**Northern Wasco County**

**Parks & Recreation District**

**Employee Handbook**

**September 2022**

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# introduction

## Welcome to Northern Wasco County Parks and Recreation District

We’re happy to welcome you to **Northern Wasco County Parks and Recreation District** − We’re glad you’ve joined us! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve success is to help you understand our organization and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the organization's policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

Our organization values two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and services and save on unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We sincerely hope you will like it here.

**Scott Baker**

**Executive Director**

## About Northern Wasco Co. Parks and Recreation District

The District maintains neighborhood and community parks totaling more than 200 acres. Included in these parks are multiple athletic fields, 18-hole disc golf course, tennis courts, shelters, skate park, restrooms, picnic areas, playgrounds, and an 8-mile Riverfront Trail. We also maintain and operate Northern Wasco County Aquatic Center for the Summer season between Memorial Day and Labor Day. We embrace an employee-first approach and value the talents and passion of our staff members. Our goal is to hire great people, to keep our employees fulfilled, and to keep them long term. We believe in empowerment, accountability, respect, collaboration, and innovation. We love to work alongside like-minded people who care about creating great opportunities for recreation throughout The Dalles Community.

## About this Handbook

This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all our employees. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our community and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won’t provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask the **Executive Director.**

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we’ll try to make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain in **Northern Wasco County Parks and Recreation District’s** employment, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period and may be terminated at will, with or without reason, and without prior notice by **Northern Wasco County Parks and Recreation District** or you for any reason, at any time.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

# Employment Policies

## Employment Relationship

You and **Northern Wasco County Parks and Recreation District** are engaged in an “at-will” employment relationship. Therefore, employment at **Northern Wasco County Parks and Recreation District** is for no definite period and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the **Executive Director**. It cannot be altered, except when in writing and signed by the **Executive Director** and you. **Northern Wasco County Parks and Recreation District** will not make and will not be bound by any promises, oral or written, concerning the length or terms of your employment unless established by a contract issued by the **Executive Director**.

**Equal Employment Opportunity**

**Northern Wasco County Parks and Recreation District** is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

The organization adheres to affirmative action measures according to federal law to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will be of reference throughout every aspect of the employment relationship, including recruitment, selection, total compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and all applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, the organization hires only those who are eligible to work in the United States in conformance with all applicable federal immigration laws. Verification documentation is required of all new hires.

All employees in the organization are responsible for following and carrying out this Policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are encouraged to bring any questions, issues, or complaints to Management’s attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to the supervisor. This organization does not tolerate any act of discrimination or retaliation in the workplace.

## Americans with Disabilities Act

The Americans with Disabilities Act [ADA], amended by the ADA Amendments Act of 2008 [ADAA], is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone [parent, sibling, child, spouse, friend, etc.] with a disability.

**Northern Wasco County Parks and Recreation District** is committed to offering equal employment opportunities to those with disabilities. Reasonable accommodations may be available to qualified employees and applicants. Individuals with a disability are encouraged to discuss their workplace needs with the **Executive Director.**

## Harassment

**Northern Wasco County Parks and Recreation District** does not tolerate conduct by any employee, elected official, board or commission member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with an employee’s work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We strive to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person’s race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or sexual assault are forms of harassment. Sexual assault is considered unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation. Sexual harassment can consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at **Northern Wasco County Parks and Recreation District**.

Each employee has a responsibility to maintain a workplace free from any form of sexual harassment. No person shall threaten or insinuate, explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by Managers/Supervisors, non-Managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution process for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of **Northern Wasco County Parks and Recreation District**, you have a responsibility to immediately report any actions or words, which you find to be harassing.

### Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our Harassment Policy, you must immediately report the matter to your supervisororthe **Executive Director**. Management is responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority.

Any employee or Manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

## Workplace Professionalism

While harassment due to a person’s protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

**Northern Wasco County Parks and Recreation District** considers unprofessionalism as repeated or one-time behavior, which is inappropriate, and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment. Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this Policy is to communicate to all employees, including supervisors, managers, and executives, that **Northern Wasco County Parks and Recreation District** will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this Policy will be subject to corrective action, up to and including termination.

Any **Northern Wasco County Parks and Recreation District** employee who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our Anti-harassment Policy. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

## Dispute Resolution Procedure

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this Dispute Resolution Procedure to solve problems as quickly, fairly, and thoroughly as possible. This Procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

### Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate supervisor or other management personnel, absent special circumstances, as soon as you are aware there is a problem or have a question. Your supervisor will follow up with you within a reasonable time after the matter has been investigated.

## Employment Selection and Placement

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or in utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law, including Veterans’ Preference.

Former employees who resign in good standing and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, productivity, or morale.

### Introductory Period

As a new employee, you are hired on a **90-day** introductory period. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by Supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for management to evaluate if your abilities and the expectations of the position align. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period. If you have successfully completed the introductory period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment.

### Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete an introductory period of **90 days** to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job transfer is not meeting management’s expectations, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job that management deems suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

### Re-employment

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees who resign in good standing will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees.

### Employment Classifications

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered Regular Full-Time, Regular Part-Time, Seasonal or Temporary as described below:

Regular Full-time: An employee who regularly works forty (40) hours per week, year-round, and is not hired as a Seasonal or Temporary employee. Only Regular Full-time employees are eligible for employer-paid benefits such as health insurance, vacation, sick leave, and holiday pay.

Regular Part-time: An employee who is scheduled to work less than (40) hours per week year-round, and is not hired as a Seasonal or Temporary employee. Regular Part-time employee benefits are limited to pro-rated vacation, sick leave, and holiday pay based on hours worked but are not eligible for most other employer-paid benefits.

Seasonal: An employee who is hired into a position for which the “customary” annual employment is six months or less is considered a Seasonal employee. Seasonal employees are not eligible for employer-paid benefits.

Temporary: An employee defined as holding jobs of limited duration arising out of programs, special projects and events, abnormal workloads, or emergencies. Temporary employees are not eligible for employer-paid benefits.

Employees are further classified according to federal and state wage and hour laws as Exempt or Non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor or manager.

Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include Managers, executives, Supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

## Employment Record Keeping

### Access to Personnel Files

The organization maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies or any management representative involved in a pending personnel action.

Your personnel file is available for your review [except for any references and other material exempt from disclosure under state law] by making advance arrangements with the **Executive Director**. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

### Change in Personal Data

Keeping your personnel records current can be important to you regarding pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the **Administrative Assistant**:

* Name
* Marital status
* Address
* Telephone number
* Dependents
* Beneficiary[ies]
* Person(s) to be notified in case of emergency
* Job-related physical or other limitations that impact employment
* Other information having a bearing on your employment

A **Personnel Action** **Form** is available for your use in reporting any changes in your personal information.

# Employment Relations and Conduct

## Ethics

We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the State’s Ethics laws found in ORS 244.

### Public Officials

A Public Official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an “agent.” An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization, you became a Public Official.

### Gifts

During a calendar year, a Public Official, a candidate or a relative or member of the household of the Public Official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of $50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the Public Official or a relative or member of the household of the Public Official any gift or gifts with an aggregate value in excess of $50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of $50.

### Use of Official Position or Office

A Public Official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the Public Official, a relative or member of the household of the Public Official, or any business with which the Public Official or a relative or member of the household of the Public Official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the Public Official’s holding of the official position or office.

Except:

* Any part of an official compensation package as determined by the public body that the Public Official serves.
* The receipt by a Public Official or a relative or member of the household of the Public Official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
* Reimbursement of expenses.
* An unsolicited award for professional achievement.
* Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a Public Official or a relative or member of the household of the Public Official from a source that could reasonably be known to have a legislative or administrative interest.
* Gifts received by a Public Official or a relative or member of the household of the Public Official from a source that could not reasonably be known to have a legislative or administrative interest.
* The receipt by a Public Official or a relative or member of the household of the Public Official of any item, regardless of value, which is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
* Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the Public Official.

A Public Official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any Public Official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the Public Official would be influenced by the pledge or promise.

A Public Official may not attempt to further the personal gain of the Public Official through the use of confidential information gained in the course of or by reason of holding position as a Public Official or activities of the Public Official.

A person who has ceased to be a Public Official may not attempt to further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a Public Official or the activities of the person as a Public Official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

### Honoraria

A Public Official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the Public Official if the honoraria are solicited or received in connection with the official duties of the Public Official.

A Public Official may receive an honorarium or a certificate, plaque, commemorative token or other item with a value of $50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Public Official or candidate.

### Financial Interest in Public Contracts

A person who ceases to hold a position as a Public Official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

## Confidentiality

### Organization and Customers

At **Northern Wasco County Parks and Recreation District**, employees have access to highly confidential and proprietary information, including information about our business plans. Our community trusts us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers or supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from the premises without permission from **Northern Wasco County Parks and Recreation District**, except in the ordinary course of performing duties on behalf of **Northern Wasco County Parks and Recreation District**. Additionally, the contents of organization records or information otherwise obtained regarding business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

### Employee Records

**Northern Wasco County Parks and Recreation District’s** philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents’ personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are also effectively secured.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, designated positions, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the **Executive Director**. The **Executive Director** has the responsibility to investigate the incident and take corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

* Release of partial employee birth dates [*i.e*., day and month, which is not considered confidential and will be shared with supervisors and managers who elect to recognize employees on such dates].
* Personal telephone numbers or e-mail addresses may be distributed to supervisors and managers to facilitate company work schedules or business operations.
* Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors and managers.
* Employees’ company anniversary dates will be distributed to appropriate supervisors and managers periodically.
* Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

## Workplace Rules

**Northern Wasco County Parks and Recreation District** believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive but serve as guidelines to demonstrate the work behaviors considered important to **Northern Wasco County Parks and Recreation District**.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, or must leave early, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. **Northern Wasco County Parks and Recreation District** records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by **Northern Wasco County Parks and Recreation District** or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our community, vendors, business associates, and for co-workers. No breach of professional behavior [abusive language, harassment, personal business during work time, *etc.*] will be condoned. This also applies to alcohol consumption when representing **Northern Wasco County Parks and Recreation District** in a business or social capacity.
5. You are expected to maintain the confidentiality of organization information in your possession [*i.e.*, personnel information, trade secrets, etc.].
6. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on members of the public, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible. However, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found on page **11** of this Handbook.

## Whistleblower Protections

**Northern Wasco County Parks and Recreation District** encourages any employee with knowledge of an illegal or dishonest activity to report it to the **Executive Director**. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the **Executive Director**.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the **Executive Director**. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone’s identity may have to be reasonably disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. **Northern Wasco County Parks and Recreation District** will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the **Executive Director** immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the **Executive Director** who is responsible for investigating and coordinating corrective action.

## Performance Management and Review

To establish a meaningful performance evaluation system upon which **Northern Wasco County Parks and Recreation District** can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive regularly scheduled formal performance evaluations annually, in January.

The objectives of our performance management and formal appraisal process are to:

* Ensure that employees know their individual performance against established performance standards.
* Determine how well the organization is doing in assisting employees with work performance and meeting goals.
* Ensure communication and two‑way feedback.
* Provide a consistent, objective, and fair method of making compensation decisions.
* Provide a tool for career planning.
* Provide a permanent record of employee performance and organizational contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

* Reasonable employee training.
* Assigning, directing, controlling, and reviewing employee work.
* Assisting employees in correcting deficiencies.
* Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor’s. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

* Inquire about your performance periodically.
* Accept additional responsibilities and show initiative.
* Review opportunities for advancement within the organization.
* Ask for assistance in developing a goal-oriented path for advancement within the department or organization.
* Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

## Corrective Action

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of **Northern Wasco County Parks and Recreation District** to correct performance deficiencies and address violations of policies and work rules to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this Policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the situation.

Corrective actions taken at the discretion of management may include **any** of the following:

* Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your personnel file.
* Written warning, which will be placed in your personnel file.
* Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization’s premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
* Demotion, which will be documented in your personnel file.
* Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Counseling, verbal warning and written warnings may be undertaken by a supervisor without prior approval from the **Executive Director**. However, the **Executive Director** must be informed by the supervisor of any such actions taken. Suspension with or without pay, demotion and discharge require prior approval from the **Executive Director** before the action is taken.

# Compensation

## Pay Administration

**Northern Wasco County Parks and Recreation District** values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internal equity is achieved.

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience, and education. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

### Pay Increases

It is **Northern Wasco County Parks and Recreation District's** policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. Recommended increases are not effective until approved by both the next level of management and **Executive Director**.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

## Pay Practices

### Paydays

You will be paid **every 2 weeks.** Paydays are **every other Friday**.

### Payroll Deductions

Certain mandatory and elective deductions which are made from employee pay are noted on the pay stub. The only deductions made are those mandated by law or authorized by you in writing.

### Delivery of Paychecks

Your paycheck (or paystub if using direct deposit) will be hand delivered to you on each payday by your supervisor or be available for pick up at the District Office.

### Method of Payment

A statement showing gross earnings, deductions, and net salary will accompany each paycheck (or direct deposit voucher).

### Employee Withholding Allowance Certificates (Form W-4)

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the organization will implement the desired changes by the start of the first payroll period ending on or after the 30th day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

### Time Records for Non-Exempt Employees

The time clock is a record of time worked and must be used to clock in/clock out daily. It provides a permanent record of time spent on the job, indicating the exact time you worked.

Timeclock records should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Supervisors will review and initial timeclock records each pay period. If an error needs to be corrected, the employee should go to the manager or supervisor for appropriate action. All manual entries or corrections must be made, reviewed, and initialed by the supervisor or other appropriate management member. You should never allow someone else to “clock you in.” Willfully falsifying a timeclock record will be grounds for corrective action, up to and including termination.

### Time Records for Exempt Employees

Please refer to BOLI guidelines at [www.oregon.gov/boli](http://www.oregon.gov/boli).

Accrual tracking for sick time, vacation time etc. will be provided each pay period.

### Dispute Resolution Process for Paycheck Errors

If you have any questions about your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the **Executive Director**.

### Final Paycheck

The District will comply with final paycheck laws per the current BOLI guidelines which can be found at [www.oregon.gov/boli](http://www.oregon.gov/boli).

## Hours of Work and Work Schedules

### Organization Hours

The general office hours at **Northern Wasco County Parks and Recreation District** are **8:00 a.m. to 5:00 p.m., Monday through Friday. Closed from 12:00 p.m. to 1:00 p.m.**

Specific workday and workweek schedules for each employee will be determined from time-to-time by the appropriate Manager based on the organization’s needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

The normal workday is 8 hours. A normal workweek for full-time employees consists of **40-hours per week, Monday through Friday**. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without written approval from your supervisor.

### Compensatory Time off in Lieu of Overtime

Non-Exempt employees accrue compensatory time off when working more than 40 hours per week. Employees receive 1.5 hours of comp time for every hour worked beyond 40 hours in a work week. An employee may not accrue more than 80 hours. Upon separation, employees are paid for any comp time hours they have on the books at the time of separation. Your department supervisor must approve any overtime hours in advance of their being worked or you may face corrective action, up to termination.

### Meal and Rest Periods

The District will comply with applicable meal and rest period laws per the current BOLI guidelines which can be found at [www.oregon.gov/boli](http://www.oregon.gov/boli) , and are posted in the District Office. It is the employee’s responsibility to follow the guidelines re: rest and meal breaks.

### Lactation

**Northern Wasco County Parks and Recreation District** promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor or manager should be informed immediately.

**Northern Wasco County Parks and Recreation District** will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the **Executive Director**. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided,must be clearly labeled with the employee’s name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination. The employee assumes all responsibility for storing breast milk at the workplace.

### Social and Recreational Activities

Participation in off-duty social or recreational activities such as organization picnics and holiday parties are entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

### Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office.

If **Northern Wasco County Parks and Recreation District** makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email or text from the **Executive Director**. A closure message will also be recorded on **Northern Wasco County Parks and Recreation District’s** general voice message line. It is the responsibility of each employee to check messages and call the voice message line**, or your supervisor** for an update, if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via e-mail and text message.

Exempt employees will be paid for all absences whether **full day or partial day** related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure. However, with supervisory approval, available **vacation** may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of 2 hours, whichever is greater.

## Telework or Telecommute

Both telework and telecommute may be available to some positions within the organization. These are two different arrangements. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee’s residence. Telecommute is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee’s residence.

All telework and telecommute arrangement require the prior written approval of the **Executive Director** and may be changed at the discretion of the **Executive Director**. Telework and telecommute may be permissible for some jobs and not all jobs.

Employees are responsible for ensuring a safe work environment when telecommuting or teleworking. Employees are also responsible to meet the expectation of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

Any employee who is teleworking or telecommuting must be available during established work hours and provide timely response to email, phone calls etc. Absences, including unavailability during work hours, must be pre-approved in writing by your supervisor or manager. Employees must account for all time worked. Supervisors may consider an employee’s request to alter regular work hours in the same way they would evaluate these requests for a person working at an organization address.

An employees’ salary, benefits and insurance coverage does not change as a result of teleworking or telecommute.

Employees are responsible for the utilization of **Northern Wasco County Parks and Recreation District** networks while working remotely in a safe and secure manner as directed by the **Executive Director**.

As mentioned above these are planned arrangements. Employees and supervisors must work together to determine if an arrangement can be made and the details of the arrangement.

**Information Technology**

Teleworking or telecommuting employees are expected to be able to set up a remote office and use both the organizations and their own equipment without direct physical help from the organization. While any equipment supplied by the organization will be maintained by or at the direction of the organization, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

Employees are expected to have sufficient internet access if work assignments require use of web resources in the performance of their duties while working at a remote worksite.

The organization will determine, with information supplied by the employee and their supervisor, what equipment will be supplied for each telecommuting situation. The employee must sign an inventory of organization property and agree in writing to take appropriate action to protect the inventoried items from damage or theft.

All equipment supplied by the organization will be maintained by or at the direction of the organization. Equipment supplied by the employee, will be maintained by the employee. The employee assumes all responsibility for damage or repairs to employee-owned equipment.

All equipment and software supplied by the organization are only for organization business and must comply with the organization’s security and maintenance policies and practices. Portable equipment must, at all times, have organization authorized security measures installed and running.

If the teleworking employee provides equipment, the employee provided equipment must comply with organization’s security and maintenance policies and practices, and any additional safeguards required by the organization.

Employees will notify the organization immediately in the event of a breakdown or other issue with supplied equipment, software or other materials. Employees will follow the organization’s direction regarding any necessary repair, update, replacement, etc.

Upon separation of employment, or discontinuation of a planned arrangement, whichever comes first, all organization property issued to the teleworking employee must be returned.

Organization information stored on any employee’s personal electronic equipment is subject to public records requests and discovery, and to review by the organization at any time.

**Security**

Employees are expected to ensure the protection of the District’s information accessible from their home office.

Steps include making sure that:

• All devices have anti-virus software.

• All Wi-Fi, cellular or similar access points are protected with strong passwords or passphrases.

• All Wi-Fi, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.

• Login and password information is secure and protected, even from family members.

• Basic network practices are being applied [firewall with appropriate security standards].

• Web-based systems are secure [“https” URL, not just “http”].

• Two factor authentication is enabled and being used [if available].

• All data is saved to the organization’s authorized shared network drives or cloud locations [example: OneDrive]. Similarly, no data is saved or stored on portable machines [example: C-Drive or Desktop].

• VPN access [if available] is only via organization issued devices. No personal devices are connected via VPN.

**Physical Security**

Employees are expected to ensure physical office security by taking steps like keeping proprietary material in locked file cabinets and desks, securing doors, windows, hiding devices when not in use, and any other measures appropriate for the job and the environment.

Employees will follow all organization policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential information, paper and electronic, in transit or at the alternate worksite.

When accessing the organization’s network from a personal computer, employees are responsible for preventing access to any computer resources or data by non-authorized users. In addition, employees are expected to ensure the remote host is not connected to any other network at the same time, except for personal networks that are under their complete control or under the complete control of the employee.

Performance of illegal activities through the organization’s network or on the organization’s time by any user is prohibited. The employee assumes all responsibility for any consequences of misuse of their access.

## Employee-Incurred Expenses and Reimbursement

**Northern Wasco County Parks and Recreation District** will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved in writing by the **Executive Director** before payment will be made.

**Expense Reimbursement Procedure and Reports**

Requests for expense and mileage reimbursement must be submitted on a **monthly** basis. Supporting documentation and/or itemized receipts must be provided to each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense.

**Mileage Reimbursement**

While in the course and scope of duties on behalf of **Northern Wasco County Parks and Recreation District**, employees may, with prior written approval from the **Executive Director**, use their vehicle for business purposes. While driving on behalf of **Northern Wasco County Parks and Recreation District** and in the course and scope of duties assigned, liability would accrue to **Northern Wasco County Parks and Recreation District** for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by **Northern Wasco County Parks and Recreation District** for damages to the employee’s own vehicle is secondary to any other collectible coverage. Employees must have comprehensive and collision coverage on vehicles used for **Northern Wasco County Parks and Recreation District** business.

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

In order to recover these costs, an expense report must be signed by you and dated, initialed by the **Executive Director**, and submitted to the **Administrative Assistant** for processing according to policy. If you have questions about expense reports and mileage allowances, please ask.

**Credit Card Payment**

If a credit card is provided to you by the District, all receipts must be provided monthly to the District for the credit card reconciliation process. You must follow the protocol for reconciliation of your statement and submission of documentation as required by the District. This may include the utilization of an electronic system provide by the financial institution that the credit card is tied to.

Employees may use a company provided credit card for business related activities or incidental supplies following IRS guidelines.

**Overnight Travel and Meal Expense Reimbursement**

Employees may occasionally travel for District business such as training and education conferences or seminars. All employees of the District are expected to use good judgment regarding the expenditure of funds for travel expenses.

The procedures for documenting the expenses involved with employee travel on District related business activities are designed to provide public accountability in two areas:

1. Written prior approval of all travel requests to ensure that the travel is appropriate to the needs of the District and that budgeted funds are available for specific travel requests.
2. A complete accounting of the actual expenses for the travel to ensure that the expenses reported for reimbursement are appropriate and provide appropriate documentation.

The **Executive Director** must authorize in writing all registration, travel, and attendance expenditures in advance within the budgeted amounts adopted by the Board.

At least two weeks prior to the anticipated travel, the employee should submit a completed “Request for Expenses” form to the **Executive Director**. This will document advance approval of the requested travel and provide basis for an advance of funds to the employee. Within one week after the travel has been completed, the employee must turn in receipts for lodging and all other expenses to be paid on an actual basis.

**Meal Reimbursement Limits**

If traveling on behalf of and under the direction of theDistrict, the District will reimburse employees for actual meal expenses incurred up to the Federal Per Diem rate for that specific location, with receipts required under this provision.

**Alcoholic Beverages**

**Northern Wasco County Parks and Recreation District** will not pay for alcoholic beverages and such costs should not be submitted for reimbursement.

**Transportation Expense Reimbursement**

Transportation costs may only be expensed upon prior written approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental and fuel for such rental. If the employee’s personal vehicle is used, the District will reimburse the employee at the current IRS mileage rate for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt.

**Lodging Expense Reimbursement**

Hotel, motel, and Airbnb type accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room, or Airbnb.

**Spouse/Guest Expense Reimbursement**

**Northern Wasco County Parks and Recreation District** will not pay for meals or entertainment for any non-employee, including spouses, guests, or significant others.

**Northern Wasco County Parks and Recreation District** expects its employees to use good judgment and reserves the right to deny an expense if, in management’s belief, it is unreasonable.

## Pay Equity

**Northern Wasco County Parks and Recreation District** strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on **Northern Wasco County Parks and Recreation District’s** objective processes for evaluating an employee’s work and one or more of the following factors: Seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the **Executive Director** to obtain clarification.

# Benefits

## Purpose and Policy

**Northern Wasco County Parks and Recreation District** strives to provide the most equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees’ economic and personal welfare. The total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to seasonal, temporary or on-call employees.

### Benefit Pro-ration and Employee Cost Sharing

Most benefits are prorated based upon the number of hours you work. Some benefits are dependent on your job classification, regardless of how many hours you work.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by **Northern Wasco County Parks and Recreation District**. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the organization's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

### Benefit Design and Modification

**Northern Wasco County Parks and Recreation District** reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at Management’s discretion prior to making a serious, long-term decision based solely on current benefit offerings.

### Benefit Plan Documents

You will receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the **Executive Director** for your review. We ask that you refer any questions about this information to the **Executive Director**.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

## Health Insurance Benefit

**Northern Wasco County Parks and Recreation District** currently provides health, dental, and vision insurance coverage for all full-time employees if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the **Executive Director**.

### Eligibility

This benefit is provided for all **Regular** **full-time** employees. If otherwise eligible, you may begin to participate in the plan on the first day of the second month following hire date. **Regular part-time, Seasonal, and Temporary** employees are generally not eligible to participate in the health insurance plan.

### Plan Enrollment

Once you are eligible, you may complete enrollment forms available through the District. If you don’t want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period. Employees who can demonstrate that they have coverage through other sources, may “opt out” of District coverage. Currently, the District pays the full monthly premium for enrolled employees.

Coverage for dependents of employees is also available; however, you are responsible for the full cost of the monthly premium associated with this coverage.

Medical information is covered by HIPAA regulations. **Northern Wasco County Parks and Recreation District** understands that your health information is private and is committed to handling such information with great care and discretion.

**Termination of Coverage [Oregon employers with fewer than 20 employees]**

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under the continuation coverage provided for by state law through COBRA. The employee must have been covered under District insurance for at least 1 month. Eligibility can be lost if certain “qualifying events” occur that would otherwise cause your or a dependent’s group health coverage to terminate. Examples of qualifying events include termination of employment, a reduction in hours, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

## Other Insurance Benefits

### Group Life Insurance

We provide group life insurance coverage for eligible employees. **Regular full-time** employees become eligible for this coverage on the first day of the second month following date of hire. **Northern Wasco County Parks and Recreation District** pays the full premium.

## Vacation Benefit

All **Regular full-time** and **Regular part-time** employees are eligible for vacation based on the schedule below:

**Number of Continuous Years of Service** **Benefit Per Hour**

Earned during 1st – 3rdyears .06 hour

Earned during 4th – 10th years .08 hour

Earned during 11th – 19th years .10 hour

Earned upon 20th year .12 hour

Vacation is intended for rest and recreation and vacation pay should not be taken instead of sick time. Exceptions may be made under extraordinary circumstances. Time is not to be banked and never used; therefore, accrual cannot exceed 240 hours. Vacation benefits will stop accruing when the maximum 240 hours has been reached. The benefit will begin accruing again when you reduce the total to less than the allowed maximum.

Vacation benefits, not to exceed 240 hours, will be paid out at the end of your employment with the District in accordance with this Policy and any applicable law.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing and submitted to your supervisor. We will try to grant each request, but we cannot guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

Employees may cash out up to 80 hours of vacation leave during each fiscal year. Employees may have 2 cash out events per fiscal year, not to exceed 80 hours in total. Hours cashed out must be in whole number increments. After the cash out, the employee must have at least 24 hours of accrued time off remaining in any combination of vacation and sick leave. Cash out payment is subject to deductions and withholdings, including PERS. Cash out payments will be processed in conjunction with regularly scheduled payroll cycles.

The District Board of Directors may provide benefits different than the above schedule for the **Executive Director** and these will be in writing and approved through a formal Board action.

## Sick Leave

**Northern Wasco County Parks and Recreation District** provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the **Executive Director**.

The accrual of sick time begins on the first day of employment at the rate of **.05 hour per hour worked.** Sick time may be used as it is accrued moving forward. Sick time may be used for an employee’s own serious or non-serious illness, for preventative care appointments, or to care for an immediate family member with an illness. **Northern Wasco County Parks and Recreation District does not** allow employees to donate sick time to other employees in need. Unusedsick time **is not** paid out upon separation from employment.

## Paid Holiday Benefit

**Northern Wasco County Parks and Recreation District** observes the following holidays each year and our offices are officially closed on these days:

Martin Luther King Jr. Day

President’s Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day After Thanksgiving

December 25th – January 1st (6 Days Paid)

### Eligibility

Regular full-time and part-time employees will be paid 8 hours for the above holidays.

## Other Benefits

### Employee Assistance Program

The organization recognizes that employees and their family members may, from time-to-time, face personal issues that affect their careers and personal lives or both. Solutions to some of these problems may not be readily apparent. To this end, we offer, at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as family relationships, substance abuse, etc. You or a member of your family may consult with these professionals on a confidential basis at no cost up to program limits. Literature describing plan provisions and how to contact our providers is made available during your introductory period and to all eligible staff members as plan provisions change.

**Regular full-time** employees are eligible on the first day of the second month following hire.

**Retirement Benefits (PERS)**

The District participates in PERS (Public Employee Retirement Services), a retirement savings plan contributed to by both the District and Employee. For full benefit information visit: [www.oregon.gov/pers](http://www.oregon.gov/pers).

# Leaves of Absence

## Leave of Absence Policy

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Bereavement Leave Disability Leave [Non-FMLA] Leave to Donate Bone Marrow

Civic Duty Military Leave Domestic Violence Leave

Personal Leave Crime Victims’ Leave

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the **Executive Director**.

## Bereavement Leave

You are eligible to take a Bereavement Leave under the Oregon Family Leave Act (OFLA) in the event of the death of the following immediate family members:

* Spouse/Domestic Partner
* Biological, Adoptive, Foster, or Stepchild
* Parent
* Grandparent/Grandchild
* Parent-in-law
* Another Person of “In Loco Parentis” Relation

This leave may be taken to attend the funeral, or similar celebration of life, of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

**Length of Leave**

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you qualify for OFLA, at a minimum, you are allowed to take up to two weeks off per death of an immediate family member. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

**Request Procedure**

If possible, you should provide notice of the need for leave 10 days in advance. You are required to provide oral notice within at least 24 hours of taking leave, but someone else can do this on your behalf, if necessary. You must provide written notice of the request for time off within **3** days of returning to work.

**Pay While on Leave**

You will continue to receive regular pay for up to **3** days, which is the maximum company-paid absence allowed. Employees may choose to cover an additional period of absence with any available **sick time and/or vacation time**.

**Status of Benefits**

Company-paid bereavement leave won’t affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our OFLA Policy.

## Civic Duty Leave

### Jury or Witness Duty Leave

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If management feels that your absence would cause an undue hardship to you or the organization, it may be requested, with your agreement, that jury duty be postponed. You may choose to use your accrued paid **vacation** time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

**Length of Leave**

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

**Request Procedure**

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within 5 days after you received it.

**Pay While on Leave**

You will be compensated for the difference between the civic pay received and your regular rate of pay for up to one week if you are a non-exempt employee; after that period, you may utilize paid time off if desired. For exempt employees, any partial day or partial week worked will be paid in full; exempt employees are required to remit any jury fees received in connection with their service.

**Status of Benefits**

Benefits are not affected by jury or witness duty leaves.

### Voting Leave

We encourage all employees to vote and to take advantage of polling hours before or after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

**Request Procedure**

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

**Pay While on Leave**

Time off to vote will be without pay for non-exempt employees, unless you have earned hours of vacation or personal time that you can use for that purpose.

## Crime Victims’ Leave

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

**Safety Measures**

The company will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

**Eligibility**

You will be eligible to take crime victims’ leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

**Length of Leave**

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

**Request Procedure**

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims’ leave and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

**Pay While on Leave**

Crime victims’ leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation or sick time available to them. Exempt employees working partial days, or a partial week will be paid in full for the entire week.

**Status of Benefits**

Benefits are not affected by crime victims’ leave.

## Domestic Violence Leave

An employee who is a victim of domestic violence, harassment under the public offenses’ statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

**Eligibility**

All **Northern Wasco County Parks and Recreation District** employees are eligible to take domestic violence leave.

**Types of Services/Treatment**

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one’s own health and well-being or that of a child or legal dependent.

**Length of Leave**

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

**Request Procedure**

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

**Safety Measures**

The District will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking. Examples of such measures may include transfer, reassignment, modified schedule, unpaid leave, different work phone number or workstation, installing new locks, and other accommodations.

**Pay While on Leave**

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation time available to them. Exempt employees working partial days, or a partial week will be paid in full for the entire week, although accrued time must be used first.

**Status of Benefits**

Benefits are not affected by domestic violence leave.

## Family and Medical Leave (FMLA)

The Federal Family and Medical Leave Act applies to all government employers. However, due to our size, below 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

## Leave to Donate Bone Marrow

**Eligibility**

Employees working 20 or more hours per week are eligible for this leave.

**Length of Leave**

An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off unpaid may be granted by a supervisor or manager.

**Request Procedure**

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor’s verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

**Status of Benefits**

Benefits are not affected by this leave.

## Uniformed Services Leave and Re-Employment

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

#### **Eligibility**

All employees of the organization except those hired on a brief, non-recurrent basis is eligible for leave.

#### **Length of Leave**

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

#### **Request Procedure**

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

#### **Pay While on Leave**

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

#### **Status of Benefits**

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

#### **Reinstatement**

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

1 to 30 days: You are expected to report to work on the first regularly scheduled workday following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by **Northern Wasco County Parks and Recreation District**, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or You must apply for re-employment no later than 90 days after the

longer: completion of satisfactory service, absent extenuating circumstances. You

 will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by **Northern Wasco County Parks and Recreation District**, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, the District will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to 2 years for disabled veterans, unless extenuating circumstances beyond a veteran’s control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

##  Oregon Military Family Leave

An employee may be eligible to take leave beginning on the first day of employment, if the employee’s spouse/registered domestic partner is notified of an impending call to active duty and when the spouse/registered domestic partner is on leave from deployment.

**Eligibility**

You will be eligible to take military family leave if you work an average of at least 20 hours per week for the organization.

**Length of Leave**

The amount of leave time available is up to 14 days of unpaid leave per deployment.

**Leave Interaction with the Oregon Family Leave Act (OFLA)**

If an employee is also eligible for OFLA, generally at least 6 months on the job and working at least 25 hours per week, this time will run concurrently with OFLA leave, reducing the 12 weeks of leave available in any leave year.

**Request Procedure**

An employee accessing this leave provision needs to request time off from the designated manager or supervisor within 5 days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable. The more advance notice given, the easier it is to handle scheduling issues. These types of leave situations arise with little forewarning at times.

**Pay While on Leave**

Oregon military family leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation/sick time available to them. Exempt employees working partial days, or a partial week will be paid in full for the entire week.

**Status of Benefits**

Benefits are not affected by Oregon Military Family Leave.

# Health and Safety

## Drugs and Alcohol

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, **Northern Wasco County Parks and Recreation District** believes that we have a responsibility to our employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we have established a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this Drug and Alcohol Policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

* Manufacturing, selling, attempting to sell, using, distributing, or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs (as a government employer this includes marijuana).
* Reporting for or being at work while impaired by the use of alcohol, illegal drugs, or controlled substances.

If your doctor prescribes over the counter or pharmaceutical drugs, you are responsible for determining if you are able to maintain work performance standards, including safety. If you are not, you are to contact the **Executive Director** before returning work.

If you have a problem with drugs or alcohol and wish to undertake rehabilitation, you may be granted a leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the **Executive Director**. No one will be discriminated against for undertaking rehabilitation.

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

**Reasonable suspicion** is defined as specific, describable observations concerning such circumstances as the work performance, appearance including, for example, noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

**Presence of** is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

**Controlled Substances** are defined as any product causing potential impairment of an employees’ mental or physical faculties.

**Over-the-counter drugs** are defined as those that are generally available without a prescription from a medical doctor.

**Prescription drugs** are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

## Workplace Violence

**Northern Wasco County Parks and Recreation District** recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, this organization specifically prohibits any employee, customer, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the **Executive Director**.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

We may, out of business necessity, conduct an investigation of a current employee when the employee’s behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the organization's property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

## Employee Health and Safety

**Northern Wasco County Parks and Recreation District** is committed to providing our employees with a safe and healthful work environment. To accomplish this goal, both Management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through our managers and supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and Supervisory personnel.

While we respect personal taste in clothing, jewelry, and body modification, when any of these areas have the potential to make an employee more vulnerable to injury, we reserve the right to prohibit the attire or behavior or ask the employee to take some steps for safety. As an example, for those who have gauged or stretched earlobes, we request that you always wear ear tapers (plugs, ear lets, tunnels, etc.) while at work to prevent accidental tearing or catching of the earlobe.

All job-related injuries or illnesses are to be reported to your supervisor immediately, **regardless of severity**. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject **Northern Wasco County Parks and Recreation District** to fines and penalties.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If an injury occurs, you are required to:

1. Take remedial first aid actions; seek emergency care if necessary.
2. Report the injury as soon as possible.
3. Fill out the accident and injury report form and workers’ compensation form.
4. Provide your supervisor with a medical release from a doctor.
5. Review the incident with the **Executive Director**.

### Early Return to Work Program

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury. The program is not intended to be a substitute for a reasonable accommodation when an injured employee also qualifies as an individual with a disability.

The Return-to-Work program consists of a team effort by Supervisors, injured employees and their treating physicians, management, and our workers’ compensation insurance carrier. All team members will take an active role in returning injured employees to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the organization will attempt to provide such a job until you are able to resume your regular duties, except were provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries is covered in the Family and Medical Leave section.

### Smoking in the Workplace

**Northern Wasco County Parks and Recreation District** is a non-smoking facility. This includes the use of electronic cigarettes and vaping devices. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 10 feet of any entrance, exit, window, or air intake device. If any employee has a concern about the areas designated, that individual should speak with the appropriate Supervisor.

### Employee Right to Know/Hazard Communication Program

**Northern Wasco County Parks and Recreation District** provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or the **Executive Director**.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

#### **Container Labeling**

The Supervisor will verify that all containers received for use will:

* Be clearly labeled as to the contents with a product identifier.
* Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
* List the manufacturer/supplier’s name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The Supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, please speak with the **Executive Director**.

#### **Safety Data Sheets (SDS)**

Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the District office and maintenance shop. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the **Executive Director** or Supervisor before using the chemical or the machine containing it.

#### **Employee Information and Training**

Before starting work, you will attend a health and safety orientation and receive information and training about the following:

* An overview of the requirements contained in the Globally Harmonized Hazard Communication System.
* Chemicals present in your workplace operations.
* Location and availability of our written hazard communication program.
* Physical and health effects of the hazardous chemicals.
* Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
* How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

After attending the training class, you will sign a form to verify that you attended, received our written materials, and understand our policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The **Executive Director** or maintenance supervisor is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

## Emergency Preparedness

**Northern Wasco County Parks and Recreation District** may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. **Northern Wasco County Parks and Recreation District** will try to provide emergency and limited services during periods of disruptions. The **Executive Director** shall make the determination to close the organization, suspend activities, or make the organization available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact the **Executive Director.**

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available vacation.

Should a threat to company property or an employee be received, it should be reported immediately to the **Executive Director**.

# Employment Separation

## Separation from Employment

Separation from employment with **Northern Wasco County Parks and Recreation District** occurs when you voluntarily resign, are laid off, or are discharged by the organization.

### Resignation

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, it is requested, but not required that you notify your supervisor or the **Executive Director** of your resignation at least **10** working days before the intended date of departure. For supervisors and management-level personnel, at least **30** days’ notice of a resignation is requested, but not required.

### Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work.  Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive.  Either may lead to corrective action, up to and including termination of employment.  **If an employee fails to call in or show up for work for 3 consecutive shifts or days, job abandonment and voluntary resignation will be assumed.**

### Job Elimination, Reduction in Work Hours

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

* Your department, location, or job.
* Your job knowledge, skills, and ability to do the required work.
* Your performance, attendance, and safety and corrective action history and records.
* Your possession of licenses, registrations, and certifications required by the job.
* Your creativity and teamwork skills, if required for the job.
* Your demonstrated willingness to go the extra mile for the organization, co-workers, and customers.
* The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor or manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of re-employment, procedures, and any outplacement services.

### Discharge

Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The organization has a corrective action policy found in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual’s overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal Dispute Resolution Procedure found on page **11** of this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

### Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

### Return of Organization Property

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization. Final checks may be subject to deductions for any property not returned to the District by the end of your final working day.

Employee’s Notes

**Northern Wasco County Parks and Recreation District**

# Handbook Receipt Acknowledgment Form

As an employee of **Northern Wasco County Parks and Recreation District**, I acknowledge the following:

I have been provided a copy ofthe Employee Handbook. I understand that the Handbook contains important information about **Northern Wasco County Parks and Recreation District**’s policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked the **Executive Director** for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The **Executive Director** is the only person authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is “at-will” and either the organization or I can end the relationship at any time, with or without reason or notice**.** The **Executive Director** is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of **Northern Wasco County Parks and Recreation District** and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature Date

Print Employee's Name