



## Local Policies – Administration and Governance

### Hiring, Supervision and Employee Management

#### Effective Date

2/2/2026

#### Purpose

The purpose of this policy is to establish clear procedures for hiring, supervising, evaluating, and managing staff employed to carry out the mission and responsibilities of the Northeast Iowa Workforce Development Board (NEIWDB). This policy ensures compliance with the Workforce Innovation and Opportunity Act (WIOA), state requirements, federal regulations, and local governance agreements.

#### Authority

Under **WIOA §107(f)**, the Local Workforce Development Board has the authority to:

- Hire staff necessary to carry out the functions of the Board;
- Supervise and direct Board employees;
- Establish personnel standards, job duties, and evaluation processes; and
- Carry out all responsibilities in partnership with the Chief Elected Officials (CEOs).

CIJDC serves as the Employer of Record under contract with NEIWDB and administers payroll, benefits, HR documentation, and related personnel services according to federal and state law.

Hiring and separation of the Executive Director shall follow the procedures in the NEIWDB–CEO Shared Governance Agreement. CEO approval is required for all Executive Director hiring and termination actions.

#### Policy

##### Roles and Responsibilities

##### A. NEIWDB Responsibilities

NEIWDB is responsible for:

1. Approving staffing positions and job descriptions.
2. Conducting hiring processes for all NEIWDB positions.
3. Supervising, directing, and evaluating all NEIWDB employees.



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4. Making decisions regarding disciplinary actions and separation of employment.
5. Communicating personnel-related decisions to CIJDC for administrative processing.
6. Ensuring staff comply with WIOA, state policy, and NEIWDB policies.
7. The Executive Director may delegate tasks or supervisory responsibilities to staff as needed; however, final personnel authority remains with the Executive Director and/or the Board as defined in this policy.

### **B. CIJDC Responsibilities (Employer of Record)**

CIJDC is responsible for:

1. Processing new hire paperwork and onboarding documentation.
2. Maintaining personnel files and HR records.
3. Administering payroll, benefits, and leave.
4. Processing disciplinary or separation actions initiated by NEIWDB.
5. Ensuring compliance with required employment law and HR standards.
6. CIJDC does not have supervisory or managerial authority over NEIWDB staff and does not direct day-to-day work activities.

### **C. CEO Board Responsibilities**

The CEO Board shall:

1. Approve the hiring and termination of the Executive Director.
2. Approve organizational structure changes when applicable.
3. Support compliance with WIOA and local governance agreements.

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## **4. Hiring Procedures**

### **A. Executive Director Hiring**

1. The Executive Committee shall develop or update the job description.
2. The Executive Committee and CEO representatives shall conduct recruitment, screening, and interviews.



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3. Final hiring recommendation must be approved by the CEO Board.
4. CIJDC will process onboarding and employment documents after CEO approval.
5. Job description for the Executive Director must be approved by the Executive Committee prior to recruitment.

### **B. NEIWDB Staff Hiring**

1. The Executive Director shall request Board approval for new or replacement staff positions.
2. The Executive Director shall oversee posting, recruitment, and interviewing.
3. The Executive Director shall recommend candidates to the Executive Committee for approval.
4. CIJDC will process hiring paperwork upon NEIWDB approval.
5. Job descriptions for all other NEIWDB positions must be approved by the Executive Committee prior to recruitment.

### **C. Nepotism and Eligibility Restrictions**

NEIWDB prohibits hiring or placing individuals in positions where they would directly supervise, be supervised by, or otherwise influence employment decisions involving immediate family members. Employees and Board members shall not participate in the hiring, supervision, evaluation, or discipline of relatives. Applicants must disclose any potential conflicts prior to hire.

Any Board member or staff involved in a hiring process must disclose potential conflicts and recuse themselves from all stages, including access to applications, screening, interviews and deliberations. All recusals must be documented in Board or committee minutes. WIOA and Iowa Code require both recusal and proper documentation whenever a real or perceived conflict of interest exists, and NEIWDB must ensure compliance with these statutory requirements.

### **D. Pre-Employment Requirements**

All candidates selected for hire must complete background checks, employment eligibility verification, and any other screening required by CIJDC, NEIWDB, or federal/state regulations. Employment is contingent upon successful completion of these requirements.

### **E. Equal Opportunity in Hiring**

NEIWDB is an Equal Opportunity Employer. All hiring and employment decisions are made without regard to protected characteristics and in compliance with WIOA Section 188, Iowa Civil Rights Act, and federal nondiscrimination rules.



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### 5. Supervision and Evaluation

#### A. Executive Director

- The Executive Committee supervises the Executive Director.
- The CEO Board approves the annual performance evaluation.
- Evaluation tools and timelines will be established by the Executive Committee.

#### B. NEIWDB Staff

- The Executive Director supervises and evaluates all NEIWDB employees.
- Performance evaluations occur annually and may occur more often at the discretion of the Executive Director.

#### C. Interim Leadership

In the event of a vacancy in the Executive Director position, the Board Chair may appoint an Interim Executive Director or designate temporary supervisory authority until a permanent Executive Director is hired. The Executive Committee must ratify this temporary assignment at its next scheduled meeting.

#### D. Chain of Command

Employees shall follow the established chain of command. Staff report directly to the Executive Director, who reports to the Executive Committee. Only the Executive Director may assign or direct staff work. Individual Board members may not direct staff outside of the Executive Director's authority.

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### 6. Disciplinary Action and Separation

#### A. Executive Director

1. Performance or conduct concerns will be reviewed by the Executive Committee.
2. Recommendations for disciplinary action, up to and including termination, must be presented to and approved by the CEO Board.
3. CIJDC will process termination consistent with its Employer of Record procedures.

#### B. NEIWDB Staff



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1. The Executive Director shall manage disciplinary actions and performance improvement plans.
  2. The Executive Director may recommend termination to the Executive Committee.
  3. Upon Executive Committee approval, CIJDC will process the separation.
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### 7. Transparency and Ethical Requirements

All hiring and employment actions shall comply with:

- WIOA conflict of interest requirements;
- NEIWDB Conflict of Interest Policy;
- Federal and state nondiscrimination rules;
- Open/public meeting laws (when applicable);
- Workforce system integrity standards.

Hiring, evaluation, and separation decisions requiring Board or CEO approval must occur during properly noticed meetings in compliance with Iowa Open Meetings laws. All required public notices, minutes, and records must be maintained according to law.

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### 8. Record Keeping

CIJDC will maintain personnel files.

CIJDC shall provide NEIWDB with access to relevant personnel documentation necessary for supervision, evaluation, disciplinary actions or compliance reviews, while maintaining confidentiality as required by law.

NEIWDB will maintain documentation related to:

- Hiring
- Performance evaluations
- Disciplinary actions
- Board and CEO approvals
- Job descriptions and position documentation



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NEIWDB will maintain documentation of recruitment activities, interview materials, selection decisions, Board or CEO approvals, performance evaluations, disciplinary actions, and separation decisions. These records shall be kept in accordance with state retention requirements. CIJDC will maintain official personnel files, payroll records, benefits documentation, and legally required HR records as the Employer of Record.

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### 9. Policy Review

This policy will be reviewed at least every three years or sooner if federal or state guidance requires changes.