and sexual harassment.
 - Act promptly to stop observed acts of unlawful discrimination, discriminatory harassment, sexual harassment or retaliation without waiting for a written EEO/AA complaint.
7. Investigate and resolve acts that violate this policy, as follows:
 - Notify the Office of Employee Services if they have observed, intervened in, or received a report of an act that violates this policy.
 - When notified by the Office of Employee Services of an EEO/AA complaint, work with the Office of Employee Services and the Affirmative Action Officer in the Director's Staff Division to investigate the complaint promptly, thoroughly and sincerely. All investigations must be conducted in accordance with Policy No. 230.09, *Investigations*.
 - Implement and support any discipline or other corrective action to be taken following an investigation. See Policy No. 230.02, *Discipline and Other Corrective Action*.
 - Periodically, verify with the work unit or employee that no retaliatory behavior has occurred following the close of an investigation. If such behavior has occurred, follow the complaint procedure in this policy.

III. EEO/AA Complaint Process

A. Filing complaints within the DOT.

1. To file an EEO/AA complaint, the employee shall report the incident in writing, including all pertinent details, to an Employment Relations Officer in the Office of Employee Services. Form 140039 may be used.
2. The Employment Relations Officer shall inform the Affirmative Action Officer of the complaint. The Employment Relations Officer and the Affirmative Action Officer shall meet with the complainant to determine if an alternative dispute resolution

process, such as mediation, is a viable option for resolution of the issue.

3. If the employee is willing to attempt an alternative dispute resolution process, the Employment Relations Officer and the Affirmative Action Officer shall coordinate the process with the appropriate staff.
 4. If an investigation is necessary, the Employment Relations Officer and the Affirmative Action Officer shall work with the appropriate division director to determine who will conduct the investigation. The investigation shall be conducted in accordance with Policy 230.09, *Investigations*.
 5. The Employment Relations Officer and the Affirmative Action Officer shall keep the division director or the division director's designee and the employee informed of the status of the investigation.
 6. After the investigation is complete, the person conducting the investigation shall so notify the Employment Relations Officer. The Employment Relations Officer shall provide to the Affirmative Action Officer and the division director a copy of the completed investigation report and schedule a meeting with the person conducting the investigation, other appropriate management staff and the Affirmative Action Officer to review the results of the investigation.
 7. If the results of the investigation indicate that a violation of this policy has occurred, a determination shall be made as to if and what level of discipline or other corrective action is warranted. See Policy No. 230.02, *Discipline and Other Corrective Action*, for details of this process.
- B. **Filing complaints with external compliance agencies.** Nothing in this or any other DOT policy is intended to restrict the rights of an employee to pursue any other remedies that may be authorized by law. The Iowa Civil Rights Commission and the U.S. Equal Employment Opportunity Commission are two agencies that may be consulted for further advice and procedures, including applicable time limits.
- C. **Grievance.** Do not use the grievance policy in lieu of this policy for filing or resolving a complaint alleging discrimination, unlawful discrimination or sexual harassment.

IV. Disciplinary Matters

To ensure that all employees are treated fairly in matters of discipline, managers and supervisors shall work with the Employment Relations Officer in the Office of Employee Services on disciplinary matters in accordance with Policy No. 230.02. The Employment Relations Officer shall keep the Affirmative Action Officer informed of the status of discipline involving members of protected classes.

V. Other Equal Employment Opportunity and Affirmative Action Activities

The Affirmative Action Officer in the Director's Staff Division shall:

- A. Coordinate the preparation of the agency's affirmative action plan and required reports, distribute the plan and reports, advise employees regarding implementation of the plan, and maintain records required by law.

- B. Each year, establish hiring goals for underutilized job classes in consultation with DOT senior management.
- C. Review exit interviews and summaries of grievances and disciplinary actions provided by the Office of Employee Services to determine if patterns of discrimination exist. Notify appropriate staff of situations that appear to violate this policy.
- D. Maintain files of EEO/AA complaint investigations.
- E. Receive formal notice of complaints filed with external compliance agencies. Notify the affected division director and appropriate staff of a complaint, assist in drafting a reply, and ensure that the reply is complete and filed in a timely manner. Notify the division director and appropriate staff of actions taken or decisions made by external compliance agencies.

VI. Policy Violations

- A. Managers and supervisors are subject to potential disciplinary action if they fail to take appropriate action when:
 - They are aware of acts of unlawful discrimination, discriminatory harassment or sexual harassment and
 - These acts have occurred within their areas of responsibility.
- B. Any employee is subject to potential disciplinary action:
 - For the employee's own acts of unlawful discrimination, discriminatory harassment, sexual harassment or retaliatory behavior in, or reasonably related to, the workplace.
 - For failing to cooperate with an investigation of acts prohibited by this policy.
 - For failing to mitigate or report acts prohibited by this policy.

VII. Conflict

If any provision of this policy conflicts with a collective bargaining agreement or Iowa Department of Administrative Services administrative rule, the agreement or rule, as applicable, shall prevail in all issues except for those in conflict with state and federal laws regarding civil rights.

VIII. Required Posting

Supervisors shall post this policy on bulletin boards within their respective work areas. This policy is also on DOTNET.

SECTION 9.50 SUBSTANCE ABUSE POLICY
Last Update: 2/06

STATE OF IOWA

SUBSTANCE ABUSE POLICY

For
Executive Branch Employees

Notification and Effective Date

All executive branch employees (herein employees) are required to read this revised Substance Abuse Policy, and will be expected to sign an Acknowledgement indicating that the Policy was read and fully understood by the employee. This revised Policy shall become effective on December 13, 1999.

PROHIBITED ACTIVITIES

Employees who conduct state business under the influence of alcohol or an unauthorized controlled substance (herein controlled substance) present a threat to the health, safety, and welfare of their own persons, their fellow employees, and the public at large. The State of Iowa is committed to ensuring that its employees remain free from the effects of alcohol or controlled substances while conducting state business. Therefore, employees are prohibited from:

1. Possessing, consuming, purchasing/selling, or manufacturing alcoholic beverages or controlled substances, while they are conducting state business or are on state property;
2. Reporting to work for the State of Iowa under the influence of an alcoholic beverage or a controlled substance;
3. The unauthorized use or abuse of a prescription medication while they are conducting state business or are on state property; and/or
4. Driving a state vehicle or a personal vehicle when the employee is engaged in state business, within an eight (8) hour period after consuming an alcoholic beverage, using a controlled substance, or engaging in the unauthorized use/abuse of a prescription medicine.

Absent mitigating circumstances, an Employee's involvement in one or more of the prohibited acts listed above may result in summary discharge. Summary discharge shall mean a discharge from employment with the State of Iowa after the state substantiates the alleged offense through a fair and thorough investigation. It is unnecessary for the State of Iowa to implement other forms of discipline (e.g. verbal warnings, reprimands, or suspensions) before issuing a summary discharge.

**OTHER ACTIVITIES INVOLVING SUBSTANCE ABUSE AND WARRANTING
REPRIMAND, SUSPENSION, OR TERMINATION**

Absent mitigating circumstances, any of the following shall result in a reprimand, suspension, or a summary discharge:

- 1) The suspension or revocation of an employee's driver's license, chauffeur's license, or commercial driver's license, if an employee's job duties require the employee to possess the license, and the loss of his/her driving privileges results in the employee's failure to meet the minimum qualifications for his/her job.
- 2) The employee engages in off-duty misconduct that either: (1) impairs the employee's ability to perform his/her job function; (2) substantially effects the public's perception of the employee's ability to perform his/her job function; or (3) causes substantial damage to the reputation of the employer. The employee may be subject to reprimand, suspension, or termination even if no arrest or conviction results from the off-duty misconduct.
3. The employee reports to work displaying symptoms that the employee has consumed an alcoholic beverage or a controlled substance.
4. The employee demonstrates below standard job performance or on-the-job misconduct, including, but not limited to, excessive absenteeism or tardiness.

EMPLOYEE ASSISTANCE PROGRAM

The State of Iowa recognizes that a dependency on alcohol or a controlled substance is a treatable illness. Such dependencies can cause major health, safety, and security problems for the employee, fellow employees, and the public at large. Employees who need assistance to address these problems are encouraged to take advantage of the confidential Employee Assistance Program (EAP). For EAP information, call 244-6090 from Des Moines or 1-800-EAP-IOWA (327-4692) from elsewhere in Iowa.

SECTION 9.70 VIOLENCE-FREE WORKPLACE POLICY
Last Update: 11/03

State of Iowa

VIOLENCE-FREE WORKPLACE POLICY
for
Executive Branch Employees

I. Definitions

Violence is any act which is intended to intimidate, annoy, or alarm another person; or any act which is intended to cause pain or injury to, or which is intended to result in physical or personal contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act. (Iowa Code sections 708.1 and 708.7)

A dangerous weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. (Iowa Code section 702.7)

Personal contact means an encounter in which two or more persons are in visual or physical proximity to each other. Personal contact does not require a physical touching or oral communication, although it may include these types of contacts. (Iowa Code section 708.7)

II. Policy Statement

The State of Iowa recognizes that violence at work can seriously affect employee work performance and morale. Threats, intimidation, harassment, or acts of violence will not be tolerated. The State of Iowa further establishes, as its vision, that all of its officials, managers, supervisors and employees will treat each other with courtesy, dignity and respect. The State of Iowa is committed to a violence-free workplace, and its goal is to prevent violence in the workplace.

Accordingly, the State of Iowa is committed to:

1. Preventing the potential for violence in the work environment,
2. Reducing the negative consequences for employees who experience or encounter violence, and
3. Maintaining a work environment of respect and positive conflict resolution.

III. Prohibitions

- A. Employees are prohibited from the possession, sale, transfer or use of any dangerous weapon while engaged in state business, or on state property or the Employer's premises.

This prohibition shall not include peace officers and other state employees who have been issued professional weapons permits by the Commissioner of the Department of Public Safety for use by these employees when acting under the authority of their department. Further, this policy is not intended to restrict employees who live in state owned housing from the legal possession of weapons in their homes, if allowed by the appointing authority. This policy is not intended to restrict state employees from engaging in legal hunting and recreational activities on state owned property during off-duty hours.

- B. Employees are prohibited from engaging in harassment of another employee, supervisor, manager, vendor, customer or client in accordance with the State of Iowa's Equal Opportunity, Affirmative Action and Anti-Discrimination Policy.
- C. Employees are prohibited from making threatening or intimidating statements or engaging in threatening or intimidating behavior directed to another employee, supervisor, manager, vendor, customer or client.
- D. Employees are prohibited from communicating with another employee, supervisor, manager, vendor, customer or client by telephone, electronic means, or in writing without legitimate purpose or in any manner likely to cause the other person annoyance or harm. (Iowa Code section 708.7)
- E. Employees are prohibited from purposefully and without legitimate purpose having personal contact with another employee, supervisor, manager, vendor, customer or client with the intent to threaten, intimidate or alarm the other person.

IV. Affirmative Duties

- A. An employee who is the victim of workplace violence shall report the incident immediately in accordance with the procedures established by this policy.
- B. An employee witnessing workplace violence or the potential for such violence directed at another person or property of the state, shall report such incidents in accordance with the procedures established by this policy.
- C. When applicable, state officials and employees shall cooperate fully with all appropriate individuals in the investigation and prosecution of criminal acts, this policy, and the pursuit of any civil remedies in order to create and maintain a violence-free workplace.

V. Reporting Procedures

Any employee who has been the victim of workplace violence, or who has a concern about potential workplace violence within the context of this policy, is directed to bring the matter to the attention of his or her supervisor, or the appointing authority or his or her designee, in accordance with the department's established complaint procedure. If the concern or complaint involves the employee's direct supervisor, the employee may go to the next higher supervisor with the concern or complaint or, in the alternative, to the Iowa Department of Administrative Services Human Resources Enterprise. All complaints will be promptly investigated by the appointing authority or the Iowa Department of Administrative Services Human Resources Enterprise.

In the event of a situation requiring immediate intervention by law enforcement personnel, the appropriate law enforcement agency should be contacted immediately.

VI. Remedies for Policy Violations

Corrective action will be taken to remedy violations of this policy when warranted, up to and including the discharge of parties whose conduct violates this policy.

Any manager or supervisor who fails to properly act upon employee complaints or on personal knowledge of conduct in violation of this policy shall be subject to disciplinary action up to and including discharge.

A copy of all complaints received and their resolution shall be forwarded to the Chief Operating Officer of the Iowa Department of Administrative Services Human Resources Enterprise within ten (10) working days after receipt of the complaint and ten (10) working days after resolution of the complaint. Interim reports shall be provided to the Director as requested.



Iowa Department of Transportation
Policies and Procedures Manual

Title Workplace Environment		Policy No. 230.08
Responsible Office Office of Employee Services		Related Policies and Procedures 230.01, 230.02, 230.03, 230.09
Effective/Revision Dates 3-31-1992/1-29-2013	Approval(s) <i>See A. Wilkinson</i>	

Authority: Director of the Operations and Finance Division.

Contents: This document establishes agency policy for maintaining a work environment free of inappropriate and/or offensive behavior. It defines and prohibits actions that are inconsistent with the policy and establishes corresponding responsibilities for both supervisory and non-supervisory employees.

This document does not:

- Address sexual harassment or other inappropriate behavior related to race, religion, national origin, sex, color, creed, mental or physical disability or age. See Policy No. 230.03, *Equal Employment Opportunity and Affirmative Action*, for agency policy and the complaint procedure regarding these issues.
- Use the term "harassment" because of the specific definition of "harassment" in Iowa Code section 708.7. As defined in the Iowa Code, "harassment" is covered by the State of Iowa Violence Free Workplace Policy.

Affected Offices: All

Who to Contact for Policy Questions: Office of Employee Services; telephone 515-239-1921.

Definitions:

Alternative dispute resolution process - An informal procedure to assist parties with fashioning an agreement that mitigates areas of conflict.

Workplace environment complaint - Any oral or written report alleging a violation of this policy or a personal observation of an action that appears to violate this policy.

References:

Iowa Department of Administrative Services administrative rule 11 IAC 66.4.
website: http://www.iowadot.gov/pol_leg_services/adminrules.htm

(Note: After you click on the above website, then click on the link that refers you to rules for all state agencies to find 11 IAC 66.4.)

Department of Transportation (DOT) Work Rules *(may be found in the Supervisor's Toolbox on the front page of DOTNET)*

State of Iowa Violence Free Workplace Policy (*may be found in the Supervisor's Toolbox on the front page of DOTNET*)

Forms: None

Policy and Procedure:

I. Policy

- A. The goal of the DOT is to provide a work environment that is free of inappropriate and/or offensive behavior--one in which all employees can work productively and efficiently and be treated with dignity and respect and in a professional manner. This applies to the conduct of employees as they carry out DOT business and interact with other DOT employees, other governmental employees, contractors, consultants, vendors, and the public.
- B. Any employee who experiences or witnesses behavior believed to be inappropriate and/or offensive has the right to seek resolution of the situation without jeopardizing employment or future career opportunities.
- C. Some forms of conduct in or reasonably related to the workplace are violations of this policy and are therefore prohibited. Examples of prohibited conduct include, but are not limited to:
 1. Comments or behaviors that are derogatory, demeaning, insulting, intimidating, or mean-spirited. This includes verbal, physical, written and electronic communications, and pictorial comments or materials.
 2. Exclusion of a co-worker from the work group so as to deny the employee those resources and communications necessary to accomplish the employee's job duties.
 3. Behavior that is meant to disrupt another employee's ability to complete work assignments.
 4. False, malicious, or defamatory statements concerning co-workers or supervisors.
 5. Malicious gossip or rumors regarding co-workers, supervisors or the DOT, whether repeated or initiated.
 6. Retaliation, punishment, reprisal, or adverse treatment directed toward a person who reports conduct prohibited by this policy.
 7. Failure to cooperate with an investigation by lying or withholding information that may allow inappropriate and/or offensive behavior to continue.
 8. Granting of special privileges or learning advantages when the decision is not based on operational considerations.
 9. Use of language that is obscene or profane.

Care should be taken in the implementation of this policy to ensure that it does not violate the legitimate free speech rights of individuals.

- D. Depending on the circumstances, other forms of conduct may create an inappropriate and/or offensive work environment in violation of this policy. Such conduct includes, but is not limited to:
 - 1. Playing practical jokes or horseplay.
 - 2. Touching, hugging or kissing.
- E. The DOT will not tolerate inappropriate and/or offensive behavior directed toward its employees by an individual with whom the DOT has a contractual or business relationship, including citizens/customers. Any DOT employee who experiences or witnesses such behavior should report it to the employee's supervisor for appropriate action.
- F. The DOT will not tolerate any retaliation, punishment, reprisal, or adverse treatment directed toward a person who reports, in good faith, conduct prohibited by this policy. A DOT employee who engages in or attempts to engage in such retaliatory behavior is subject to disciplinary action up to and including discharge.

II. Responsibilities of Employees, Managers and Supervisors

- A. **Employees.** All employees of the DOT, including managers and supervisors, are responsible for maintaining a work environment in which all employees are treated with dignity and respect and in a professional manner. Employees are required to:
 - 1. Be a positive role model for co-workers.
 - 2. Tell a person who is acting in an inappropriate and/or offensive manner to stop.
 - 3. Report, in detail, all inappropriate and/or offensive behavior experienced or witnessed to a supervisor or an employee relations officer in the Office of Employee Services.
 - 4. Cooperate with an investigation by offering detailed information and responding openly, truthfully and completely to all questions.
- B. **Managers and supervisors.** In addition to the responsibilities listed above, managers and supervisors are required to:
 - 1. Base access to training opportunities and work assignments on business needs.
 - 2. Take steps to prevent inappropriate and/or offensive behavior by making a reasonable effort to:
 - a. Be aware of and sensitive to all employees' behavior.
 - b. Establish and maintain an environment that makes it comfortable for employees to report inappropriate and/or offensive behavior.

- c. Act promptly to stop observed inappropriate and/or offensive behavior or retaliatory actions without waiting for a written workplace environment complaint, and contact an employee relations officer for assistance in developing an investigation plan. See Policy No. 230.09, *Investigations*.
3. Work with an employee relations officer to investigate and resolve inappropriate and/or offensive behavior as follows:
 - a. Notify an employee relations officer if they have observed, intervened in, or received a report of behavior that violates this policy.
 - b. When notified by an employee relations officer of a workplace environment complaint, work with the employee relations officer to investigate the complaint promptly, thoroughly and sincerely. All investigations must be conducted in accordance with Policy No. 230.09, *Investigations*.
 - c. Implement and support any discipline or other corrective action to be taken following an investigation. See Policy No. 230.02, *Discipline and Other Corrective Action*.

III. Workplace Environment Complaint Processes

A. Complaints regarding DOT employees.

1. To file a workplace environment complaint, a complainant shall report the inappropriate and/or offensive behavior in writing, including all pertinent details, to an employee relations officer.
2. The employee relations officer shall review the complaint with the immediate supervisor to obtain background and to get input on the situation. However, if the immediate supervisor is the subject of the complaint, the employee relations officer shall, instead, discuss the issue with appropriate management.
3. An investigation shall be conducted in accordance with Policy No. 230.09, *Investigations*.
4. If at any time an alternative dispute resolution process is deemed appropriate, the employee relations officer shall work with the appropriate staff and facilitate the process.
5. If the results of the investigation document a violation of a policy or work rule, a decision shall be made as to whether just cause exists and what level of discipline or other corrective action is warranted. See Policy No. 230.02, *Discipline and Other Corrective Action*, for details of this process.

B. Complaints regarding persons outside the agency.

1. Any DOT employee who experiences or witnesses inappropriate and/or offensive behavior directed toward a DOT employee by a person outside the agency should:

- a. Tell the person who is acting in an inappropriate and/or offensive manner to stop.
 - b. Report the inappropriate and/or offensive behavior to his or her immediate supervisor.
2. A supervisor who receives a report of such behavior shall contact an employee relations officer to begin an investigation consistent with Policy No. 230.09, *Investigations*.

IV. Policy Violations

Any employee is subject to potential disciplinary action for:

- A. The employee's own acts of inappropriate and/or offensive behavior in, or reasonably related to, the workplace.
- B. Failure to cooperate with an investigation of behavior prohibited by this policy.
- C. Failure to mitigate or report inappropriate and/or offensive behavior when it is reasonable to do so.

V. Required Posting

Supervisors shall post this policy on bulletin boards within their respective work areas.

VI. Conflict

If any provision of this policy conflicts with a collective bargaining agreement or a Department of Administrative Services' administrative rule, the agreement or rule, as applicable, shall prevail.



Title Computer Workstations		Policy No. 030.02
Responsible Office Information Technology Division		Related Policies and Procedures 010.01, 010.02, 010.11, 030.09, 030.11
Effective/Revision Dates 10-01-02	Approval(s) Steven Gast	

Authority: Director of the Information Technology Division.

Contents: This policy describes the procedures for requesting the purchase, support and disposal of workstations and the appropriate use of the workstation.

Affected Offices: All

Who to Contact for Policy Questions: Information Technology Division, 515-239-1284.

Definitions:

Data – Refers to documents, spreadsheets, databases, Power Point presentations, etc.

Freeware – Programs that are available for free. This includes, but is not limited to, screen savers not installed with the operating system and automated wallpaper.

Information Resources – Equipment, associated software, programs, languages, procedures and associated documentation used in operating the equipment that is designed for utilizing information stored in an electronic format. This includes, but is not limited to, computer systems, computer networks, data and equipment used for input, output, processing, storage, display, scanning and printing.

IP Plan – Information Processing Plan.

IT – Information Technology.

Peer Support – Divisional staff, under the direct supervision of that division’s management, who are trained and assigned the responsibility to provide workstation or programming activities that conform to standards or rules jointly adopted by the division and the IT Division.

Peripherals – Refers to printers, monitors, scanners, external modems, disk drives, or other devices attached to the workstation.

Shareware – Programs that are available for a small donation to the developer.

Software – A set of instructions that are understandable by a computer and are used to perform specified tasks.

Support Team – IT Division staff, under direct supervision of an IT Division manager, who have been assigned the responsibility to provide workstation or programming activities in support of the mission of another division as specified by the director of that division.

Workstation – Computer equipment, whether it is a desktop or a portable, that is used for the purpose of processing data or interfacing with other computers via networking.

Forms: None.

Policy and Procedure:

I. Usage of Workstation

A. Access to computer systems and networks owned or operated by the Department, or the Department's service providers, imposes certain responsibilities and obligations and is granted subject to the Department's policies and local, state and federal laws. Acceptable use must always be ethical, reflect personal honesty, and show restraint in the consumption of shared resources. Acceptable use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and freedom from intimidation, harassment, and unwarranted annoyance. General guidelines for acceptable use of resources include the following:

1. Employees must:

- a. Use information resources only for authorized purposes and in accordance with the Department's Policies and Procedures.
- b. Protect their userids and accounts from unauthorized use.
- c. Access only files and data that they are authorized to access or are publicly available.
- d. Use only legal versions of copyrighted software in compliance with vendor license requirements.
- e. Be considerate in the use of shared information resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper or other resources.
- f. Allow IT Division support teams access to workstations for installing software, monitoring for inappropriate activity, diagnosing problems and retrieving inventory information.

2. Employees must NOT:

- a. Use another person's workstation, files or data without permission.
- b. Use another person's individual userid and password without obtaining prior authorization.
- c. Use computer programs to decode passwords or modify control information.
- d. Attempt to circumvent or subvert security measures.

- e. Engage in any activity that might be harmful to systems or to any information stored on them such as creating or propagating viruses, disrupting services, or damaging files.
 - f. Use the Department's information resources for commercial or political purposes, such as using e-mail to circulate advertising for products or for political candidates.
 - g. Make, use or store illegal copies of copyrighted software.
 - h. Use the Department's information resources for games, or non-business chatter in the form of jokes, chain letters, or the routing of large non-business attachments, such as video and audio files.
 - i. Use e-mail or messaging services to harass, intimidate or otherwise annoy another person, such as broadcasting unsolicited messages or sending unwanted e-mail. However, this does not include unsolicited business-related messages or e-mail, such as retirement or catastrophe leave announcements.
 - j. Waste computing or network resources. Examples include intentionally placing a program in an endless loop, by allowing real-time update of data via constant connection to an external site, or by allowing downloading of media for non-business usage.
 - k. Create security breach or system vulnerability by acting as an unauthorized server for external access. Examples include the use of Napster, the access of the workstation by a dial-in modem, or the use of PC Anywhere.
 - l. Use the Department's systems or networks for personal gain. Examples include selling access to the employee's userid or to the Department's systems or networks.
 - m. Engage in any other activity that does not comply with the general guidelines presented above.
- B. Employees in work status shall only use their workstations for Departmental business.
- C. The workstation may be used for personal use provided:
- 1. The use is incidental and there is no additional, easily quantifiable cost to the Department.
 - 2. The use is limited to non-worktime, including meal periods, rest periods and before and after work.
 - 3. The use is consistent with all other requirements of this policy.
 - 4. Employee has proper identification and authority to be at the workstation before or after the work shift.
- D. Employees are responsible for the safety of their workstations and data.

- E. Portable computer equipment (laptops, hand helds, etc.) is more susceptible to damage and theft. Portables shall not be checked as baggage when flying on commercial airliners or be left in an unsecured location.
- F. To facilitate workstation management by the support teams, employees should leave their workstations powered on unless they are not connected to the network or unless otherwise instructed by the support team. At the end of the work shift, the user shall log off the workstation and turn off all peripherals. Workstations should be powered off and back on at least once each week.
- G. Refer to Policy No. 030.09, "*Internet and Intranet Services.*"
- H. Refer to Policy Nos. 010.11, "*Department Property—Security, Inventory and Reporting of Loss or Damage*" and 030.11, "*Information Resources Security.*"
- I. The Department reserves the right to monitor, copy and examine any files, network traffic, information resource usage or information resident on the Department's systems. If the Department believes illegal or improper behavior is taking place, or if a user's actions are affecting the integrity or the reliability of the Department's services, the Department reserves the right to suspend services and/or access privileges until the user has been notified and the Department has conducted an investigation.

II. Use of Software

- A. The Department secures licenses for the use of workstation software from a variety of vendors. The Department may not, unless authorized by the software vendor, reproduce or copy any licensed software or documentation either electronically or manually.
- B. Software use must be in compliance with the license agreement.
- C. When the IT Division replaces software with an updated version, the employee or using office must give the old software to the IT Division for disposal. The employee or using office shall be responsible for destroying the manual and documentation for the old software when it is no longer needed.
- D. The division directors or designees shall approve all software used on workstations within their division. The IT Division shall coordinate with the division directors or designees to establish a Department-wide standard for installing each authorized software package. Installation standards shall be followed whether the software is installed by peer support staff or by support team staff. The IT Division shall remove any unauthorized software or request the employee to remove unauthorized software found on a Department workstation.
- E. The support team or peer support team shall install all software, including shareware and freeware.
- F. The following actions are prohibited:
 - 1. Any duplication of licensed software, except as permitted by the license agreement, is a violation of the federal Copyright Act.

2. Under the federal Copyright Act, anyone involved in the misuse of copyrighted material, such as the illegal reproduction of software or documentation, may be subject to civil damages and criminal penalties including fines and imprisonment.
 3. Employees shall not copy, alter or remove licensed software without the permission of the IT Division.
 4. Except when specifically authorized by the Department, employees shall not install software licensed by the Department on the employee's personal home computer or any other computer.
- G. Pursuant to Iowa Code subsection 721.2(5), it is a serious misdemeanor to use state property for private purposes or personal gain. Software developed by Department employees is the property of the Department. Employees shall not provide Department-owned software or copies to persons outside the Department without specific authorization from the IT Division.

III. Data Availability

- A. It is the responsibility of the employee to store critical Departmental data on appropriate networked storage devices. The IT Division is responsible for providing backup copies of data on network storage devices.
- B. If non-critical data is stored on a workstation, it is the employee's responsibility to create a backup copy of the non-critical data. The time frame for backing up the non-critical data shall be decided by the division based on the importance of the data and the time frame needed to recreate it should it become lost.
- C. It is the employee's responsibility to copy non-critical data from the workstation to another media when the support team is going to replace or move the workstation. The employee shall copy the non-critical data from the media back onto the workstation after workstation installation.

IV. Workstation Purchases

See Policy No. 010.01, "*Equipment Procurement.*"

V. Installation, Support, and Disposal of Workstations

- A. The IT Division shall install and support workstations and peripherals identified in the IP Plan.
- B. The IT Division shall approve all peripheral equipment. The support team or designee shall install all peripheral equipment.
- C. Unless otherwise authorized by the IT Division, only departmental equipment shall be attached to the Department's local area network.
- D. Workstations that are replaced shall be turned into the support team for reassignment or disposal. The workstation shall be prepared for disposal in accordance with Policy No. 010.02, "*Equipment Transactions.*" A used workstation may be reinstalled in a second

location if it is deemed usable by the receiving cost center. It shall be the responsibility of the IT Division to reinstall the workstation.

VI. Broken/Malfunctioning Equipment

- A. The employee shall report equipment problems to the help desk, support team, or designated peer support. All equipment problems shall be recorded.
- B. In the event of equipment failure, the support team shall verify the condition of the equipment and the IT Division shall recommend, based on cost and age, whether to have it repaired or replaced.
 - 1. If the equipment is repaired based on the IT Division recommendation, the IT Division shall contact the vendor and pay for the repairs. A division that decides to repair equipment without the IT Division's recommendation shall coordinate the repair and pay for the repair from divisional funds.
 - 2. If it is mutually agreed the equipment should be replaced, the replacement equipment shall be submitted as an IP plan amendment and purchased in accordance with Policy No. 010.01, "*Equipment Procurement.*"

VII. Stolen Equipment

See Policy No. 010.11, "*Department Property—Security, Inventory and Reporting of Loss or Damage.*"

Any exceptions to this policy must be approved by the Director of the IT Division.



Iowa Department of Transportation Policies and Procedures Manual

Title Internet Services		Policy No. 030.09
Responsible Office Information Technology Division		Related Policies and Procedures 030.02, 230.09
Effective/Revision Dates 5-21-1996/11-14-2013	Approval(s) <i>Barbara Espeland</i>	

Authority: Director of the Information Technology Division.

Contents: This policy establishes appropriate and inappropriate use of the DOT's Internet resources, including file uploads and downloads.

Affected Offices: All

Who to Contact for Policy Questions: Director of the Information Technology Division, telephone 515-239-1284.

Definitions: None

Forms: None

Policy and Procedure:

I. Internet Access

- A. By default, the Information Technology Division shall ensure employees are provided with access to the Internet. Except as provided in this policy, employee access will be blocked by the Information Technology Division for specific categories of sites, which are deemed inappropriate for a work environment.
- B. Supervisors shall determine whether their employees will be blocked from Internet access or whether access to sites, which are otherwise restricted, should be requested from the Information Technology Division for individual employees. A supervisor must complete a System Access request to block an employee's Internet access or to request access to restricted sites.

II. Use of the Internet

- A. The Internet is provided for business use for employees to accomplish their assigned job duties and responsibilities.
- B. Personal, or non-DOT business, access to the Internet through DOT infrastructure is limited as follows:
 - 1. to the employee's lunch break or immediately before or after work when the employee is in a non-work status; **and**

2. when the employee is authorized by the employee's supervisor to be at the work site.

Such personal access shall be consistent with all other requirements of this policy and other DOT policies. An exception for allowing personal access to the Internet is during emergency situations (e.g., to determine if there is a school or business closure for severe weather or other emergency).

- C. Employees are prohibited from initiating personal, non-business access to the Internet using departmental information resources from remote locations. Employees shall not connect to or dial into departmental resources from home or other non-departmental locations for the purpose of personal, non-business access to the Internet.

- D. The Internet shall never be used:

1. For any unlawful purpose.
2. To engage in or maintain a personal business or engage in personal business activities which includes but is not limited to the offering of services or merchandise for sale.
3. Unless the use is assigned for a valid business reason, to send, request, search, display, view, print, download or otherwise disseminate material involving or relating to:
 - obscenity, pornography, profanity, libel, slander, fraud, defamation, forgery, plagiarism, harassment, discrimination, intimidation, impersonation; or
 - language which is malicious, false, inaccurate, sexually oriented, racially offensive, illegal, threatening, abusive, embarrassing; or involves solicitation for illegal pyramid schemes and computer tampering (e.g., spreading of computer viruses).
4. To stream audio or video that is not work related.
5. To remote to any non-DOT unauthorized computers.
6. To engage in partisan political activities of any nature.
7. To intentionally seek information on, obtain copies of, reveal, publicize, or modify files or other data that are private, confidential, proprietary, or not open to public inspection or release unless specifically authorized to do so.
8. To gamble, wager, bet or sell chances.
9. To intentionally seek information on, obtain copies of, or modify files or data belonging to others without the authorization of the file owner.
10. To intentionally develop programs designed to harass other users or infiltrate a computer or damage or alter its software components.
11. To upload or download commercial software or other materials unless specifically authorized to do so. In no case shall authorization be given to violate licenses,

copyrights, or other state or federal laws regarding intellectual property or computer activities.

12. To access or distribute computer games.

- E. If an employee clicks on, reaches or ends up at an inappropriate site or receives or downloads materials, including but not limited to those specified in II.D.3. of this policy, the employee shall immediately report the incident to the employee's supervisor. The supervisor shall contact the DOT Service Desk.

III. Internet Support

The Information Technology Division shall:

- A. Determine the hardware and software needed for Internet access and the transfer of information.
- B. Write necessary instructions for Internet access and data transfer or storage.
- C. Establish procedures to secure Internet services from tampering and/or unlawful access.
- D. Audit invoices received and ensure payment is made for all charges for data networks.

IV. Misuse, Monitoring and Filtering

- A. Internet activity occurring on DOT computers or accounts is monitored. DOT utilizes filtering software to limit access to sites on the Internet. If activities are discovered which do not comply with applicable law or policy, records retrieved may be used to document the wrongful content.
- B. Violators of this policy may be subject to disciplinary action up to and including discharge and to such criminal charges as may be appropriate. Allegations of misconduct will be investigated according to Policy No. 230.09, *Investigations*.

Any exceptions to this policy must be approved by the Director of the Information Technology Division.



Iowa Department of Transportation
Policies and Procedures Manual

Title Cellular Telephones and Mobile Devices		Policy No. 010.18
Responsible Office Office of Enterprise Services	Related Policies and Procedures 010.04, 010.11, 010.17, 030.02, 030.05, 030.06, 030.09, 030.11, 030.13, 230.11	
Effective/Revision Dates 8-23-2010	Approval(s) <i>Steven Gast</i>	

Authority: Director of the Information Technology Division.

Contents: This policy addresses:

- The process for requesting a cellular telephone or mobile device.
- The process for requesting cellular telephone or mobile device improvements, accessories, records and repair.
- Appropriate use of a cellular telephone and mobile device.

Affected Offices: All

Who to Contact for Policy Questions: Director of the Information Technology Division, Telephone 515-239-1284.

Definitions:

Bluetooth – Low power radio technology that allows mobile devices to pair and connect wirelessly. Bluetooth-enabled mobile devices can wirelessly connect to headsets and keyboards.

Cellular telephone – A wireless, handheld device which provides telephone and text messaging in a single device.

Cellular telephone record – The billing call details, including the originating telephone number, date and time of the call, duration of the call, and called telephone number.

Confidential – For the purposes of this policy, see the definition in Policy No. 030.06, *Records Management*.

Desktop redirector – Software installed on an employee's personal computer which allows the employee to send and receive e-mail on a mobile device while bypassing a central device service, such as the Blackberry Enterprise Server.

Infrared – Allows mobile devices to communicate via short-range wireless signals. With infrared, computers can transfer files and other digital data bi-directionally.

Information resources – For the purposes of this policy, see the definition in Policy No. 030.11, *Information Resources Security*.

Mobile device – A wireless, handheld device which, in addition to having all the functionality of a cellular telephone, also provides web browsing and e-mail in a single device.

Personally identifiable information – For the purposes of this policy, see the definition in Policy No. 030.06, *Records Management*.

Short message service (also known as peer-to-peer and PIN-to-PIN) – Used to send brief, unencrypted text messages, sometimes limited to 160 characters in length, between mobile devices.

Forms:

171029 – *Mobile Device Agreement*

171032 – *Checklist for Lost or Stolen Laptop or Mobile Device*

Policy and Procedure:

I. Applicability

- A. The requirements listed under Section II of this policy relating to a cellular telephone also apply to the phone and text messaging capabilities of a mobile device under Section III.
- B. The requirements listed under Section III of this policy that relate to a mobile device do not apply to a cellular telephone.

II. Cellular Telephones

A. Request/Issuance

- 1. A request for a cellular telephone must be submitted through the Service Request System. The Service Request must be approved by the employee's supervisor, office director/district engineer and division director.
- 2. Issuance of a cellular telephone to an employee is justified if other communication systems are inadequate for the employee's assigned work.
- 3. When a cellular telephone is issued to an employee, the Office of Enterprise Services shall provide the employee with user operating instructions.

B. General

- 1. All data collected or stored on the cellular telephone is the property of the Department.
- 2. The cost of a cellular telephone, accessories and monthly usage shall be charged to the requestor's cost center.
- 3. The Office of Enterprise Services may monitor cellular telephone records in order to identify unusual usage patterns.

4. The Office of Enterprise Services shall perform a cursory audit of cellular telephone bills and notify the assigned office of any extraordinary activity.

C. Appropriate Use

1. Cellular telephone calls shall be made only by authorized employees conducting Departmental business.
2. With prior authorization from the employee's supervisor, an employee may make business calls using the employee's personal cellular telephone. Reimbursement may be claimed on the employee's personal expense sheet.
3. The toll-free numbers for contacting the DOT in Ames shall not be called from Department cellular telephones. When an employee using a cellular telephone wants to contact an employee at the Department's central office in Ames but does not know the individual's direct number, he or she shall use the direct dial number for the DOT operator: 515-239-1101.
4. An employee using a cellular telephone shall **not** store or transmit by camera or transmit by short message service confidential or personally identifiable information.
5. An employee using a cellular telephone shall comply with Policy No. 230.11, *Distracted Driving*.

D. Cellular Telephone Return

1. When an employee no longer needs a cellular telephone or the cellular telephone is being replaced by a new model:
 - a. The telephone shall be returned to the Office of Enterprise Services.
 - b. The Office of Enterprise Services shall be responsible for removing all data and telephone numbers from the returned telephone.
 - c. The telephone shall be redeployed within the same division or in another division, when possible.
 - d. The Office of Enterprise Services shall contact the Office of Support Services, Equipment Services Section for proper disposal if the telephone is not redeployed.
2. Before placing an employee on paid suspension pending the results of an investigation or before suspending an employee, the supervisor of an employee with a cellular telephone shall collect the phone from the employee.

E. Cellular Telephone Records

1. Cellular telephone records are Departmental records and are open records (that is, they are not confidential) unless the content is confidential in accordance with applicable laws and regulations, including Departmental rules 761 IAC Chapter 4.

2. The Office of Enterprise Services is the custodian of cellular telephone records. Requests for access to these records must be submitted to the Office of Enterprise Services. The Office of Enterprise Services shall release the requested records in accordance with applicable laws and regulations and Policy No. 030.05, *Records*. If the request for records involves an employment issue or investigation, the Office of Enterprise Services shall release the records to the requester **only** through the Office of Employee Services.

III. Mobile Devices

A. Request/Issuance

1. A request for a mobile device must be submitted through the Service Request System. The employee requesting the use of a mobile device must specify the required calling areas and usage needs.
2. Issuance of a mobile device to access Department e-mail is justified only if other methods of accessing the e-mail system are inadequate for the employee's assigned work. The supervisor, office director/district engineer and division director shall only give approval to the mobile device Service Request if one or both of the following conditions exists:
 - a. The employee frequently is doing business away from the office and timely e-mail notification and response is critical to work responsibilities.
 - b. The employee is required to be on call or in standby status supporting the computer or network system and must receive e-mail messages requiring immediate response during or after work hours.
3. The Service Request must be approved before the mobile device is issued or connected to the Department's network by the Office of Enterprise Services.
4. Upon receiving a Service Request for a mobile device, the Office of Enterprise Services shall evaluate the request to determine the appropriate method of accessing Department's information resources, based on cost and accessibility of the service. These alternate methods may include, but are not limited to:
 - a. A personal data assistant-like device which synchronizes to the e-mail system while in the office. Such a device would be subject to the provisions of Policy No. 030.13, *Removable Media and Encryption of Data*.
 - b. A cellular modem card for the employee's laptop.
 - c. A mobile device that uses the cellular provider's network to access the employee's e-mail, allows Web browsers and cellular telephone service.
5. If an employee with a Departmental cellular telephone requested a mobile device and the Office of Enterprise Services determines that a mobile device is the most cost effective alternative, the employee's Department-issued cellular telephone shall be turned into the Office of Enterprise Services for redeployment. Whenever possible,

the cellular telephone will be redeployed within the division surrendering the cellular telephone and the cellular telephone number will be transferred to the mobile device.

6. An employee receiving a mobile device shall complete Form 171029, *Mobile Device Agreement*. The form, when approved, will be filed in the employee's personnel record in the Electronic Records Management System. The instructions for completing the form can be found on DOTNET at: http://dotnet/MobileDevice/MDA_Instructions.pdf.

B. General

1. A personally-owned mobile device shall not be connected to Departmental information resources.
2. All data collected or stored on the mobile device is the property of the Department.
3. Unauthorized use of a mobile device to gain access to Department's information resources is prohibited.
4. The Office of Enterprise Services may monitor at any time, and without notice to the employee, all activity on the mobile device involving the use of the Department's network.

C. Appropriate Use

1. The Office of Enterprise Services shall disable the mobile device if one of the following occurs:
 - a. The employee has made 10 consecutive unsuccessful password attempts.
 - b. The employee discontinues employment with the Department.
2. An employee who discovers that a mobile device is lost or stolen or if there is a case or suspected case of unauthorized access to or through the mobile device shall immediately (including nights, weekends and holidays) notify the Information Technology Division's Service Desk at 515-239-1075. An employee shall also immediately report the incident by telephone and e-mail (if available) to his or her supervisor. The employee and supervisor shall use Form 171032, *Checklist for Lost or Stolen Laptop or Mobile Device*, to report the incident. (See Policy No. 010.11, *Equipment—Security, Inventory and Reporting of Loss and Damage*.)
3. The Information Technology Division shall report the loss or theft of a mobile device to the State of Iowa Chief Information Security Officer within 24 hours of the incident.
4. If the mobile device is lost or stolen, or if the Department determines that the mobile device has the ability to threaten the security of the Department's network, the Office of Enterprise Services shall, without notice to the employee, disconnect the mobile device from the network and issue a command to the mobile device that will delete all data from the mobile device.

5. All mobile devices shall have the latest security patches installed and be set to receive regular security updates that are sent to the device.
6. All mobile devices shall have passwords with a minimum length of 4 characters.
7. An employee using a mobile device shall:
 - a. Adhere to the following Department policies:
 - Policy No. 010.11, *Equipment—Security, Inventory and Reporting of Loss or Damage*.
 - Policy No. 030.02, *Computer Workstations*.
 - Policy No. 030.06, *Records Management*.
 - Policy No. 030.09, *Internet and Intranet Services*.
 - Policy No. 030.11, *Information Resources Security*.
 - b. Review periodic security awareness training information provided by the Department covering the use of mobile devices.
 - c. Make sure the mobile device is configured to automatically deactivate (time out) after a maximum of 15 minutes of inactivity, at which time a four-character password is required to reactivate the device.
 - d. Deactivate the Bluetooth and infrared connectivity when not in use in order to mitigate attacks.
 - e. Disable the Bluetooth and infrared function when in areas displaying, storing or transmitting confidential or personally identifiable information.
 - f. Turn off the Bluetooth functionality unless a hands-free environment is required. When Bluetooth is enabled, the following settings are required:
 - (1) Discovery mode shall be disabled.
 - (2) Bluetooth pairing shall be limited as follows:
 - (a) Manual pairing is only permitted with authorized Departmental equipment.
 - (b) If prompted to pair with unauthorized equipment, deny all requests and ensure discovery mode is disabled.
 - (c) Data sent between paired devices is encrypted.
 - g. Enable the wireless applicable protocol configuration to force Internet browsing through the BlackBerry Enterprise Server.
8. An employee using a mobile device shall **not**:

- a. Use any information available or acquired from Department's information resources for any reason except for purposes directly related to the employee's responsibilities and functions.
- b. Store or transmit confidential or personally identifiable information by e-mail.
- c. Make any security modifications (excluding such personal preference settings as ring tones, screen display options, etc.) without the approval of the Office of Enterprise Services.
- d. Download or install any software to the mobile device without the approval of the Office of Enterprise Services.
- e. Use a desktop redirector.

D. Mobile Device Return

1. When an employee no longer needs a mobile device:
 - a. The employee must return the mobile device to the supervisor.
 - b. The supervisor shall immediately contact the Information Technology Division's Service Desk at 515-239-1075 to have the mobile device disconnected from the employee's e-mail account.
 - c. The supervisor shall return the mobile device to the Office of Enterprise Services.
 - d. The Office of Enterprise Services shall be responsible for removing all data and telephone numbers from the returned mobile device.
 - e. Whenever possible, the mobile device telephone number shall be transferred to the employee's cellular telephone and the mobile device shall be redeployed within the same division or in another division.
 - f. If the mobile device is not redeployed, the Office of Enterprise Services shall contact the Office of Support Services, Equipment Services Section for proper disposal.
2. Before placing an employee on paid suspension pending the results of an investigation or before suspending an employee, the supervisor of an employee with a mobile device shall collect the mobile device from the employee.

IV. Request for Accessories and Repair

- A. The Office of Enterprise Services shall issue and manage the hardware, software and accessories for cellular telephones and mobile devices.
- B. A list of cellular telephone or mobile device accessories that may be ordered from the Distribution Center is available on DOTNET at: http://dotnet/cell_accessories.html.

- C. Cellular telephone or mobile device malfunctions or requests for repairs shall be reported to the Information Technology Division's Service Desk at 515-239-1075.
- D. Requests for cellular telephone or mobile device improvements must be submitted through the Service Request System. An improvement may include a replacement device, a new cellular telephone number, or changing the cellular service provider. Such requests must be approved by the employee's supervisor before the request is completed by the Office of Enterprise Services.

Any exceptions to this policy must be approved by the Director of the Information Technology Division.



Iowa Department of Transportation
Policies and Procedures Manual

Title		Policy No.
Distracted Driving		230.11
Responsible Office		Related Policies and Procedures
Operations and Finance Division		010.09, 010.18
Effective/Revision Dates	Approval(s)	
8-23-2010	<i>N.J. Richardson</i>	

Authority: Director of Transportation in accordance with 2010 Iowa Acts, House File 2456.

Contents: This policy establishes the appropriate use of a hand-held electronic communication device when an employee is driving a state motor vehicle or a personal motor vehicle while on state business.

Affected Offices: All

Who to Contact for Policy Questions: Director of the Operations and Finance Division, telephone 515-239-1340 or the Director of the Information Technology Division, telephone 515-239-1284.

Definitions:

Engage in a call – Talking or listening to a telephone call on a hand-held electronic communication device.

Hand-held electronic communication device – A mobile telephone or other portable electronic communication device used to make or receive a telephone call or is capable of being used to write, send, or read a text message. This includes a device which is temporarily mounted inside the motor vehicle, unless the device is a voice-operated or hands-free device. A hand-held electronic communication device does not include a voice-operated or hands-free device which allows the user to write, send or read a text message without the use of either hand except to activate or deactivate a feature or function. It also does not include a wireless communication device used to transmit or receive data as part of a digital dispatch system or the use of two-way voice, radio communication.

Operating a motor vehicle on the travel portion of the roadway – In addition to operating a motor vehicle on the travel portion of the roadway, this includes activities such as being temporarily stationary because of traffic congestion, a traffic signal, a stop sign, another traffic control device or similar situation. It does not include being in the motor vehicle (with or without the motor running) in a location off the travel portion of the roadway where it is safe and legal to remain stationary.

Forms: None

Policy and Procedure:

I. Purpose

The purpose of this policy is to:

- A. Improve roadway safety for all motor vehicle operators, passengers, bicyclists, pedestrians, and other road users.
- B. Prevent crashes related to the act of text messaging while driving a motor vehicle.
- C. Reduce injuries, death, property damage, health care costs, health insurance and automobile insurance rates related to motor vehicle crashes.

II. Applicability

This policy applies to all DOT employees driving a state motor vehicle or driving a personal motor vehicle while on state business. See Section IV for exceptions to this policy.

III. Policy

An employee shall not:

- A. Manually type or enter multiple letters, symbols or other text in a hand-held electronic communication device while operating a motor vehicle on the travel portion of the roadway.
- B. Read or send data in a hand-held electronic communication device, for the purpose of non-voice interpersonal communication, including texting, e-mailing and instant messaging, while operating a motor vehicle on the travel portion of the roadway.
- C. Engage in a call while operating a motor vehicle on the travel portion of the roadway unless a voice-operated or hands-free device is in use.

IV. Exceptions

This policy does not apply to a driver who is:

- A. Reading:
 - 1. safety-related information including emergency, traffic, or weather alerts.
 - 2. data from a global positioning system or a navigation system.
- B. Activating, deactivating, or initiating a function of a hand-held electronic communication device.

V. Enforcement

Violators of this policy may be subject to disciplinary action.

Any other exceptions to this policy must be approved by the Director of Transportation.

Iowa DOT Policies and Procedures

Title		Policy No.
Smoking, Vaping and Smokeless Tobacco Use		020.06
Responsible Office	Related Policies and Procedures	
Operations and Finance Division	010.09	
Effective/Revision Dates	Approval(s)	
1-1-1986/2-17-2015	<i>Paul Trombino III</i>	

Authority: Director of Transportation.

Contents: This policy regulates smoking, vaping and smokeless tobacco use.

Affected Offices: All

Who to Contact for Policy Questions: Office of Employee Services, telephone 515-239-1921.

Definitions:

Smokeless tobacco – For the purposes of this policy means any chewed or snorted tobacco product, including but not limited to chewing tobacco, dipping tobacco, snuff or snus.

Smoking – Inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe, or other tobacco product in any manner or in any form.

Vaping – For purposes of this policy means using, inhaling, exhaling or carrying any working e-cigarette, e-cigar, e-pipe or similar device which may or may not contain nicotine.

Forms: None

Policy and Procedure:

I. Department Policy

- A. Smoking, vaping and smokeless tobacco use is prohibited in indoor areas owned, leased or occupied by or under the control of the Department.
- B. Smoking, vaping and smokeless tobacco use is prohibited anywhere on the grounds of any building owned, leased or occupied by or under the control of the Department. Grounds includes but is not limited to driveways, parking areas both paved and unpaved, sidewalks, sitting and standing areas, patios and courtyards.

Exceptions: Smoking and vaping is permitted in enclosed personal vehicles (doors shut and windows rolled up) in a parking lot on the grounds of any building owned, leased or occupied by or under the control of the Department. Smokeless tobacco use is permitted in personal vehicles in a parking lot on the grounds of any building owned, leased or occupied by or under the control of the Department.

- C. Smoking, vaping and smokeless tobacco use is prohibited in any vehicle owned, leased or provided by the Department.
- D. Supervisors shall be responsible for enforcing this policy.

II. Employee Assistance

The Department recognizes that employees may need assistance in stopping the use of tobacco products. The following programs may be of assistance:

- Employee Assistance Program – The Employee Assistance Program (EAP) is a confidential program available to all employees and their families. The EAP may be contacted at 515-244-6090 or 1-800-EAP-IOWA (327-4692).
- Quitline Iowa – Quitline Iowa provides services to all Iowans and will work with individuals to set up a plan to quit using tobacco. Call 1-800-QUIT-NOW (1-800-784-8669) or visit www.quitnow.net/iowa for more information.

SECTION 9.57 SMOKING AND TOBACCO USE POLICY

State Of Iowa Smoking and Tobacco Use Policy For Executive Branch Employees Issued: June 27, 2008 Revised July 9, 2008

NOTIFICATION AND EFFECTIVE DATE

All Executive Branch employees (herein employees) are required to read this Smoking and Tobacco Use Policy, and will be expected to sign an Acknowledgement indicating that the Policy was read and fully understood by the employee. All employees are required to abide by the standards set forth in this policy. Individual departmental policies may differ, because some departments are exempted from statutory provision. However, individual department policies must also be read and signed by the employee. This revised Policy is effective July 1, 2008.

GENERAL STATEMENT OF POLICY

The purpose of this policy is to facilitate compliance with Iowa's Smoke free Air Act, which was enacted to improve the health of Iowans by reducing their level of exposure to environmental tobacco smoke, and to remind Executive Branch employees of existing administrative rules governing the use of tobacco related products. The administrative rules addressing this policy can be found at 641 Iowa Administrative Code 153 and 11 Iowa Administrative Code 100.3.

STANDARDS

PROHIBITED ACTIVITIES PURSUANT TO THE SMOKEFREE AIR ACT and IDPH ADMINISTRATIVE RULES:

1. Smoking is prohibited within the confines of all State operated/owned facilities.
2. Smoking is prohibited within the confines of all State operated/owned vehicles.
3. Smoking is prohibited on the grounds of any public building including the Capitol Complex grounds. Grounds is defined as an outdoor area of a public building that is used in connection with the building, including but not limited to, a sidewalk immediately adjacent to the building; a sitting or standing area immediately adjacent to the building; a patio; a deck; a curtilage or courtyard; or any other outdoor area as designated by the person having custody or control of the public building.
4. Smoking is not allowed in any existing huts or any enclosed areas formerly used as smoking areas.

PROHIBITED ACTIVITIES PURSUANT TO DAS ADMINISTRATIVE RULES ADDRESSING USE OF TOBACCO PRODUCTS:

1. Use of tobacco products is prohibited in all space in capitol complex buildings controlled by the Executive Branch including tunnels and enclosures.
2. Use of tobacco products is prohibited on the grounds of the capitol complex.

STATE/LEASED PROPERTY OUTSIDE CAPITOL COMPLEX

For state property outside the capitol complex and for offices leased by the State of Iowa, the above will apply unless otherwise noticed by the employing department.

AUTHORIZED ACTIVITIES

The use of tobacco products will be authorized within the confines of enclosed privately-owned motor vehicles which are located on the Capitol Complex.

VIOLATIONS

Violations of this policy may result in disciplinary action.

EMPLOYEE ASSISTANCE

The State of Iowa recognizes that employees may need assistance in stopping the use of tobacco products. The State offers the following information for assistance in the transition process:

SMOKING CESSATION PROGRAM The State of Iowa offers smoking cessation program services available to employees only. These services may be obtained by calling 877-252-8411.

EMPLOYEE ASSISTANCE PROGRAM The Employee Assistance Program (EAP) is a confidential program available to all employees and their families. The EAP may be contacted at 244-6090 or 1-800-EAP-IOWA (327-4692).

IOWA SMOKE FREE AIR WEBSITE Iowa Department of Public Health's website, www.IowaSmokefreeAir.gov is a good resource regarding the smoking ban legislation, including information about smoking cessation programs. Quitline Iowa provides free smoking cessation services to all Iowans. The Quitline will work with you to set up a quit plan and help you with coaching after you quit. You may also qualify for a free, 2-week course of nicotine patches or gum. Call 1-800-QUIT-NOW (1-800-784-8669) or visit www.quitlineiowa.org for more information.

Title Personal Protective Equipment		Policy No. 230.05
Responsible Office Office of Employee Services		Related Policies and Procedures 120.02, 120.08
Effective/Revision Dates 10-2-79/ 9-25-08	Approval(s) Lee A. Wilkinson	

Authority: Director of the Operations and Finance Division.

Contents: This policy identifies the conditions requiring the use of personal protective equipment. Procedures regarding the acquisition of personal protective equipment provided by the Department are also included.

Affected Offices: All

Who to Contact for Policy Questions: Employee Safety Coordinator in the Office of Employee Services, 515-239-1594.

Definitions:

ANSI – American National Standards Institute.

ASSE – American Society of Safety Engineers.

ASTM – American Society for Testing and Materials.

Chaps – Leg protection constructed with cut-resistant material and meeting the requirements of ASTM F1897-04 or the latest version. (29 CFR 1910.266)

CFR – Code of Federal Regulations.

Eye and Face Protection – Goggles, spectacles, filters, eye shields, face masks, or similar devices that provide protection for face and eyes and comply with ANSI Z87.1-1989 or ANSI Z87.1-2003 or the latest version. (29 CFR 1910.133)

Fall Protection – Personal fall arrest systems meeting the requirements of ANSI A10.14-1991 or ANSI/ASSE Z359-2007 or the latest version. (29 CFR 1910.66, 1926.104, 1926.500, 1926.501, and 1926.502)

Fluorescent Yellow Green (FYG) – Color of all safety apparel used by the DOT.

Foot Protection (Safety Shoes) – Footwear that provides foot protection and complies with ANSI Z41-1991 or ASTM F2413-05 or the latest version. (29 CFR 1910.136)

Hand Protection – Protection for hands against hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns or harmful temperature extremes. (29 CFR 1910.138)

Head Protection – Helmets (hard hats) for protection against impact and penetration from falling objects, and exposure to limited electrical shock and burns. Such protection shall comply with ANSI Z89.1-2003 or the latest version. (29 CFR 1910.135)

Hearing Protection – Noise reduction items that provide protection against excessive noise. (29 CFR 1910.95)

High-Visibility Safety Apparel – Personal protective safety clothing, including headwear, that is intended to be conspicuous during both daytime and nighttime usage and that meets the Performance Class 2 or Class 3 requirements of ANSI/ISEA 107-2004 or the latest version. Pants must meet the Class E requirements of this standard.

ISEA – International Safety Equipment Association.

NIOSH – National Institute for Occupational Safety and Health.

Personal Protective Equipment – Protective equipment, including personal protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices, noise reduction items, and protective shields and barriers. (29 CFR 1910.132)

Respiratory Protection – Equipment designed to protect the wearer from occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. Respirators shall be NIOSH certified. (29 CFR 1910.134)

Respiratory Protection Program – Policy and procedures providing comprehensive guidance to employees for the selection, training, fit-testing, use, and care of respiratory protection. (29 CFR 1910.134 and 29 CFR 1926.103)

Welding Protection – Personal protective equipment protecting against hazards created by welding, cutting or brazing operations. (29 CFR 1910.252)

Forms: The following forms are available on DOTNET:

131037 – *Foot Protection*. A form completed and signed by an employee's physician restricting the employee from wearing foot protection in the form of safety shoes or work boots.

131100 – *OSHA Respirator Medical Evaluation Questionnaire*. A mandatory form that must be completed by employees who are required to wear or who choose to wear any type of respirator.

Policy and Procedure:

I. Policy

It is the policy of the DOT to comply fully with applicable federal regulations as follows:

- A. The Division of Labor Services of the Iowa Department of Workforce Development has adopted 29 CFR Part 1910 and 29 CFR Part 1926 as the rules for implementing Iowa Code chapter 88, Occupational Safety and Health. (See 875 IAC Chapters 10 and 26)
- B. 29 CFR 1910.132(a) provides that "Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment...encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact."

II. Responsibilities

- A. Employees. All employees of the DOT, including managers and supervisors, are responsible for:
 - 1. Wearing and using personal protective equipment in accordance with this policy. Failure to adhere to this policy may subject the violator to disciplinary action.
 - 2. Properly caring for personal protective equipment provided by the Department.
 - 3. Reporting to the supervisor in a timely manner any damage that occurs to personal protective equipment provided by the Department to expedite its repair or replacement.
- B. Managers and Supervisors. In addition to the responsibilities listed above, managers and supervisors are required to:
 - 1. Perform a hazard assessment and reference Material Safety Data Sheets to determine which operations require personal protective equipment.
 - 2. Provide personal protective equipment as required.
 - 3. Instruct their employees concerning the use of personal protective equipment.
 - 4. Ensure that personal protective equipment is worn and used as specified and that the provisions of the policy are enforced in a uniform manner.
 - 5. Ensure that permits issued by the Department require permit holders to wear ANSI-compliant high-visibility vests when working in the right-of-way, and notify existing permit holders of this requirement.
- C. Purchasing/Inventory. The Office of Procurement and Distribution shall procure personal protective equipment on request or to be placed in inventory and shall provide vendor literature for the purchase of prescription industrial safety glasses.
- D. The Employee Health and Safety Team in the Office of Employee Services shall assist as appropriate to ensure that the provisions of this policy are implemented.

III. Personal Protective Equipment

- A. Foot Protection (Safety Shoes)
 - 1. Employees shall wear safety shoes when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where there may be exposure to electrical hazards. Need is based on exposure to hazards.
 - 2. Approved safety shoes shall meet the following guidelines:
 - a. Safety shoes shall comply with ANSI Z41-1991 or ASTM F2413-05 or the latest version.
 - b. The style of shoe selected by the employee shall be based on work exposures.

3. Supervisors shall authorize the purchase and repair of safety shoes and reimbursement to the employee based upon the circumstances presented.
 - a. Permanent, probationary and temporary employees are eligible to be reimbursed for safety shoes.
 - b. To be eligible for reimbursement, the statement, "These safety shoes meet or exceed ANSI Z41-1991 [or the latest version]" or "These safety shoes meet or exceed ASTM F2413-05 [or the latest version]," must be printed inside the shoe or on the attached tags and shown to the supervisor. A receipt is also required.
 - c. Minor repairs such as lace or eyelet replacement are the responsibility of the employee.
 - d. Major repairs such as heel and sole replacement resulting from normal work activity shall be paid by the employee's cost center. Major repairs resulting from abuse are the responsibility of the employee. Repair costs are not deducted from an employee's reimbursement allowance (see paragraph f. below).
 - e. Unrepairable damage to shoes from a work-related incident shall be claimed under Policy No. 120.08, *Claims for Damage to Personal Items*.
 - f. The reimbursement limit per employee is established biennially for new purchases over a two-year period starting on July 1 of each odd numbered year. Any number of shoes may be purchased as long as the total amount reimbursed does not exceed the established biennial limit for the time period. Current approved reimbursement amounts are located on DOTNET.
4. Supervisors shall review requests for medical exemption upon receipt of Form 131037, *Foot Protection* (completed and signed by the employee's physician), and review the exemption with the Workers' Compensation Officer in the Office of Employee Services.

B. Eye and Face Protection

1. Employees are required to wear appropriate eye and face protection when:
 - a. Working in or around areas where eye and face injury hazards exist. Such hazards include flying particles, intense light or heat, liquids or chemicals that could splash into the eye, or other conditions which could result in injury to the eye or face.
 - b. Working under equipment; striking metal against metal, using an emery or grinding wheel; breaking rock, concrete or any substance that is likely to break, shatter, or splinter; or when working with or around welding equipment that requires direct eye contact with the welding arc or welding joint site.
 - c. Exposed to dry cement, excessive dust, or splashing concrete; drilling, grinding, shaping or reaming; wire brushing; picking frozen ground; feeding a crusher; using compressed air or power actuated tools; working near gunite or sand blasting operations; brush cutting or tree trimming; driving metal posts; mudjacking; or when involved in or near similar operations.

- d. Engaged in laboratory or field testing or any operation where there is a hazard of splashing liquids, oils or chemicals, or intense heat or intense light, which could be injurious to the eye or face.
2. Each office, field office, shop and maintenance garage shall stock a sufficient quantity of nonprescription industrial safety glasses, goggles, filters, eye shields, and face masks necessary to protect employees required by this policy to wear eye and face protection equipment.
3. The Department shall provide prescription industrial safety glasses for those permanent and probationary employees who are exposed to eye hazards for extended periods and need to wear prescription lenses.
4. The Department shall not provide prescription industrial safety glasses for those employees who need protection for only brief or intermittent periods of time. Nor shall the Department provide prescription industrial safety glasses for temporary, including summer and intermittent, employees. When eye protection is required, these employees shall be required to wear safety goggles or other eye and face protection equipment obtainable from the local supply room that will adequately fit over personal glasses.
5. To obtain prescription industrial safety glasses, employees shall purchase their own glasses and submit a request for reimbursement (see Policy No. 120.02).
 - a. The Department shall not pay for the cost of eye examinations to determine required prescriptions.
 - b. Photo-gray lenses are allowed.
 - c. Double segment lenses require individual authorization from the employee's supervisor.
 - d. Information and instructions on the current prescription industrial safety glasses program may be found on DOTNET. Employees may use the vendor on contract or they may use any other provider. All employees can use the contract price, but if prescription industrial safety glasses are not required for the job they will not be reimbursed.
 - e. Employees may purchase any number of pairs of safety glasses per year from the vendor at contract prices, but reimbursement is allowed no more frequently than once per year unless unusual or special circumstances are approved by the supervisor.
 - f. A paid receipt is required, which states the type of lens material (plastic, polycarbonate or glass), the prescription strength and the cost of the frame, and which includes the following statement: "These safety glasses meet or exceed ANSI Z87.1-[1989 or 2003 or the latest version]."
 - g. Reimbursement is limited to the current allowable rates as posted on DOTNET.
6. Prior to the receipt of prescription industrial safety glasses, employees shall wear eye protection obtainable from the local supply room that will adequately fit over personal glasses.

7. If prescription industrial safety glasses are damaged or broken, the Department shall repair or replace them unless such breakage resulted from abuse. The cost of repair or replacement shall not exceed the amounts in III.B.5.g.
8. Safety glasses with side shields or with a wrap-around frame shall be worn when the job task requires that level of protection.
9. The Department shall provide prescription lenses for use in full-face respirators if respirators are required to perform the employee's duties.

C. Head Protection

1. Employees shall wear a protective helmet as required by 29 CFR 1910.135. Protective helmets shall comply with ANSI Z89.1- 2003 or latest version. 29 CFR 1910.135 requires:
 - a. Each affected employee to wear a protective helmet when working in areas where there is a potential for injury to the head from falling objects.
 - b. Each affected employee to wear a protective helmet designed to reduce electrical shock hazard when near exposed electrical conductors which could contact the head.
2. Divisions may provide additional information regarding protective helmet usage for their specific work areas.
3. The manager, supervisor or designee may require a protective helmet to be worn should conditions or circumstances in a work assignment create a risk not normally present.
4. Employees who are required from time to time to wear protective helmets shall have them available at all times.
5. Protective helmets shall be made available to employees who are required to wear them.
6. Employees shall use only protective helmets provided by the Department.
7. Employees may wear protective helmets at any time.

D. Hand Protection (Gloves)

1. Employees shall wear gloves when exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.
2. Supervisors and employees shall use Material Safety Data Sheets to determine which gloves are required for the chemical or material being handled.
3. Supervisors shall ensure that gloves are available to employees.

E. Hearing Protection

1. Supervisors shall identify operations and equipment producing excessive noise and arrange for noise level testing. If noise is equal to or in excess of an 8-hour time-weighted average of 85 decibels, feasible administrative or engineering controls shall be used to reduce the noise exposure. (29 CFR 1910.95(c)(2): *For purposes of ... this section, an 8-hour time-weighted average of 85 decibels or a dose of fifty percent shall also be referred to as the action level.*)
2. When noise levels or noise exposure cannot be reduced below this level, supervisors shall:
 - a. Develop a hearing conservation program in coordination with the Employee Safety Coordinator, Office of Employee Services.
 - b. Ensure that all elements of the program, as set out in 29 CFR 1910.95, are met.
 - c. Make hearing protection available to all exposed employees under the guidelines of the program.
 - d. Ensure compliance with the program.

F. Fall Protection

1. Fall protection is required when walking or working on a surface with unprotected sides, edges or holes and the surface is six feet or more above the ground or a lower level.
2. Depending upon the job, the work location and the hazards, fall protection may be a guardrail, a safety net system, or a personal fall arrest system.
3. A personal fall arrest system for DOT operations includes, at a minimum, a full-body harness and may periodically require a protective helmet. Body belts are not authorized.
 - a. A harness shall be worn when working in an aerial lift.
 - b. A shock-absorbing lanyard is part of the harness system. Lanyards shall be connected inside the aerial lift and not to adjacent poles, structures, or other parts of the equipment.
 - c. Harnesses and lanyards shall be inspected prior to each use for wear, damage and deterioration. Defective parts shall be removed from service.
 - d. Harnesses shall meet the requirements of ANSI A10.14-1991 or ANSI/ASSE Z359-2007 or the latest version and 29 CFR 1910.66, 1926.104, and 1926.502.
 - e. Protective helmets shall meet the requirements of ANSI Z89.1-2003 or latest version.

G. Welding Protection

1. Employees exposed to the hazards created by welding, cutting or brazing operations shall be protected by personal protective equipment in accordance with the

requirements of 29 CFR 1910.252 and by local exhaust or general ventilating systems to keep the amount of toxic fumes, gases, or dusts below the maximum allowable concentration as specified in 29 CFR 1910.1000.

2. Welding helmets equipped with powered air-purifying respirators are required when welding, cutting or grinding on chrome, mild steel or stainless steel and when welding, cutting or grinding on equipment coated with epoxy based paint, primers or coal tar in compliance with Maintenance Instructional Memorandum 10.301.
3. Appropriate protective clothing required for any welding operation will vary with the size, nature and location of the work. Welding protection shall always include helmets with powered air-purifying respirators or welding goggles with appropriate lens shade (meeting ANSI Z87.1-1989 or ANSI Z87.1-2003 or the latest version), safety glasses under the helmets, and flame resistant or leather gloves and aprons. Dark colored wool or cotton clothing is also recommended.
4. Noncombustible or flameproof screens shall be used to control sparks and to protect others from the glare of welding, cutting or brazing operations.
5. Fire extinguishers shall be positioned near the welding work so that they are immediately available.

H. High-Visibility and FYG Safety Apparel

Effective November 24, 2008, high-visibility safety apparel is required for all workers who are working within the right-of-way and are not in the cab of a vehicle. (23 CFR Part 634)

High-visibility and FYG safety apparel must be color compliant. High-visibility apparel that is faded, soiled or damaged over more than 50 percent of any view of the garment must be replaced. Garment inspection reference cards are available to supervisors to assist in determining compliance. These cards, which are furnished by the garment manufacturers and are stocked in the warehouse, provide a visual comparison of new fabrics to faded fabrics.

1. High-visibility vests are required unless the employee is in a vehicle cab. High-visibility shirts or high-visibility jackets may be substituted for vests.
 - a. High-visibility vests will be provided.
 - b. High-visibility shirts are not provided but are available for purchase from the warehouse and through retail markets. High-visibility shirts shall not be altered or tucked into pants; they must be worn so that the entire garment is visible.
 - c. High-visibility jackets are not provided. They are available for purchase through retail markets.
2. High-visibility pants are required for night work and are recommended for low visibility conditions unless the employee is in a vehicle cab. High-visibility pants will be provided.
3. High-visibility rainwear is approved for adverse weather conditions and will be provided.
4. High-visibility headwear is required for night work and is also recommended for low visibility conditions unless the employee is in a vehicle cab. High-visibility headwear will be provided when it is required.

- a. High-visibility soft caps in the baseball style and the outback style are approved for warm weather conditions.
 - b. FYG stocking caps and FYG facemasks are approved for cold weather conditions.
 - c. Protective helmets shall be substituted for other headwear when working under overhead hazards, or in work areas specifically posted for protective helmets, or as required for other reasons (e.g., electrical work).
5. Apparel for flagging operations shall comply with the current version of the DOT Flagger's Handbook.

I. Leg Protection (Chaps)

1. Employees shall wear leg protection (chaps) constructed with cut-resistant material whenever operating a chainsaw.
2. The chaps shall cover the full length of the thigh to the top of the boot on each leg to protect against contact with a moving chain saw.
3. Additional protective equipment required when operating a chainsaw includes hand protection, protective helmets, safety glasses worn under face shields and leather safety boots.
4. All personal protective equipment shall be inspected and repaired if warranted prior to each shift.
5. Supervisors shall provide chaps for each chainsaw.

J. Back Support Belts

1. Employees requesting back support belts shall provide to their supervisors a doctor's statement describing the type of back support recommended as well as the frequency and duration of its use.
2. Supervisors shall purchase the back support belts through the Office of Procurement and Distribution and shall ensure, through the Workers' Compensation Officer, that the use is consistent with the doctor's statement.

K. Respiratory Protection

1. Employees exposed to harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors that cannot be controlled with adequate ventilation shall be provided proper respiratory protection per the guidance provided by the DOT Respiratory Protection Program.
2. Supervisors and employees shall use Material Safety Data Sheets to determine which products require the use of respirators and which types of respiratory protection and cartridges are recommended.
3. A respirator must be fit-tested prior to purchase or use to be sure it is the correct type, style and size. Fit-testing is done by designated employees in each district and by the Employee Safety Coordinator in the Ames Complex and the Motor Vehicle Division in Ankeny.

4. Each office, field office, shop and maintenance garage shall provide the correct half-face mask respirators, full-face mask respirators, cartridges and dust masks as needed.
 - a. A variety of models and sizes of half-face mask respirators are available as well as a full-face mask respirator with an eye glass kit.
 - b. Dust masks are also available to filter out nuisance dust particles only. They are not to be worn when there is an exposure to harmful particulates, fumes or vapors.
5. Employees who are required to wear respirators for their work environment shall complete Form 131100, *Respirator Medical Evaluation Questionnaire*, and submit the form to the Workers' Compensation Officer in the Office of Employee Services for evaluation and further processing.
6. Employees may choose to use a respirator even though it is not a work requirement. These employees must also complete and submit Form 131100.
7. The Department shall strive to replace harmful products with products that do not require a respirator.

L. Personal Flotation Devices

1. Every DOT employee working in conditions that may involve a risk of drowning must wear a U.S. Coast Guard-approved personal flotation device (PFD) or buoyant work vest having a buoyant effect sufficient to keep the employee's head above water. The device or vest must not require manual manipulation to produce the buoyant effect.
2. PFDs shall be worn at all times while in a boat or on a barge. When it is determined that there is a hazard of falling from a position near or over the water, or slipping, or sliding into the water from an embankment, a PFD shall be used. Considerations when assessing the hazard level are depth of water, water current, and the type of terrain on the embankment.
3. Prior to and after each use, the PFD or buoyant work vest shall be inspected for defects that would alter its strength or buoyancy. Defective PFDs or vests shall not be used.



Iowa Department
of Transportation

WOLFRIS RULLES

Introduction

For purposes of Article XI, Section 1 of the Collective Bargaining Agreements, Work Rules are defined as and limited to rules promulgated by the Iowa Department of Transportation which regulate the personal conduct of employees. Generally Work Rules apply to matters arising from employment with the Department or which have a bearing on an employee's ability to be effective in his/her job. These Work Rules are not intended to limit the rights of employees – they define those rights so that the Department can attain its objectives in an orderly fashion.

Good personnel practices and the Union Agreements require that the Work Rules be defined in writing; hence these Rules are established. If any of the acts outlined in the Work Rules are committed, it will be sufficient grounds for disciplinary action, such action ranging from written reprimand to immediate discharge, depending upon the degree of seriousness of the offense and/or the number of infractions. In all cases, the DOT considers and views discipline as a corrective action necessary to the overall improvement of the efficiency and effectiveness of the Department.

Generally the Department will follow the concept of progressive discipline, beginning with less severe disciplinary measures for the first offense. However, the seriousness of the offense may dictate a more severe disciplinary action and could result in discharge at the first offense if such action is warranted by the situation. Disciplinary actions or measures include written reprimands, suspension, and discharge (*notice to be given in writing*).

Redress of any disciplinary action or measure imposed may be processed as a grievance through the Grievance Procedures outlined in the Agreements.

Employees wanting clarification of specific issues relating to Work Rules must first seek such clarification from their supervisor.

Work Rules

(If any of the acts outlined in the following Work Rules are committed, it will be sufficient grounds for disciplinary action.)

I. WORK PERFORMANCE

1. Failure or refusal to follow the written or oral instructions of supervisory authority.
2. Neglecting job duties, responsibilities, or failure to carry out work assignments.
3. Sleeping, loafing, or engaging in unauthorized personal activities/business.
4. Disclosure of confidential information and records to unauthorized personnel.
5. Intentionally falsifying records, dishonesty, or giving false information.
6. Failure to observe all safety rules and practices, including the use of protective equipment and clothing.
7. Failure to operate a vehicle or equipment in a prudent and safe manner.
8. Failure to report as soon as possible, but not more than 24 hours, all accidents or injuries which occur during working hours or while in the performance of state business, including traffic accidents, regardless of ownership of vehicles involved.
9. Failure to disclose public records information.

II. ATTENDANCE AND PUNCTUALITY

1. Failure to report promptly at the starting time of a shift; leaving before the scheduled quitting time of a shift; or failure to timely notify the proper authority of impending absence or tardiness, prior to designated starting time.
2. Unexcused or excessive absenteeism.
3. Abuse of sick leave privileges.
4. Leaving the place of duty during a work shift without permission.
5. Failure to observe the time limits of meal, rest, or wash-up periods.

III. USE OF PROPERTY

1. Abuse or misuse of government or private property, materials, equipment, or resources; or use of government property, materials, equipment, or resources for personal benefit.
2. Stealing, unauthorized possession or use of government or private property, equipment, materials, or resources.
3. Unauthorized posting or removing of notices, signs, posters, or similar materials.
4. Unauthorized entry to state property or leased sites.

IV. PERSONAL ACTIONS AND APPEARANCES

1. Harassing, horseplay, hazing, or bullying employees, representatives of other agencies, or the general public.
2. Threatening, attempting or inflicting bodily harm to employees, representatives of other agencies, or the general public.
3. Making threatening and/or intimidating statements, and/or engaging in threatening and/or intimidating behavior toward employees, representatives of other agencies, or the general public.
4. Using abusive or profane language, including ethnic slurs.
5. Failure to observe smoking regulations.
6. Unauthorized possession, sale, transfer, or use of any weapons while engaged in state business, or on state property or leased sites.
7. Making false or malicious statements concerning employees, the Department, or representatives of other agencies.
8. Unauthorized possession or use/misuse of alcoholic beverages, controlled substances or prescription drugs during work hours, while on state time or property, or while engaging in state business.

9. Reporting to work in a condition to be unsafe to the employee, others, or physical property; or to be unable to perform job responsibilities due to the influence of alcohol, controlled substances and/or prescription drugs when such evidence affects the performance of job functions.
10. Unethical behavior or conduct unbecoming of a State of Iowa employee.
11. Eating and drinking in unauthorized areas.
12. Violation of health and sanitation procedures, directions and requirements, including littering or creating unsanitary conditions.
13. Selling commercial, private products, or services on state time, state property, or leased sites.
14. Unauthorized solicitation of funds or donations for any purpose on state time.
15. Unauthorized distribution of printed matter on state premises.
16. Failure to report the loss of government equipment, materials, or property.
17. Dress or grooming which is inappropriate or unsanitary for the employee's specific assignment.
18. Unauthorized or improper use of uniform; failure to wear a uniform properly.
19. Failure to submit to inspection, when requested by a supervisor or security officer, any personal packages taken from the employee's work area.
20. Gambling in any form while on state premises or state time including but not limited to: sport pools, card games, check pools, bets, dice, raffles, etc.
21. Soliciting or accepting unauthorized compensation, reward, gratuity, or gift of any kind of value for any matter related to the employee's job as an employee of the state.
22. Engaging in unauthorized political or union activities.

V. OUTSIDE ACTIVITIES AND EMPLOYMENT

1. Transacting business as an employee of the state with any business entity in which the employee has an interest except as authorized by law.
2. Engaging in any outside activities, relationships, or employment; which may impair the employee's independence of judgement or his/her ability to perform his/her duties as an employee of the state.

These Work Rules constitute the general Work Rules applicable to employees of the Iowa Department of Transportation. Additional Work Rules may be promulgated which concern only individual positions, classifications and/or work units when such rules are required by the nature of the work performed. Likewise, the Work Rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, by Iowa Code, and by administrative procedures established by management to meet specific conditions. Violations of these rules will result in appropriate disciplinary action.

Online Training -Employee Health and Safety Education

There are a variety of online training courses you will be required to take during your time at the Iowa DOT. These courses are essential for maintaining proper health and safety standards in the workplace. To take these courses, please go to the SharePoint link below and follow the directions on this site.

<http://portal/OperationsFinance/OES/ehands/ELearn/SitePages/Home.aspx>

To navigate to this page without using the link, begin on the DOTNET home page. Along the menu on the left side of the page you will see SharePoint listed. Click this and it will take you to the Iowa DOT home page. Along the menu on the top on this page you will need to select Operations & Finance, then Employee Services, then Health and Safety, then E-learning.

DOTNET ➡ SharePoint ➡ Operations & Finance ➡ Employee Services ➡ Health and Safety ➡ E-Learning

You will need to complete the required courses designated below as soon as possible within two weeks of receiving this document. Courses are determined by your job group (see below).

Iowa Traffic Control and Personal Safety course can be found at: http://www.iowadot.gov/training/web_courses.html under the **Construction** tab.

REQUIRED COURSES:

	Field Based Employees	Office-Based Employees	Office-Based with Site Visits
Blood-Borne Pathogens	X	X	X
Defensive Driving	X	X	X
Emergency Action Plans	X	X	X
Ergonomics		X	X
Fire Safety	X	X	X
Globally Harmonized System	X		
Globally Harmonized System Basic (office)		X	X
Information Technology Security	X	X	X
Lock-Out / Tag-Out	X		
Iowa Traffic Control and Personal Safety	X		X
Personal Protective Equipment (PPE)	X		X

ADDITIONAL COURSES AVAILABLE (Not Required):

Blood-Borne Pathogens Clean-Up
Chest Pain Recognition
Confined Space
Hard Hat Inspection
Ladders and Scaffolds
Load Securement Course
Meth Lab Awareness
Respiratory Protection Program
RKI GX - 2009 Gas Monitor
Staying Safe Around Cranes
Winter Weather Safety
Working Around Construction Equipment

If you have any questions, concerns or comments or need any further assistance with this process, contact the **Employee Health and Safety team** at 515-239-1921.

Feel free to also contact us at: DOT-SafetyTraining@dot.iowa.gov.





To access IowaDOTU, go to:

<https://learning.iowadot.gov>

The link can also be found on the front page of DOTNET under Current Specials

This website can be used from any computer that has an internet connection.

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Hint: As you go through this manual, you will notice a “Red Box” around the items that are being referred to on that page. Ie:



Browser window showing the Iowa DOT LMS Login page. The address bar displays <https://learning.iowadot.gov/Iowa>. The page features the IOWADOT U logo with the tagline "Smarter and Simpler Learning". A prominent red banner reads: **TO ACCESS THIS SITE, PLEASE TYPE IN YOUR 7 DIGIT USER NAME AND DOT PASSWORD**.

The main content area is titled "Iowa DOT Employee Login Page" and includes the instruction: "To access the site, please type in your user name and password just as you would to login to your DOT computer".

Below the instruction are three input fields:

- User Name
- Password
- Login (button)

At the bottom, there is a link for non-employees: "If you are not a DOT Employee and would like to access *IowaDOTU*, please click on this link to the **Non-DOT User Login**".

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Employee Dashboard

The employee dashboard is the first screen that you will see once you log in. The dashboard shows which course you are currently enrolled in. As you and/or your supervisor enroll you into additional courses, or as courses are assigned to you, they will appear on this screen. To return to this screen at any time, click the “My Course” icon in the tool bar across the top of the page. This toolbar will help you navigate through the system. To take an online course in your dashboard, click the “Launch” button and the course will begin. ⌚ This icon means that the course is waiting for an authorization of the course by your supervisor. 👤 This icon means it is a classroom style course.

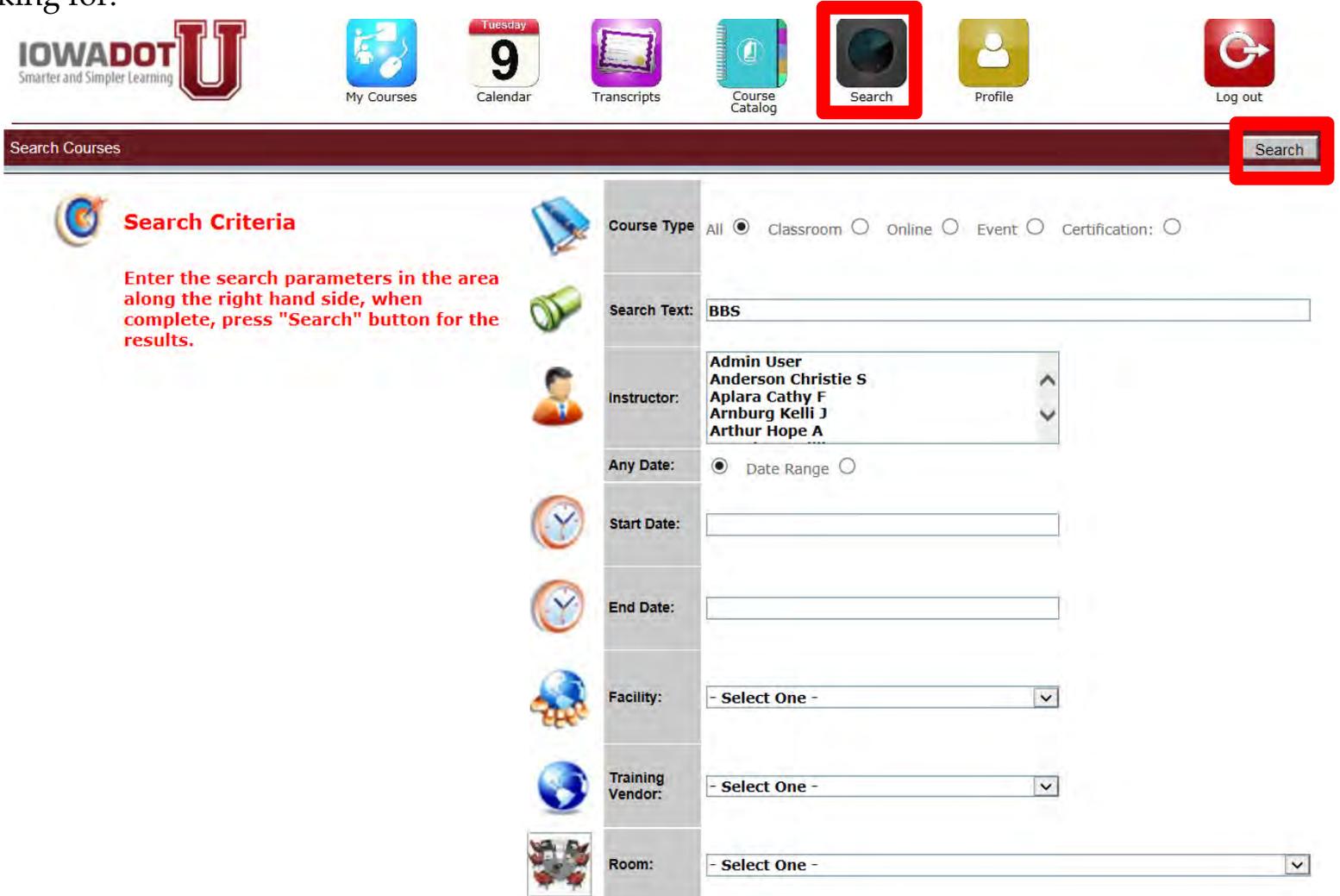


All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other		Course Name	search
	Confined Space Online Training - Enrollment Type : Elective(Self)	Launch	<input type="text"/>
	Fire Safety Online Training - Enrollment Type : Elective(Self)	Launch	<input type="text"/>
	Bloodborne Pathogens Online Training - Enrollment Type : Elective(Self)	Launch	<input type="text"/>
	Bloodborne Pathogens Cleanup Online Training - Enrollment Type : Elective(Self)	Launch	<input type="text"/>
	Emergency Action Plans Online Training - Enrollment Type : Elective(Self)	Launch	<input type="text"/>
	FIRST AID/AED/CPR (OSHA) - Enrollment Type : Elective(Self) Date and Time : 12/8/2016 8:00 AM - 12/8/2016 12:30 PM CST Instructor(s) : Instructor TBA Instructor TBA		N/A
	BBS FOR EMPLOYEES - Enrollment Type : Elective(Self) Date and Time : 2/4/2016 8:00 AM - 2/4/2016 12:00 PM CST Instructor(s) : Amy Knight		N/A

9 Sessions Page 1 of 1

Enroll Your Self in a Course

There are several ways that you can enroll in a course. The preferred way to enroll if you know the name of the course that you would like to enroll in, is to click on the "Search" icon in the tool bar across the top. This will allow you to search for a course by certain criteria. When you enter minimal criteria, hit enter or click Search in the upper right corner. Tip: The fewer criterions that you enter into these fields, the more likely it will be to get the results that you are looking for.



IOWADOT U
Smarter and Simpler Learning

My Courses Tuesday 9 Calendar Transcripts Course Catalog **Search** Profile Log out

Search Courses **Search**

Search Criteria

Enter the search parameters in the area along the right hand side, when complete, press "Search" button for the results.

Course Type: All Classroom Online Event Certification:

Search Text: BBS

Instructor: Admin User, Anderson Christie S, Aplara Cathy F, Arnburg Kelli J, Arthur Hope A

Any Date: Date Range

Start Date: []

End Date: []

Facility: - Select One -

Training Vendor: - Select One -

Room: - Select One -

The search results will show you the dates and times of upcoming course instances that match the criteria that you entered in the search. To enroll in or find additional information about a course instance, click the Enroll button to the right of the course instance you are interested in. All courses offered will have a waitlist course available that is identified with a date in the year of 1900. If you are unable to attend any of the dates available for a course or if all of the course sessions are full, you can enroll in the waitlist course and once another session date is added, the system will automatically enroll you into that new session.










AVAILABLE LEARNING OBJECT INSTANCES

Enroll	Name	Start Date	End Date	Location	Instructor	View	Preview
Add Attendees	Crystal Reports 2011 - Level 1(PDS- MTSPF114)	5/23/2016 9:00 AM CST	5/24/2016 4:30 PM CST	New Horizons Des Moines - New Horizons Suite 207E	- New Horizons		
Add Attendees	Crystal Reports 2011 - Level 1(PDS- MTSPF114)	1/1/1900 12:15 AM CST	1/1/1900 12:15 AM CST	TBA - TBA	Instructor TBA Instructor TBA		

To find more information about this course, read the Description section. To enroll in this course, please click on the Authorizer of this course (this is typically your supervisor's name) and then click Enroll in the upper right corner. If this course is full, It will show in the window right below the dark red bar.

Learning Object Instance		Enroll
Please select the authorizer and then click Enroll button.		
▼ COURSE INFO		
Course Name:	Crystal Reports 2011 - Level 1	
Description:	In this course, students will connect to a database to extract data and present it as a report	
Vendor:		
Authorizer:	Sadler Todd A	
Start Date:	5/23/2016 9:00 AM CST	
End Date:	5/24/2016 4:30 PM CST	
Notes:		
Location:	New Horizons Des Moines - New Horizons Suite 207E	
Direction:	We are located 1.25 miles South of Exit 131 on I-80/35 in Des Moines, Ia. Off the exit, follow Merle Hay Road south. Just before Merle Hay Mall, turn right onto Aurora Ave (there is a Casey's and	
Payment Mode:		
Paid Time :	<input checked="" type="checkbox"/>	
Due Date:		
List Price:	\$ 540.00	
Promo Price:		
Credit Units:		
Credit Hours:		

You will receive an email notification that shows the following:

Your request for "Name of Course" has been successfully created and now requires approval from "Authorizers Name".

The class times are: "Course dates and times"

The class will be held at: "Location of class"

Directions to location of class.

From: IDOT U <glm@learnsoft.com>

Sent: Mon 2/22/2016 10:50

To: Arthur, Hope [DOT]

Cc:

Subject: Request for Crystal Reports 2011 - Level 1 Received

Hope Arthur,

Your request for Crystal Reports 2011 - Level 1 has been successfully created and now requires receipt of check or approval from Todd Sadler.

The class times are:

5/23/2016 9:00 AM - 5/24/2016 4:30 PM CST

The class will be held at:

New Horizons Des Moines - New Horizons Suite 207E
6200 Aurora Ave, Suite 207E Urbandale IA 50322

We are located 1.25 miles South of Exit 131 on I-80/35 in Des Moines, Ia. Off the exit, follow Merle Hay Road south. Just before Merle Hay Mall, turn right onto Aurora Ave (there is a Casey's and a Popeye's at this intersection). We are located 1 ½ blocks from this intersection on the left, inside the six story office building. We are located on the second floor. Drive around to the south side of the building (directly across from Kohl's) to access the Front Door to the lobby/ elevator bay. (You will walk past a Sculpture at the front of the building). Take any elevator to the Second Floor. Go to your left coming out of the elevator, following the hall all the way to the end to Suite 207E.

You found us!!

The Authorizer will receive an email that asks them to approve the request. It will look like this:

Todd,

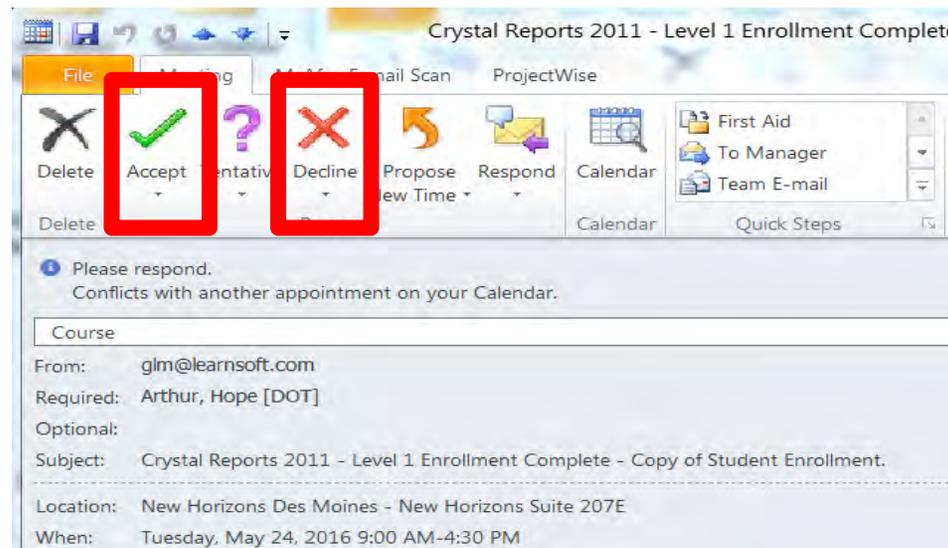
Hope Arthur has created a training request for Crystal Reports 2011 - Level 1 Classroom Instruction Course and indicated you as the training authorizer.

You may authorize this enrollment request by performing the following steps:

1. Log into the <https://learning.iowadot.gov/iowaDOTLoginInt.aspx>
2. Select 'Manage Enrollments'
3. Locate this enrollment and enroll or deny the request.

The employee will be notified by email of your response.

Once the Authorizer has approved the course, you will receive a meeting notice in your email that you will need to Accept and it will be added to your DOT calendar. If you decline this meeting notice, you will be removed from this course.



Another way to enroll in a course is to click on the “Calendar” icon in the tool bar across the top. This will show you a list of all courses in a calendar format. Items that do not have a  icon before the name of the course require special payment options or are full. To enroll in or find additional information about a course instance, click on the name of the course in the calendar. This will take you to the same screen as you received from the preferred method of enrolling.



Calendar

SEARCH CRITERIA HEADER Search

1 7 31 December 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	<ul style="list-style-type: none"> NEW EMPLOYEE ORIENTATION (8:00 AM - 4:30 PM CST); Room - LEADERSHIP4CHANGE (8:00 AM - 4:30 PM CST); Room - THRIVING ON CHANGE (8:30 AM - 4:00 PM); Room - TBA FACE2FACE COMM EMPLOYEE (8:30 AM - 12:30 PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I recertification (9:00 AM - Aggregate Level II recertification (1:00 PM - M.E.E.T TRAINING (3:15 PM - 4:30 PM); Room - TBA - 	<ul style="list-style-type: none"> LEADERSHIP4CHANGE (8:00 AM - 4:30 PM CST); Room - ADA/EEO/AA/PSH (8:00 AM - 11:30 AM); Room - TBA - PCC Level I certification (9:00 AM - 4:00 PM CST); Room - VALUING DIVERSITY (12:30 PM - 4:30 PM); Room - TBA ADAPTING4CHANGE (1:00 PM - 4:00 PM); Room - 	<ul style="list-style-type: none"> LEADERSHIP4CHANGE (8:00 AM - 4:30 PM CST); Room - BBS FOR EMPLOYEES (8:00 AM - 12:00 PM CST); Room - CREATIVE THINK & PROB SOL (8:30 AM - 4:30 PM); PCC Level I certification (9:00 AM - 4:00 PM CST); Room - Aggregate Level I recertification (9:00 AM - Aggregate Level I recertification (9:00 AM - FIRST AID/AED/CPR (OSHA) (12:30 PM - 5:00 PM); Room Aggregate Level II recertification (1:00 PM - Aggregate Level II recertification (1:00 PM - 	<ul style="list-style-type: none"> LEADERSHIP4CHANGE (8:00 AM - 4:30 PM CST); Room - PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); 	
<ul style="list-style-type: none"> Aggregate Level I recertification (9:00 AM - Aggregate Level II recertification (1:00 PM - 	<ul style="list-style-type: none"> PROJECT MANAGEMENT SEM (8:30 AM - 4:30 PM); Room INVEST EE MISCONDUCT (8:30 AM - 4:30 PM); Room PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I certification (9:00 AM - 12:00 Aggregate Level II 	<ul style="list-style-type: none"> PROJECT MANAGEMENT SEM (8:30 AM - 4:30 PM); Room ETHICAL ISSUES IN WORKPL (8:30 AM - 4:30 PM); Room READY, SET, RETIRE (8:30 AM - 3:30 PM); Room - TBA Aggregate Level II certification (9:00 AM - 4:00 PCC Level I recertification (9:00 AM - 4:00 PM CST); 	<ul style="list-style-type: none"> HUMAN RELATIONS SKILLS (8:30 AM - 4:30 PM); Room Excel Level I (9:00 AM - 4:30 PM); Room - TBA - TBA; Aggregate Level II certification (9:00 AM - 4:00 Aggregate Level I recertification (9:00 AM - Aggregate Level I recertification (9:00 AM - Aggregate Level II recertification (1:00 PM - 	<ul style="list-style-type: none"> HUMAN RELATIONS SKILLS (8:30 AM - 4:30 PM); Room Aggregate Level II certification (9:00 AM - 4:00 PCC Level I recertification (9:00 AM - 4:00 PM CST); Aggregate Level I recertification (9:00 AM - Aggregate Level II recertification (1:00 PM - 	

The courses that require special payment options or are full will show a message in the window circled below.

Learning Object Instance Enroll

Please select the payment mode and accept cancellation/refund policy and then click Enroll button. I have read and accept this [cancellation/refund policy.](#)

COURSE INFO

Course Name: **HMA Sampler certification**

Description: **DOT Employees please enter 1 as the Promo Code. Other Government Agencies please enter 2 as the Promo Code. All others please leave the Promo Code blank.**

Vendor:

Authorizer: **Sadler Todd A**

Start Date: **2/2/2016 9:00 AM CST**

End Date: **2/2/2016 4:00 PM CST**

Notes: **Please bring the following items to class: Pencils and paper Calculator (may not use phone calculator)**

Location: **District 3 - Sioux City Materials Office - Materials Office Conference Room**

Direction: **Exit onto 46th Street from Highway US 75. Go west on 46th street through the underpass to Cleveland Street. Go North on Cleveland Street and then turn**

Payment Mode: **- Select One -**

Paid Time:

Due Date:

List Price: **\$ 75.00**

Promo Price:

Promotion Code: Apply

Credit Units:

Class is full

COURSE INFO

One more way to enroll in a course is to click on the “Course Catalog” icon in the tool bar across the top. This will show you a list of courses available broken down by the type of course delivery. You will need to expand the catalogs to see the list of courses by clicking the  icon. When you find a course that you would like to enroll in just click the course and it will show the dates that the course instances are available. Some courses do not have dates available at all times. Please note special messages in the area circled below. When you locate the course in the calendar grid that you would like to enroll in or find additional information about, click on the name of the course and it will take you to the same screen as you received from the preferred method of enrolling.



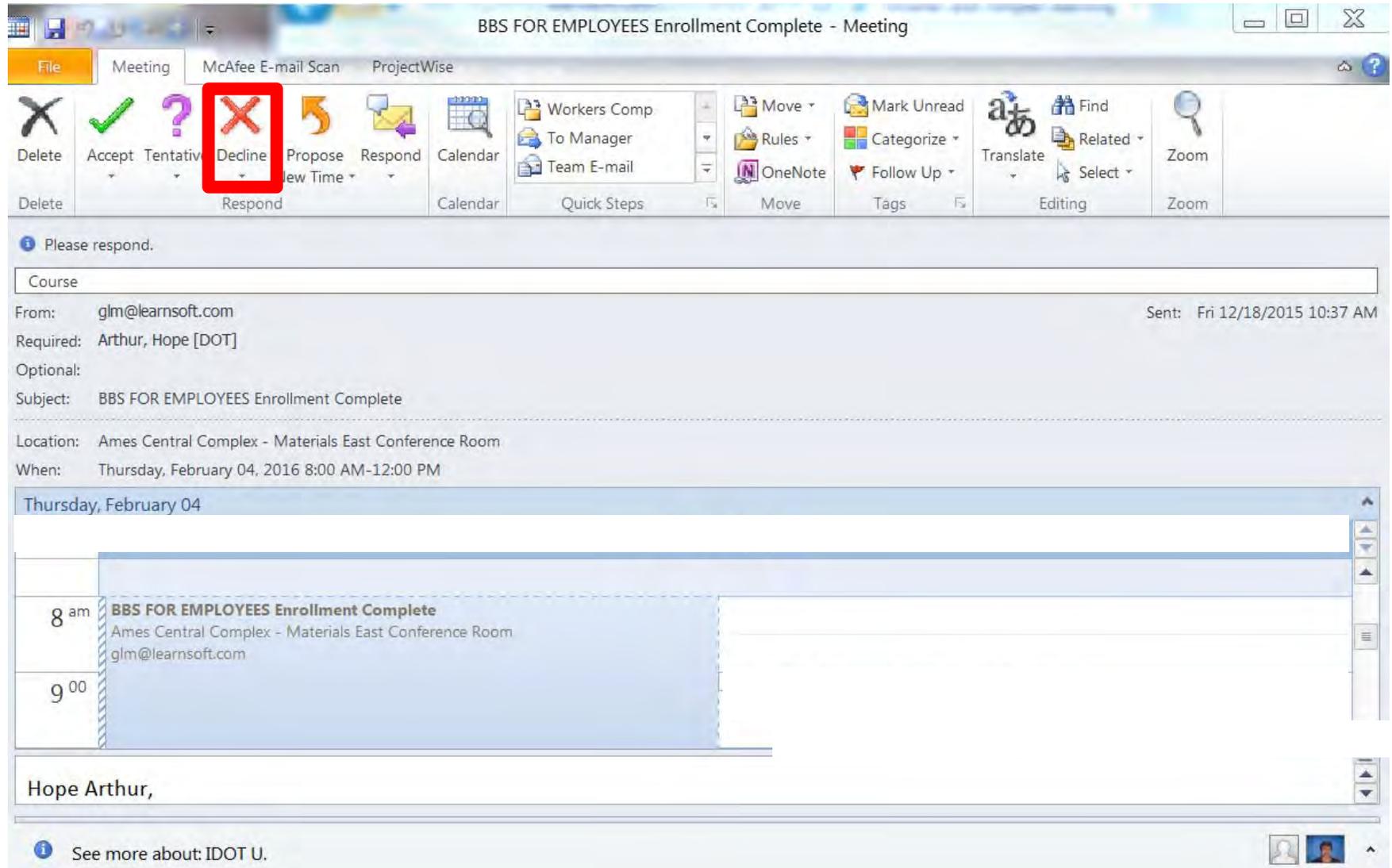
No class dates have been scheduled for this course in current month!!!

Catalog

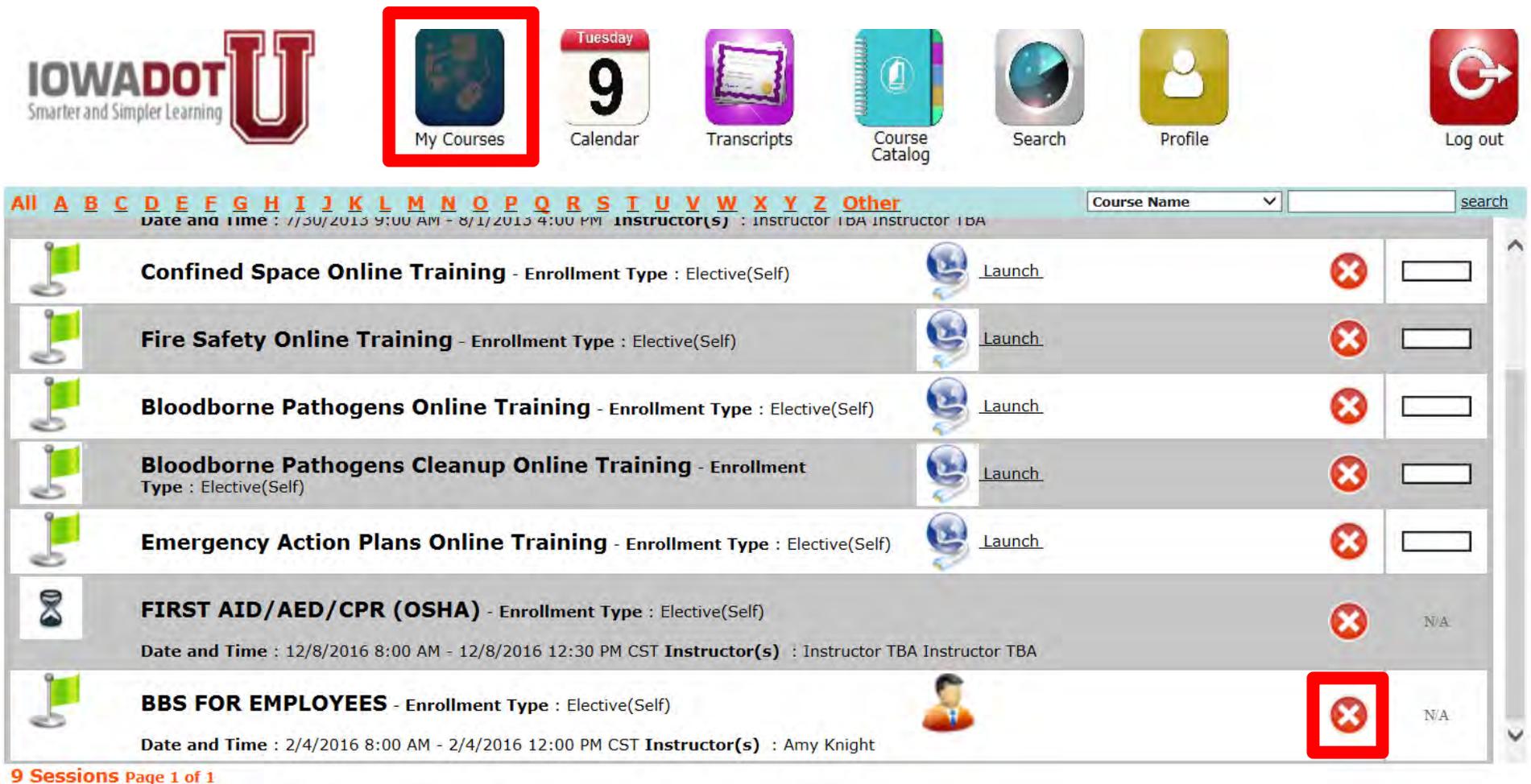
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				1	2
					3
4	5	6	7	8	9
					10
11	12	13	14	15	16
					17
18	19	20	21	22	23
					24
25	26	27	28	29	30
					1
2	3	4	5	6	7

Delete Your Course Enrollment

There are two ways to delete a course that you are enrolled in. The first is to Decline the meeting notice that you receive when you are enrolled into a course.



The second way to delete a course that you are enrolled in is to select the “My Course” icon in the tool bar across the top. This will take you to a list of all of the courses you are enrolled in. Locate the course that you would like to remove yourself from and click the  icon to the right of the course. Once you are removed from the course, you will receive an email notifying you of the cancellation.



IOWADOT U
Smarter and Simpler Learning

My Courses | Tuesday 9 | Transcripts | Course Catalog | Search | Profile | Log out

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Course Name search

Date and Time : 7/30/2015 9:00 AM - 8/1/2015 4:00 PM Instructor(s) : INSTRUCTOR TBA INSTRUCTOR TBA

	Confined Space Online Training - Enrollment Type : Elective(Self)	 Launch		<input type="text"/>
	Fire Safety Online Training - Enrollment Type : Elective(Self)	 Launch		<input type="text"/>
	Bloodborne Pathogens Online Training - Enrollment Type : Elective(Self)	 Launch		<input type="text"/>
	Bloodborne Pathogens Cleanup Online Training - Enrollment Type : Elective(Self)	 Launch		<input type="text"/>
	Emergency Action Plans Online Training - Enrollment Type : Elective(Self)	 Launch		<input type="text"/>
	FIRST AID/AED/CPR (OSHA) - Enrollment Type : Elective(Self)			N/A
Date and Time : 12/8/2016 8:00 AM - 12/8/2016 12:30 PM CST Instructor(s) : Instructor TBA Instructor TBA				
	BBS FOR EMPLOYEES - Enrollment Type : Elective(Self)			N/A
Date and Time : 2/4/2016 8:00 AM - 2/4/2016 12:00 PM CST Instructor(s) : Amy Knight				

9 Sessions Page 1 of 1

Transcripts

If you would like to see a list of the courses you have taken in the past, you can click on the “Transcripts” icon. You will need to use the scroll bar on the right to scroll through all of the courses on a page. There may be multiple pages, so be sure to use the next/previous button to scroll through all of the pages. You can see the number of pages available and what page you are on by looking at the bottom left of this screen. If you would like to print your transcript, click on the Print Transcript button on the upper right of your screen.



Session List Start Date [Print Transcript](#)

All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Course Name previous | next

Course	Date Completed	Score	Type	Attachment
OSHA 10-HR Certification - Enrollment Type : Enrolled(Manager) Credit : Hours - ; Units - ; Others - Score : % (Passed) Date Completed : 10/8/2015	10/8/2015			None
LEADERSHIP4CHANGE - Enrollment Type : Enrolled (Manager) Credit : Hours - ; Units - ; Others - Score : % (Passed) Date Completed : 9/30/2015	9/30/2015			None
FMLA PORTAL OVERVIEW - Enrollment Type : Enrolled(Manager) Credit : Hours - ; Units - ; Others - Score : % (Passed) Date Completed : 6/25/2015	6/25/2015			None

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Welcome to the Iowa Department of Transportation. My name is Lori Pflughaupt. I manage the student programs offered here at the Department. The Iowa DOT has a permanent workforce of about 2,700 employees. Approximately one-third of our staff work at the central complex in Ames. The rest of the employees are located throughout the state at maintenance garages, driver license stations and District and resident construction offices.

Our co-op and internship programs are designed to provide college students with work opportunities to gain practical knowledge and exposure to hands-on learning experiences in their academic areas of focus. During the past 4 years, over 400 students have benefited from these programs. You will be assigned real work on real projects here at the DOT. That means, we are depending on you to come to work, be on time and conduct yourself in a professional manner.

By participating in an internship or co-op with the Iowa DOT, you will have the opportunity to network with various government and private industry professionals, while exploring possible career paths within the transportation industry.

Throughout your internship, you will be mentored by a DOT employee. This could be a supervisor, manager or simply a co-worker who is an expert in their field. This individual will assign you tasks, guide you through your learning process and evaluate your work performance. You and your mentor are responsible for completing a work report which I will email to you. This will be completed and submitted to me via Survey Monkey on a quarterly basis. To get the most from your experience, you should establish goals for your internship, ask for feedback from your mentor, supervisor or other co-workers on a regular basis and go above and beyond your normal work duties when possible. Be sure to record your accomplishments for your resume or portfolio.

Your host office will provide you with a more personal orientation which will include: Department policies and procedures, a tour of your office or work location, fire and tornado drill information, where to find office supplies and information on appropriate dress depending on your work duties. Your mentor will also introduce you to your new co-workers and establish a consistent work schedule with you, which will include breaks and lunch. It is important that you and your mentor or supervisors are clear on performance expectations regarding your internship in order for it to be successful for both you and the Department.

You will complete your hiring paperwork and a series of new employee training exercises online. It is important that you complete the hiring forms and training modules during your first few days of employment.

Please feel free to contact me with any questions or concerns throughout your employment at the Iowa DOT. Congratulations on being selected to join our team!



Lori Pflughaupt

Director's Office

Iowa Department of Transportation

800 Lincoln Way | Ames, Iowa 50010 | Web: www.iowadot.gov

☎ 515.233.7771 | ✉ lori.pflughaupt@dot.iowa.gov

Iowa DOT Student Intern Development Program



How to turn your internship into full-time employment:

Your internship can be a great way to gain experience, meet networking contacts and prove your worth to an employer. It can also be the necessary foot in the door to land a full-time position.

Ask for feedback on a regular basis:

Although you don't want to cross the line into being annoying, it's important to have a grasp on your strengths and weaknesses by getting feedback from your supervisor.

Go above and beyond your job description:

Show that you're always thinking ahead by anticipating others' questions and needs. Do more than is expected of you to stand out among other intern candidates. Volunteer for additional projects when you can; be flexible with your schedule for a chance to impress the team by staying late or coming in early. Taking on additional tasks, being flexible and thinking ahead shows your dedication to your role and helps your supervisor and co-workers view you as an integral part of the team.

Be professional and consistent:

Always maintain focus and discipline while at work and avoid distractions such as text messaging or checking social networks. Perform all work in a professional manner. Accuracy counts every day on every task.

Record your accomplishments:

After you've finished a task or a project, write down any accomplishments you've had. Showing that you can produce results is a great way to move up in the company.

Act like you're a full-time employee:

Show up with an eager, positive attitude each day. Come in early and be the last intern to leave. Dress at least one step above your current position. Take pride in each project you are assigned and ensure it's your best work before handing it in.

Secure a mentor within the organization:

Obtaining full-time employment is much easier if you have someone to lean on for advice and insight.

Have a solid grasp on the company:

Know what the organization needs and how you can fill those needs. Understand each function and department of the Iowa DOT. Get to know the different people within each department the best you can. Learning this vital information will not only make you do your job better, but you'll have a clear understanding of how you can move up in the organization also.



Intern-Coop Student Quarterly Work Report (Jan-March 2016)

Work report content should reflect duties and assignments completed January-March 2016.

1. What is your first name?

2. What is your last name?

3. Program entry date

4. What is your expected date of graduation?

5. Assigned work location (ex. Bridge, Jefferson RCE, Materials)

6. Name of Supervisor or Mentor

7. List or discuss the work assignments and training completed during this quarter.

8. Describe how these real world work experiences relate to your education and enhance your career goals.

9. List or discuss the goals you have for the next quarter.

By submitting this report, you are certifying that you have reviewed the content and work performance with your current supervisor or mentor.

Transportation Coops/Administrative Interns: Promotional Hire Eligibility Instructions

By participating in the Iowa Department of Transportation's internship/coop program, you are considered a state employee. We encourage you to create a profile in DAS-HRE BrassRing, as you may be eligible to compete for permanent positions that open to agency promotional hires only.

First, create a profile in DAS-HRE Brass Ring. After you have created your profile please send an email to Kay Anderson, HRA in the Office of Employee Services via her email: Kay.Anderson@dot.iowa.gov. This will let her know that you have completed this task.

After you have notified Kay Anderson, she will then forward your name to the Department of Administrative Services – Human Resources Enterprise (DAS-HRE). Access will be granted upon successful completion of your internship or coop rotation and for *1 year upon your separation* with the agency.

Instructions for creating a profile in Brass Ring:

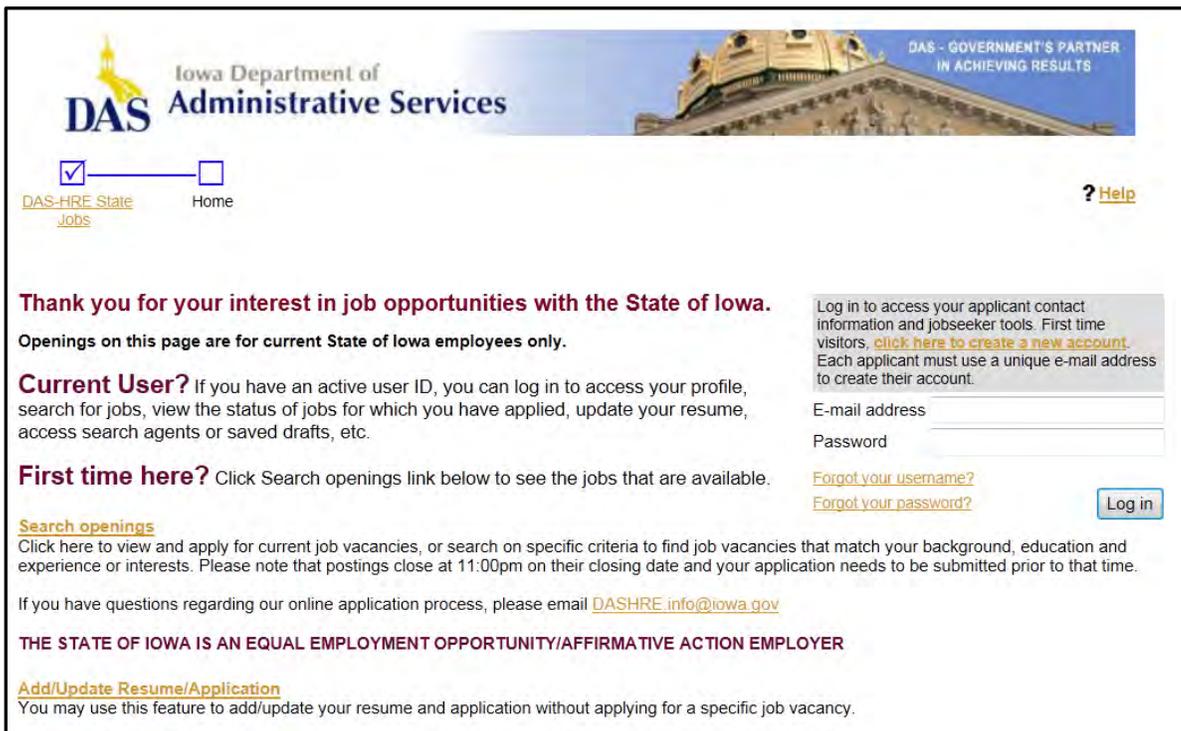
Enter the DAS-HRE State Employment website. <https://das.iowa.gov>

Click on **Apply for a State Job**.

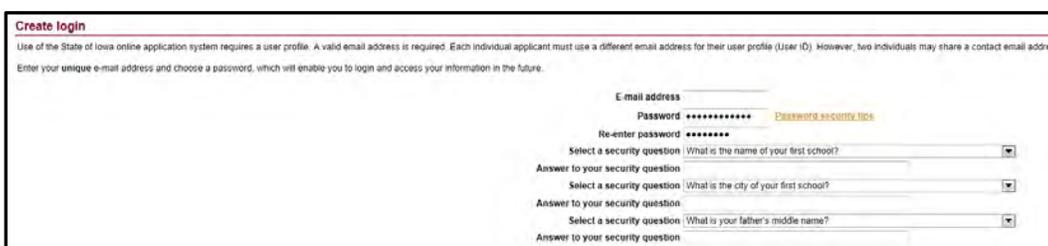
Click **State Employment** on the left side of the webpage.

Click **Job openings for current permanent state employees** (in the middle of the page)

Click on **Click here to create a new account** (right side of page) and follow the account set up steps.



The screenshot shows the homepage of the DAS-HRE State Jobs website. At the top left is the DAS logo and the text "Iowa Department of Administrative Services". To the right is a banner for "DAS - GOVERNMENT'S PARTNER IN ACHIEVING RESULTS" with an image of the Iowa State Capitol. Below the logo are navigation links for "DAS-HRE State Jobs" and "Home". A "Help" link is visible on the right. The main content area features a message: "Thank you for your interest in job opportunities with the State of Iowa. Openings on this page are for current State of Iowa employees only." It includes sections for "Current User?" and "First time here?". A "Search openings" link is provided, along with a note about application deadlines. At the bottom, there is a link to "Add/Update Resume/Application" and a statement: "THE STATE OF IOWA IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER". On the right side of the page, there is a login box with fields for "E-mail address" and "Password", and links for "Forgot your username?" and "Forgot your password?". A "Log in" button is located at the bottom right of the login box.



The screenshot shows the "Create login" form. At the top, it says "Create login" and provides a brief instruction: "Use of the State of Iowa online application system requires a user profile. A valid email address is required. Each individual applicant must use a different email address for their user profile (User ID). However, two individuals may share a contact email address. Enter your unique e-mail address and choose a password, which will enable you to login and access your information in the future." The form contains the following fields: "E-mail address" (text input), "Password" (password input with a "Password security tips" link), "Re-enter password" (password input), "Select a security question" (dropdown menu with "What is the name of your first school?" selected), "Answer to your security question" (text input), "Select a security question" (dropdown menu with "What is the city of your first school?" selected), "Answer to your security question" (text input), "Select a security question" (dropdown menu with "What is your father's middle name?" selected), and "Answer to your security question" (text input).

Reminders/Hints for Expense Reimbursement

These reminders/hints are a way for us to assist you as you prepare your reimbursement claim for travel expenses to make it easier for you and to allow us to more quickly process your request. This should be used in conjunction with DOT PPM 120.02. These reminders are to expedite the auditing and processing of your expense claims and assists in scanning claims into ERMS (Electronic Records Management System).

- **Itemized Receipts are required for all reimbursements.**
- Official receipts must identify the vendor/restaurant, date, time, city, state, and itemization of what was purchased and the cost (per PPM 120.02). If you receive a generic receipt (register tape) from the restaurant, write the business name, date, time, city, state, itemization of what was purchased and the cost on the receipt.
- Credit Card/Debit Card receipts must be itemized and identify the items purchased. **Reimbursement will not be paid if the credit/debit card receipts only identify a total, as the items purchased are not identified.**
- Receipts should fit neatly on 8 ½ x 11 paper. *(If your receipt is 8 ½ x 11, you do not need to attach it to another blank sheet of paper.)* Please tape receipts so they do not overlap each other or extend beyond the paper. Receipts should only be taped to one side of the paper. Multiple receipts may be taped to one sheet, and multiple sheets may be used as needed. It is also helpful to reviewers if:
 - Receipts are listed in date order
 - Locations, dates and totals are circled
 - Highlighters should not be used to identify totals as the ink on the receipt often becomes unreadable.
 - Avoid applying tape over the detail on the receipt, as the ink dissolves and becomes unreadable.
- Once all receipts are properly taped to a blank sheet of white paper, please staple all sheets to the back of the expense sheet in the left upper hand corner.
- In-State meal reimbursement rates:
 - Breakfast \$5.00 (Departure must be before 6 a.m.)
 - Lunch \$8.00
 - Dinner \$15.00 (Arrival must be after 7 p.m.)
- Tips should be calculated **before** taxes. You can only claim up to 15% for a tip. Tips are not allowable at convenience stores and fast food restaurants. If the gratuity is added by the restaurant and is higher than 15%, you will be reimbursed at the higher rate.
- When you eat the free breakfast at the hotel and also claim lunch or dinner, use a combination code that does not include breakfast.
- No expenses can be claimed out of state unless “Out of State” travel request has been completed and approved.
- When using grocery receipts to claim meals, identify items consumed. If you buy items in bulk, determine cost per meal and document appropriately. The total of the grocery store receipt cannot be charged to one meal or one day unless it was all consumed in one meal or one day.
- Items purchased and claimed for reimbursement must be consumed during a “**meal period**”. Items purchased and consumed outside of a meal period are considered break items and are not allowed.
- Alcoholic beverages must be crossed off the receipt and are not eligible for reimbursement. They must also be excluded from actual costs posted to the expense sheet.

Non-Standard Receipt Form

- When a vendor is not able to provide a receipt (i.e. vending machine, car wash), post expense to the Non-Standard receipt form. Document what was purchased. This receipt must be signed at the bottom.
- **This form is not** to be used for lost receipts

Customer #471

Polk, IA

641-620-1557

Ap. 1 Trns 298124

04/10/2014 12:11:39 P

***To Go**

1 BURRITO M-L	7.49
Fry	
Drink MFP	
Sub. Total:	\$7.49
Tax:	\$0.52
Total:	\$8.01
Discount Total:	\$0.00
Master Card:	\$8.01
Change	\$0.00

Welcome to Delicious!
GUEST %

Master Card
 Card Num : XXXXXXXXXX4335
 Terminal : 000805115876
 Approval : C9129Z
 Batch Number : 519
 Entry Method : S

Taco John's of Iowa Inc.
 FOR A FREE SOFTSHELL TACO
 PLEASE VISIT TELLTJ.COM
 OR CALL 858-227-3166
 WRITE VALIDATION CODE HERE:

Store # 9721

Check # 305 DINE IN
 Drawer # 7 Kourtney
 Sale # 18410705

1 EZ #2 SBurrito	6.19
Super Burrito	
Potato Ole Md	0.30
Md Lemonade	0.30
2 Taco Bravo	4.58
1 EZ #2 SBurrito	6.19
Super Burrito	
Potato Ole Md	0.30
Md Lemonade	0.30

TAX	1.27
Total Due	19.43
Credit Card	19.43
Change Due	0.00

Merchant # xxxxx
 TID: xxxxx Invoice: 126
 Credit Card 19.43
 xxxxxxxxxxxx3250
 Auth #: 09233B swiped
 Ref: 18410705

Customer Copy

Like us on FACEBOOK!
 Taco John's of Boone, IA

Tue 22 Apr 2014 18:43

TJ Hunter Pub
 367 Main St
 Lansing, IA
 563-538-4544

3037 Melissa

Tbl F4/2 Chk 7087 Gst 0
 Apr02'14 12:09PM

Ine In
 1 Rueben 8.99
 Fries
 1 Iced Tea 1.99
 Subtotal 10.98
 Tax 0.77
 12:52PM Total 11.75

Thank You!
 Please Come Again

Lunch Food 10.98
 Tax 0.77
 Tip 1.65
 13.40

Guest Receipt Rossville Store			
Date	Amount	Guests	
4-2-14	11.22		301333

Wavkan

Dinner - Chicken Dinner
 Food 10.98
 Tax .74
 Tip 1.57
12.79

GUEST CHECK

Date	Table	Guests	Server	90235
APPT-SOUP/SAL-ENTREE-VEG/POT-DESSERT-BEV				

Ch Burg	7.50
B-soup	
Prime Rib sandwich	
4/11/14	
Hot T	1.50
	Tax
	Total 9.63
Thank You — Please Come Again	

NCCO 3616 GUESTCHECK™ www.nationalchecking.com MADE IN THE USA

Lunch - Cheese Burger & soup, hot tea

~~Food~~ Food 9.00
 tax .63
 tip 1.35
10.98 Total 10.98

GUEST CHECK

Date	Table	Guests	Server	188760
APPT-SOUP/SAL-ENTREE-VEG/POT-DESSERT-BEV				

\$ 8.45	
4/11/14	
Dave's Gus and Tony's Pizza and Steak House 508 West Main Watikon, Iowa 52172	
	Tax
	Total
Thank You — Please Come Again	

NCCO 3616 GUESTCHECK™ www.nationalchecking.com MADE IN THE USA

Dinner - Prime Rib sandwich & soup

Food 8.45
 tax .59
 tip 1.27
10.31

New employee benefits conference call

Phone: 866-685-1580

9:30-10:30 am, every other week on the Thursday before pay day.



Employee services at a glance

515-239-1238	Time sheet
515-239-1229	Payroll
515-239-1331	Expense reimbursement
515-239-1075	IT services
515-239-1676	Employee benefit programs <ul style="list-style-type: none"> • SLIP Retirement • Skills and Training (PDS/NHI)
515-239-1102	Employee health and safety
515-233-7749	Drug and alcohol testing program
515-239-1070	Workers' Compensation
515-239-1239	FMLA program/Catastrophic Leave/Long-term disability
515-233-7757 515-233-7846 515-233-7749	Employee relations consultation Workplace environment investigations
515-233-7865 515-233-7795 515-233-7700	Position classification Position Description Questionnaire (PDQ)
515-239-1655 515-239-1654	Hiring process Personnel transactions (P1s) <ul style="list-style-type: none"> • Employment verifications • Auto deposit and stop payroll notification
515-239-1022	Return to Work program
515-239-1693	Equal employment opportunity/affirmative action investigations
515-239-1277	Job advertising <ul style="list-style-type: none"> • Coop/Intern student programs
515-239-1399	Service awards

Stay informed of Iowa DOT happenings

New employees automatically receive the Transportation Matters for Iowa blog and can sign up for Iowa DOT news releases at:

 www.iowadot.gov/index.html#/news

Follow us on **Facebook** and **Twitter**.

 facebook.com/iowadot

 twitter@iowadot

Speaking up for respect in the workplace

M	Make time to discuss
E	Explore the differences
E	Encourage respect
T	Take personal responsibility

Volunteering at the Iowa DOT

The DOT's All for One Committee plans charitable fundraising activities throughout the year to benefit the Food Drive and Toys for Tots. Participate by donating items for events, attending events, or volunteering to serve on the committee.



If you are interested in serving on the All for One Committee please email AllForOne@dot.iowa.gov