



A Small County with a Big Mission:

Providing Quality of Life for All

# Employee Handbook

# Table of Contents

Welcome!.....	7
Open-Door Policy.....	8
Equal Employment Opportunity (EEO) Policies.....	8
No-Discrimination Policy .....	8
Employment at Will .....	8
Statement Regarding Pay Equity.....	8
No-Harassment Policy .....	8
Sexual Harassment .....	9
Other Forms of Prohibited Harassment.....	9
Bullying .....	10
Complaint Procedure .....	10
Investigation and Confidentiality.....	10
Protection Against Retaliation.....	10
Disability Accommodation Policy.....	11
Accommodations.....	11
Requesting an Accommodation .....	11
Employee Reporting Options.....	11
Reporting Improper or Unlawful Conduct — No Retaliation .....	11
Additional Protection for Reporting Employees .....	12
Employment Status.....	12
The Workweek .....	12
Appointments and Chain of Command .....	12
Trial Employment Period.....	13
Employee Classification.....	13
Pay Practices .....	14

<b>Bilingual and Medical Certification Pay</b> .....	<b>15</b>
<b>Payroll Policies</b> .....	<b>15</b>
<b>Timekeeping Requirements</b> .....	<b>15</b>
<b>Overtime/Compensatory Time</b> .....	<b>15</b>
<b>Work on a Holiday</b> .....	<b>15</b>
<b>Time-and-a-Half</b> .....	<b>15</b>
<b>Limitation on Overtime Pay</b> .....	<b>15</b>
<b>Assignment of Overtime Work</b> .....	<b>16</b>
<b>Supervisor Authorization</b> .....	<b>16</b>
<b>Compensatory (Comp) Time</b> .....	<b>16</b>
<b>Pay – Non-Union</b> .....	<b>16</b>
<b>Longevity</b> .....	<b>17</b>
<b>Meal Periods and Rest Breaks</b> .....	<b>17</b>
<b>Rest Breaks for Expression of Breast Milk</b> .....	<b>18</b>
<b>Internal Transfers/Promotions</b> .....	<b>18</b>
<b>Benefits</b> .....	<b>20</b>
<b>Employee Assistance Program (EAP)</b> .....	<b>21</b>
<b>PERS (Public Employees’ Retirement System) Benefits</b> .....	<b>22</b>
<b>Attendance, Punctuality and Reporting Absences</b> .....	<b>22</b>
<b>Vacation</b> .....	<b>22</b>
<b>Sick Leave</b> .....	<b>22</b>
<b>Eligibility and Accrual of Paid SickLeave</b> .....	<b>23</b>
<b>Use of Sick Leave</b> .....	<b>24</b>
<b>Employee Notice of Need for Sick Leave</b> .....	<b>24</b>
<b>Sick Leave Documentation</b> .....	<b>25</b>
<b>Sick Pay Rate and Carryover</b> .....	<b>25</b>
<b>Sick Leave Abuse</b> .....	<b>25</b>

Holidays and Floating Holidays.....	25
Work on a Holiday .....	26
Personal Holidays .....	26
Administrative and Executive Leave .....	26
Military Leave.....	27
Unpaid Leave (Leave of Absence without Pay) .....	28
Education Leave.....	28
Bereavement Leave .....	28
Religious Observances Leave and AccommodationPolicy.....	29
Crime Victim Leave Policy .....	29
Domestic Violence Leave and AccommodationPolicy .....	29
Emergency Hardship Leave.....	30
Jury Duty .....	30
Witness Duty .....	31
FMLA/OFLA/Paid Leave Oregon Policy.....	31
<i>Notification Requirements .....</i>	<i>38</i>
<i>Concurrent use of FMLA Leave.....</i>	<i>38</i>
<i>Accrued Leave and Holiday Pay While on Leave .....</i>	<i>39</i>
<i>Benefits While on Leave .....</i>	<i>39</i>
<i>Medical Certification Prior to Returning to Work.....</i>	<i>39</i>
<i>Job Protection.....</i>	<i>39</i>
<i>Use of Accrued Leave During Paid Leave .....</i>	<i>39</i>
<i>Complaint Procedure .....</i>	<i>39</i>
Performance Reviews .....	39
Corrective Action/Discipline Policy .....	40
Grievance Procedure.....	41
Reporting Changes to an Employee’s Personal Data .....	42

**Employee Personnel Records ..... 42**

**Workers’ Compensation and Safety on the Job ..... 43**

**Steps to Take if You Are Injured on the Job ..... 43**

**Retirement or Resignation ..... 44**

**Termination..... 44**

**Layoff..... 45**

**Return to work from Layoff, Resignation, Retirement ..... 45**

**Policy Against Retaliation ..... 45**

**Alcohol/Drug Use, Abuse and Testing ..... 46**

**Reasonable Cause Testing ..... 47**

**Post-Accident Testing..... 48**

**Search of Property ..... 48**

**Drug and Alcohol Treatment ..... 49**

**Discipline and Consequences of Prohibited Conduct ..... 49**

**Confidentiality..... 49**

**Training and Travel Reimbursement ..... 49**

**Per Diem ..... 50**

**Credit Cards..... 50**

**Vehicle for Travel..... 51**

**Volunteers on Travel..... 51**

**Artificial Intelligence in the Workplace ..... 51**

**Cellular Devices Policy..... 52**

**Employee Use of Hood River County Provided Cell Phones/Cellular Devices ..... 52**

**Employee Use of Cell Phones/Cellular Devices with Cameras ..... 53**

**Cell Phones/Cellular Devices and Public Records..... 53**

**Cell Phone/Cellular Device Use While Driving ..... 53**

**Use of Hood River County Email and Electronic Equipment, Facilities and Services..... 53**

Ownership..... 53

Equipment Use ..... 54

Inspection and Monitoring ..... 54

Personal Hardware and Software ..... 54

Unauthorized Access..... 54

Security ..... 55

Inappropriate Web Sites ..... 55

Acceptance of Gifts ..... 55

Lost, Abandoned or Unclaimed Property ..... 55

Outside Employment ..... 55

Selling Among Employees ..... 56

Bad Weather/Emergency Closing ..... 56

Driving While on Business ..... 57

Workplace Inspections — No Right to Privacy or Confidentiality..... 57

Smoke-Free Workplace ..... 57

Ethics ..... 58

Workplace Violence ..... 58

Criminal Arrests and Convictions ..... 58

Political Activity..... 59

References ..... 59

Confidential Hood River County Information ..... 59

Employee Acknowledgement ..... 60

## Welcome!

Welcome to Hood River County, we're glad to have you on our team. At Hood River County, we believe that our employees are our most valuable asset. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with Hood River County, you will become a productive and successful member of our team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between Hood River County and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of Hood River County with or without prior notice. This handbook supersedes any prior handbooks or written policies of Hood River County that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement contradicts or is inconsistent with what is in this Employee Handbook, the collective bargaining agreement provision controls.

The Employee Handbook is authorized by the Hood River County Administration Code. As a Home Rule Charter county, Hood River County's charter of self-governance includes authorization of its Charter, Administration Code and Employee Handbook. If any part of the Employee Handbook shall be held unlawful or unenforceable by any court of appropriate jurisdiction, the remainder of the Employee Handbook shall not be affected thereby. Any powers or privileges not herein specified are reserved exclusively to the Board of Commissioners subject only to the Charter of Hood River County and the Constitutions and laws of the State of Oregon and of the United States.

Our goal with the employee handbook is to provide you with workplace expectations and to serve as a resource for you during your employment with the County. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask your Human Resources Department or your immediate Manager.

Welcome aboard!

Allison Williams  
Hood River County Administrator

## Open-Door Policy

Hood River County's Open-Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The County's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in Hood River County, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, please next reach to your department head/director. If at that point your concern is still unresolved, request to have the facts/situation reviewed by Human Resources.

## Equal Employment Opportunity (EEO) Policies

The following EEO Policies apply to all employees. Management, elected officials and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with Human Resources or their immediate leadership at any time if they have questions relating to the issues of harassment, discrimination or bullying.

## No-Discrimination Policy

Hood River County provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, protected veteran status, or any other status protected by applicable federal, Oregon, or local law. This EEO policy applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

## Employment at Will

This handbook does not create a contract of employment between Hood River County and its employees. With the exception of employees who are subject to a collective bargaining agreement, all employment at the County is "at will." That means that either you or Hood River County may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of Hood River County has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, (unless that is included in a collective bargaining agreement).

## Statement Regarding Pay Equity

Hood River County supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which Hood River County pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with Human Resources or their immediate leadership.

## No-Harassment Policy

Hood River County prohibits harassment of any kind in the workplace, or harassment outside of the workplace that violates its employees' right to work in a harassment-free workplace. Specifically, the County prohibits harassment or conduct related to an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for promoting an atmosphere free of discrimination, harassment, and bullying. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others



participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or Human Resources, at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during Hood River County related or sponsored trips (such as conferences or work-related travel), and during off-hours when that off-duty conduct creates an unlawful hostile work environment for any of Hood River County employees. Such harassment is prohibited whether committed by the County employees or by non-employees, such as elected officials, members of the community, and vendors.

## Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is “welcome”), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual’s body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

## Other Forms of Prohibited Harassment

Hood River County policy also prohibits harassment against an individual based on the individual’s race, color, religion, national origin, age, sexual orientation, marital status, disability, protected activity, and any other status protected by applicable law.

Such harassment may include verbal, written or physical conduct that denigrates or shows hostility towards an individual because of that individual’s protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on Hood River County property.
- “Teasing” or mimicking the characteristics of someone with a physical or mental disability.
- Criticizing or making fun of another person’s religious beliefs, or “pushing” your religious beliefs on someone who doesn’t have them.
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

## Bullying

Hood River County strives to promote a positive, professional work environment free of physical or verbal harassment, “bullying,” or discriminatory conduct of any kind. The County, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, “bullying” refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the focus of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, managers or supervisors or elected officials.

## Complaint Procedure

Employees who have experienced any harassment, discrimination, or bullying, are expected and should bring the matter to the attention of Human Resources or a supervisor or member of management as soon as possible. An employee who experiences harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop. Accordingly, with Oregon Law, each employee has five (5) years from a suspected incident of discrimination or harassment to bring a legal action and an employee may not be required to enter into any kind of non-disparagement or nondisclosure agreement regarding alleged discrimination or harassment, unless requested by the aggrieved employee. Should such agreement be requested, an employee making such a request has seven (7) days to revoke such an agreement.

In addition, any employee who observes any conduct that he or she believes constitutes harassment, discrimination, or bullying, or who receives information about these types of incidents that may have occurred, will immediately report the matter to Human Resources, a supervisor or a member of management.

## Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with The County’s need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, Hood River County will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

## Protection Against Retaliation

Hood River County prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) harassing, discriminatory, or bullying conduct, or has participated in an investigation of such conduct. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

## Disability Accommodation Policy

Hood River County is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

## Accommodations

Hood River County will make reasonable efforts to accommodate a qualified applicant or employee with a known disability unless such accommodation creates an undue hardship on the operations of the County.

## Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the County) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting, or modifying examinations or training materials, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with an employee's immediate manager and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his or her need for a reasonable accommodation. Managers must share accommodations and requests with Human Resources.

## Employee Reporting Options

In addition to Hood River County Open Door Policy (Page 2), employees who are reporting improper or unlawful conduct should first talk to his or her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with your Department Head. If at that point you are still not satisfied, please reach out to Human Resources or the County Administrator. Supervisors, managers and Department Heads are required to inform Human Resources about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If Hood River County were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

## Reporting Improper or Unlawful Conduct — No Retaliation

Employees may report reasonable concerns about the Hood River County's compliance with any law, regulation or policy, using one of the methods identified in this policy. The County will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the County;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the County; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the County will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

### Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the County’s violation of law will have an “affirmative defense” to any civil or criminal charges related to the disclosure. For this defense to apply, the employee’s disclosure must relate to the conduct of his/her coworker or supervisor acting within the course and scope of his or her employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with Hood River County; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

### Employment Status

Hood River County is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, non-supervisory family relationships, or any other protected class or work relationship. Hood River County does give credit for military and veteran status during the interview process. An applicant who otherwise meets qualifications will not be refused hire, nor shall any County employee be terminated, solely because another member of that individual’s family presently works for the County.

Vacancies in County employment shall be advertised through the Human Resources Department and follow recommended procedures for hiring prior to being filled; EXCEPT a Department Head may promote an employee within the Department to fill a position in a higher classification without advertising the position; AND EXCEPT that a vacant position may first be offered to County employees, and notice of the vacant position shall be posted for 10 calendar days on employee bulletin boards. An employee may apply by way of submitting an updated County application to HumanResources.

Advertising of a vacant position shall make a valid attempt to reach all segments of the County population and a newspaper of general circulation, listing with the Oregon State Employment Service, posting on the bulletin board in the County Business Administration Building and in the building where the vacancy will occur. All applications must be submitted to the Human Resources Department at 601 State Street, Hood River, Oregon. At the discretion of the Administrator or the Department Head, advertisement may also occur on a regional basis or in national publications, including trade publications. Any advertisement or notice of a vacant position shall state that Hood River County is an Equal Opportunity Employer.

### The Workweek

The workweek is a seven-day work period beginning Sunday at 12:00 a.m. through Saturday at 11:59.

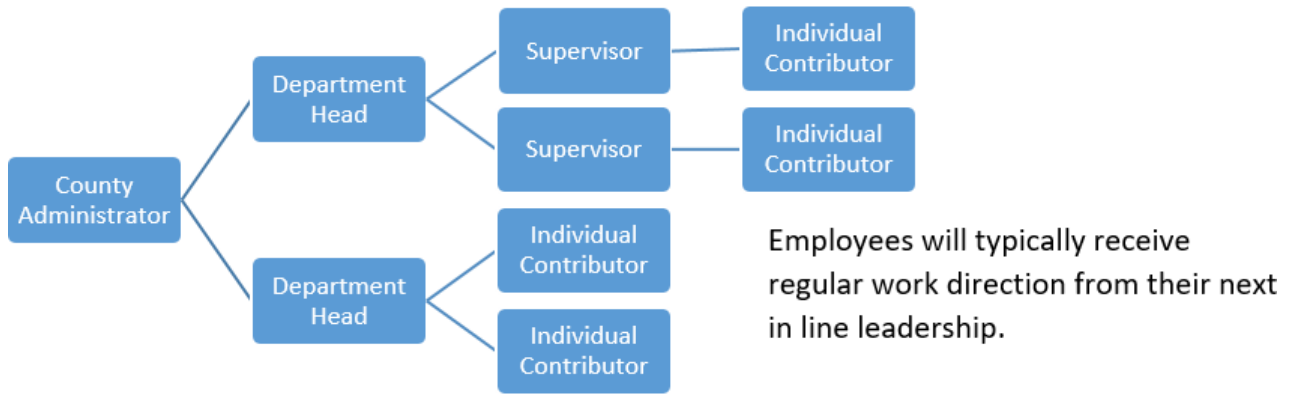
Except as otherwise provided in the Administrative Code, normal County business hours are to be open for the transaction of business between the hours of 8:00 o'clock a.m. and 5:00 o'clock p.m. every day except Saturdays, Sundays, and holidays. Hours for field forces, including law enforcement officers and personnel, shall be based on Law Enforcement and Fire Protection Employees Under the FLSA as scheduled by the Department Head.

### Appointments and Chain of Command

All appointments to vacancies shall be made on the basis of merit, efficiency and fitness. These qualities shall be determined through careful and impartial evaluation of level of experience and/or training relative to the stated requirements of the role as demonstrated on the documents submitted for consideration.

Additional information may be obtained through a formal interview process. Additional, impartial testing may be required for some positions.

An applicant may be fingerprinted prior to appointment if relevant to the position for which applied. False information or statements may disqualify the applicant from employment or promotional vacancies at any time upon discovery. All things being equal, Hood River County may give preference to veterans, when making hiring decisions; Hood River County does not discriminate against individuals based on current or prior military service.



- Department Heads shall communicate to the Administrator serious problems surrounding operations of the respective department such as grievances, departmental restructuring, reclassifications, etc. The Administrator may relay vital information to the Board of Commissioners in writing or verbally as needed.
- No person employed by the County shall be in a position of executing supervisory, appointment or grievance adjustment authority over a member of the individual's family, or in a position of being subject to such authority exercised by a member of the individual's family.

### Trial Employment Period

All new employees, including current employees who are promoted or transferred within the County, are hired into an introductory training period that generally lasts no less than nine months. (Part time employees will have a one-year trial period.) The trial period is an extension of the employee selection process. During this period, employees are considered to be in training and under observation and evaluation by their manager. Evaluation of their adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the introductory period. This period gives them an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the County meets your expectations of an employer.

At or before the end of the trial period, a decision about your employment status will be made. Hood River County will decide whether to: (1) Extend your trial period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and Hood River County may terminate the employment relationship during the trial period for any lawful reason. Further, completion of the trial period or continuation of employment after the trial period does not entitle you to remain employed by the County for any definite period of time. Both you and the County are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

### Employee Classification

Hood River County classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in Hood River County benefit programs. \*See Benefits:
2. Regular Part-time: Employment requiring at least 20 hours, but less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Generally, Part-time employees are eligible to participate in Hood River County benefit programs at adjusted rates. \*See Benefits:
3. Seasonal Employee: An employee employed for a specific, reoccurring period or project which is expected to last less than one year but is expected to reoccur annually.
4. Temporary/On Call/Extra Help: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Employment can either be full-time, part-time or on call as needed. Temporary employees may be eligible for benefits at adjusted rates other than those mandated by applicable law. "See Benefits

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all Hood River County rules and procedures.

## Pay Practices

Hood River County makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the County has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to your Supervisor and or Department Head. Hood River County will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination because he or she has reported any errors or complaints regarding the County's pay practices.

The Administrator shall be responsible for developing, maintaining, modifying and administering a Classification and Pay Plan. The Classification Plan and the Pay Plan shall provide a basis for establishing and maintaining a structure that is competitive to relevant external job markets; provide flexibility to respond to changing conditions; and contribute positively toward motivation of employees to perform at acceptable and higher levels. The Administrator shall annually review the Classification and Pay Plan, consider recommendations submitted by Department Head Leadership, through Human Resources, for revisions and submit recommendations with substantiating data to the Board of Commissioners, as part of the budget process.

The Classification Plan shall contain job titles and job descriptions for each classified position.

The Pay Plan shall contain a salary step plan with a minimum and maximum salary for each salary classification. The number of steps within the salary ranges may vary depending upon the complexity of the job and the number of years involved to reach full job competency.

The salary range for each classification shall equitably reflect the difference in duties and responsibilities and shall be related to compensation for comparable positions in comparable places of public and/or private employment within the same job or similar market.

Department Head Leaders shall be responsible for reviewing job descriptions for accuracy and completeness. When job responsibilities and duties have substantially changed, or an employee has acquired new skills, Leadership may submit a recommendation for and coordinate appropriate changes with Human Resources. A change could include a revision of the job description, a classification change and/or a salary range change.

Any amendment to employee remuneration shall be submitted to the Human Resource Department for processing.

## Bilingual and Medical Certification Pay

Being able to communicate and conduct business effectively in more than one language is a skill that merits economic rewards. It is possible to obtain multiple merit awards per month.

- For employees who have successfully passed a second language proficiency test, \$125.00 per month will be added to their total pay.
- For employees who have successfully become a Certified Medical Interpreter, \$150.00 per month will be added to their total pay.

## Payroll Policies

Payroll periods shall be from the first (1st) of the month through the fifteenth (15th) of the month and from the sixteenth (16th) of the month through the last day of each month. Pay checks for the previous payroll period shall be issued by the Finance Department on the eighth (8<sup>th</sup>) of the month and on the twenty-third (23<sup>rd</sup>) of the month. If the 8<sup>th</sup> or 23<sup>rd</sup> falls on a Saturday, Sunday or holiday, personnel shall receive pay checks on the last working day before Saturday, Sunday or the holiday.

Hood River County does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up his/her check from Hood River County, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to the County for someone else to receive the check.

## Timekeeping Requirements

All non-exempt employees must accurately record time worked on a time sheet for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building, or work area for any reason other than County business. Filling out another employee's time sheet, allowing another employee to fill out your time sheet, or altering any time sheet will be grounds for discipline up to and including termination. An employee who fails to record his or her time may be subjected to discipline as well.

The daily time record shall reflect the hours worked, vacation and sick leave used, overtime hours worked, compensatory time used when applicable, and other information deemed necessary by the Payroll Department.

Salaried exempt employees also may be required to record their time on a time sheet. These employees will be instructed separately on this process.

## Overtime/Compensatory Time

Department Heads and supervisors shall normally plan work assignments and assign work duties and responsibilities that can be accomplished within the established workday and work week.

## Work on a Holiday

If a non-exempt employee is required to work on a holiday, said employee shall receive time and ½ pay for each hour worked. Compensatory time off may be utilized in lieu of pay.

## Time-and-a-Half

All non-exempt personnel who are required to work in excess of the established 40-hour work week shall be entitled to overtime. Overtime is calculated at a rate of time and one half. (29 CFR 553.20)

## Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 per workweek required to receive overtime pay.

## Assignment of Overtime Work

In an emergency, peak work periods or other extraordinary circumstances, it may be necessary for employees to work overtime. Overtime work shall be distributed as evenly as possible among employees with comparable skills within the same job classification. Should overtime be required by the County on a Sunday or on a holiday, the County will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or Holiday.

## Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or management. Non-exempt salaried employees shall not receive overtime pay but may utilize compensatory time off with pay in accordance with 29CFR 553.20. In extraordinary circumstances, paid overtime compensation may be authorized by the Department Head and/or County Administrator, based on the availability of budgeted funds. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

## Compensatory (Comp) Time

Whenever possible, compensatory time off shall be provided for overtime work. Whenever possible, overtime shall be taken at straight time during the week it is accrued. If the Department Head determines that utilizing overtime the same week it is accrued would place the efficiency and effectiveness of the Department in jeopardy or create Departmental hardships, the overtime may be carried forward as compensatory time and calculated at time and one-half. Compensatory time shall be reported on the time sheets submitted to the Finance Department. No more than eighty (80) hours compensatory time (calculated at time and one-half) shall be allowed to accumulate. If an employee has reached the maximum eighty (80) hours of unused compensatory accruals, the employee must use a minimum of one third (1/3rd) the accrued and unused compensatory time (leaving no more than 53 hours) before the employee may use accrued and unused vacation leave or other qualifying accrued and unused paid leave available to the employee. If more than 80 hours accrued, excess will be paid out during next pay period.

If the Department Head determines that compensatory time cannot be given, overtime remuneration shall be paid. Such remuneration shall be paid at the rate of one and one-half times (1 ½) the actual number of hours worked based on the regular monthly salary. When an employee is separated from employment with Hood River County, any remaining comp time will be paid to the employee.

## Pay – Non-Union

(Union Employee Pay Structures are defined within the individual Contracts)

Initial salary offerings greater than mid-point of a position classification salary range must be justified and approved by the County Administrator.

<b>Part-Time</b>	
<b>Less than 20 hours/week</b>	
*	1 (one) Step increase every 2080 hours
*	Salary increases become effective the 1st of the month following the completion of 2080 hours
*	Hours of work tracked by department Leadership

<b>Less than 40 hours/week</b>	
*	Paid an hourly wage based on the appropriate step of the salary classification



<b>Full Time</b>	
*	Subject to availability of budget funds (Management/Confidential Scale Employees)
*	Shall advance two steps after one year's employment and annually thereafter within the job position pay scale

For payroll purposes, Step salary increases, and longevity salary increases shall be as follows:

<b>HIRE DATE</b>	
On the 1st	
Salary increases effective on the first (1st)	

Between 1st and 15th	
Salary increases effective on the sixteenth (16th)	

On the 16th	
Salary increases effective on the sixteenth (16th)	
Between 16th and month-end	
Salary increases effective on the first (1st) of following month	

## Longevity

With no retro pay, longevity is based on years of continuous employment with Hood River County. Longevity will be recognized beginning at the completion of each 5 year increment and continuing up to and through the 30<sup>th</sup> year of service. All longevity will be paid as a separate additional pay on base monthly earnings. The value will appear on the employee Statement of Earnings and Deductions as a separate line item with a clear description for years of service being recognized. Longevity is recognized with 2.5% per each 5 year increment.

## Meal Periods and Rest Breaks

- Nonexempt employees are required to take a paid, uninterrupted 15-minute (minimum 10-minute required) rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.
- Nonexempt employees are required to take a minimum 30-minute (no longer than 60 minutes) unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his or her supervisor before the end of the shift so that Hood River County may pay the employee for that work.
- Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped", or altered, in

order to start work late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Leadership will set meal period and rest break practices within their own departments. Employees with questions about the rest or meal breaks available to him or her should contact their leadership.

### Rest Breaks for Expression of Breast Milk

Hood River County will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, the employee is entitled to take reasonable time as needed to express breast milk.

Hood River County will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the County is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, specifically to express milk, the County may, at the discretion of the employee’s supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods.

Hood River County will make a reasonable effort to provide the employee with a private location within close proximity to the employee’s work area to express milk. For purposes of this policy, “close proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. A “private location” is a place, other than a public restroom or toilet stall, in close proximity to the employee’s work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee’s work area, the County will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee’s break period.

### Notice

An employee who intends to express milk during work hours must give their Leadership reasonable oral or written notice of her intention to do so in order to allow the County time to make any preparations necessary for compliance with this rule.

### Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours must mark their containers and may use the available refrigeration.

### Internal Transfers/Promotions

The below processes apply to all employees unless an individual is otherwise subject to a collective bargaining agreement.

PROMOTION WITHIN A DEPARTMENT
<ul style="list-style-type: none"><li>• One position classification to another with a higher salary range, within the same department</li></ul>
<ul style="list-style-type: none"><li>• No requirement to advertise opening externally</li></ul>
<ul style="list-style-type: none"><li>• All employees within Department may apply with equal opportunity</li></ul>
<ul style="list-style-type: none"><li>• Salary increase occurs at time of promotion</li></ul>

<ul style="list-style-type: none"> <li>• Successive step increases based on satisfactory performance and at the anniversary date of the promotion</li> </ul>
<ul style="list-style-type: none"> <li>• Internal promotions will serve a 6 (six) month trial period</li> </ul>
<ul style="list-style-type: none"> <li>• Shall retain all accrued sick leave, vacation benefits; may utilize during trial period with Leadership approval</li> </ul>
<ul style="list-style-type: none"> <li>• Trial employees who receive promotions will be eligible to use accrued sick and vacation benefits with leadership approval 1 month after employment in new position</li> </ul>
<ul style="list-style-type: none"> <li>• Benefits continue to accrue at rates based upon uninterrupted employment</li> </ul>

\* If the trial period in the promotional position is not satisfactory, the Department shall make every reasonable effort to make the necessary adjustments so that the employee may return to the original position and the salary shall be appropriately adjusted. Employees cannot be given assurance of being able to return to the original position if for some reason the trial period in the promoted position is not satisfactory.

TRANSFER WITH PROMOTION
<ul style="list-style-type: none"> <li>• From a position in one Department to a position in another Department with a higher salary range</li> </ul>
<ul style="list-style-type: none"> <li>• Salary increase into the new classification scale at time of promotion</li> </ul>
<ul style="list-style-type: none"> <li>• Successive step increases based on satisfactory performance and at the anniversary date of the promotion</li> </ul>
<ul style="list-style-type: none"> <li>• Will serve a 6 (six) month trial period; subject to all conditions for a trial employee</li> </ul>
<ul style="list-style-type: none"> <li>• Shall retain all accrued sick leave, vacation benefits; may utilize during trial period with Leadership approval; any Comp Time accrued will be paid out in conjunction with the department move</li> </ul>
<ul style="list-style-type: none"> <li>• Trial employees who receive promotions will be eligible to use accrued sick and vacation benefits upon completion of trial period, or with approval of department leadership</li> </ul>
<ul style="list-style-type: none"> <li>• Benefits continue to accrue at rates based upon uninterrupted employment</li> </ul>

\* Employees are encouraged to apply for positions for which they qualify that are in a higher classification; however, due to small Departments with limited staff and the immediate need to fill vacant positions, employees cannot be given assurance of being able to return to the original position if for some reason the trial period in the promoted position is not satisfactory. Return or reinstatement to the original position shall depend upon a position vacancy and shall be at the discretion of the Leadership involved.

TRANSFER WITHOUT PROMOTION
<ul style="list-style-type: none"> <li>• From a position in one Department to a position in another Department within the same or lesser salary range</li> </ul>
<ul style="list-style-type: none"> <li>• Will serve a 6 (six) month trial period; subject to all conditions for a trial employee</li> </ul>

<ul style="list-style-type: none"> <li>• Shall retain all accrued sick leave, vacation benefits; may utilize during trial period with Leadership approval; any Comp Time accrued will be paid out in conjunction with the department move.</li> </ul>
<ul style="list-style-type: none"> <li>• Trial employees who receive transfers will be eligible to use accrued sick and vacation benefits upon completion of trial period</li> </ul>
<ul style="list-style-type: none"> <li>• Benefits continue to accrue at rates based upon uninterrupted employment</li> </ul>

\* Employees are encouraged to apply for positions for which they qualify however, due to small Departments with limited staff and the immediate need to fill vacant positions, employees cannot be given assurance of being able to return to the original position if for some reason the probationary period in the promoted position is not satisfactory. Return or reinstatement to the original position shall depend upon a position vacancy and shall be at the discretion of the Leadership involved.

\* Unless otherwise specified by Union Contract, employees who transfer/promote either within their own departments or across departments will not lose the longevity which is based on initial hire to Hood River County. This policy change will not prompt backpay for years of longevity lost due to previous policy practices.

## Benefits

Employees who meet the definition of “benefit eligible” under both Hood River County policy and that of its health insurance provider are entitled to the benefit options offered by the County. (those who are eligible for benefits as depicted in the graph below) Generally speaking, that means Hood River County offers group medical, dental and vision insurance for all of its regular, full-time employees unless otherwise established by law. The County’s contribution to be determined annually for employee and employee with dependents.

Employee Type	Medical	Dental	Vision	457 Plan	Flex 125	Sick	Vacation	PERS	Life Ins
<b>Regular Full-Time &amp; Confidential</b>	x	x	x	x	x	x	x	x#	x
<b>Regular Part-Time &amp; Confidential</b>	x *	x *	x *	x	x	x	x	As Required by State Law#	x
<b>Extra Help</b>						As Required by State Law		As Required by State Law#	
<b>Seasonal</b>						As Required by State Law		As Required by State Law#	
<b>Temporary</b>						As Required by State Law		As Required by State Law#	

<b>Elected Officials</b>	x	x	x	x	x			Sheriff and JP only	x
--------------------------	---	---	---	---	---	--	--	---------------------	---

\*Regular Part-Time: works at least ½ normal work hours. Provided Employee Only Medical, Vision and Dental at rate costs as determined each year, prior to July 1 by the County Administrator.

\*\*Prior to July 1, each fiscal year, County Administrator will determine associated rate costs for non-bargaining employees.

Those part time employees who wish to have their dependents included in the insurance plan are required to pay the monthly premium for that portion of coverage on a payroll deduction basis. A part time employee who does not make sufficient earnings in a pay period to cover the full cost of elected dependents will be required to provide a check payable to Hood River County, via the Budget and Finance Department, prior to the 5<sup>th</sup> day of each month of coverage.

When an employee and spouse or employee and domestic partner are both employed by the County, the following options are available when selecting insurance coverages:

- Each Employee may select Employee Only coverage (**or**)
- One Employee may select Employee + Spouse/Partner
- One Employee selects Employee Only coverage (**and**)
- One Employee selects Employee + Children

**OR**

- One Employee selects Employee + Family

In no case will coverage be provided under two separate plans with double coverage for either spouse/partner or dependents.

Same sex domestic partners may receive coverage as dependents, provided the Affidavit of Domestic Partnership is appropriately signed and dated as required by the health insurance provider.

Benefits shall become effective on the first day of the month following the date of employment. If the employee begins work on the 1<sup>st</sup> day of the month, coverage becomes effective immediately that same month. To retain County paid benefits, an employee must have worked the preceding month as follows:

- a) Full time employee – minimum of 80 hours
- b) Part time employee – minimum of 40 hours

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by Hood River County. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by the County, employees will be advised and provided with copies of relevant plan documents. Copies are available from Human Resources. The insurance providers and the actual coverage provided shall be determined by the Board of Commissioners or their designee.

The County makes available to employees and the Board of Commissioners a deferred compensation program (457 Plan) and the opportunity to participate in a Flexible Spending Account (Flex 125). The Total Cost of Life Insurance is paid for by Hood River County.

**Employee Assistance Program (EAP)**

This free, confidential service is provided to all employees, and the dependents residing in their homes who may be experiencing life problems. Information regarding this service can be obtained by contacting any member of management, Human Resources and can be found in any employee break room.

## PERS (Public Employees' Retirement System) Benefits

Hood River County participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. All employees who work at least six hundred (600) hours in the calendar year shall be enrolled in the Public Employee's Retirement System upon completion of six

(6) months of employment. The contribution to the Public Employee's Retirement System shall be made by the County in its entirety. For more information about these plans, please contact PERS at 1-888-320- 7377 or visit their website at [www.oregon.gov/PERS](http://www.oregon.gov/PERS). For information about the County's contributions to employee PERS or OPSRP plans, please see direct leadership or Human Resources.

## Attendance, Punctuality and Reporting Absences

Employees are expected to report to work as scheduled, on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized County business, and perform the work assigned to or requested of them. Typical office hours for Hood River County are 8:00am to 5:00pm, Monday through Friday, except holidays as outlined. Employees shall be in attendance at their work in accordance with their department guidelines.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via text, call, or email prior to the start of the employee's shift/workday. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. One or more instances of a no call, no show may result in disciplinary action up to and including termination. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

## Vacation

It is the policy of Hood River County to provide regular full or part-time employees with vacation time. The rate of vacation earning is determined by the employee's length of service from his or her hire date. Employees shall start accruing vacation benefits from their first date of employment. Accrued vacation may be used after 90 days of continuous employment as approved by the department's leadership.

Resignation, retirement or termination of an employee within their initial employment trial period shall cancel and nullify the employee's right to vacation payout based on the partial year's employment.

Employees who have obtained "regular employee" status, after the initial trial period, will be paid out unused accrued vacation on the date of their resignation, retirement or termination.

Vacation Accrual Rates Per Years of Employment (Full Time**)		
Up to 1 year	8 hours per month	96 hours total
2 <sup>nd</sup> Year thru end of 5 <sup>th</sup> Year	10 hours per month	120 hours total
6 <sup>th</sup> Year thru end of 9 <sup>th</sup> Year	11 hours per month	132 hours total
10 <sup>th</sup> Year thru end of 14 <sup>th</sup> Year	12 hours per month	144 hours total
15 <sup>th</sup> Year thru end of 19 <sup>th</sup> Year	14 hours per month	168 hours total
20 <sup>th</sup> Year and above	17 hours/month	204 hours total

\*\* Part time employees vacation accrual rate shall be pro-rated based on the number of hours worked.

Temporary and seasonal employees shall not accrue vacation benefits.

Employees receiving Worker's Compensation shall not accrue vacation after being off work for all or part of two consecutive payroll periods.

Employees shall be permitted to accumulate vacation hours to double the annual accrual rates for years 0 thru 19, with a maximum accrual for year 20+ being 384 hours.

Vacation earnings shall not be credited to employees over the maximum accrual allowed. If an employee reaches their maximum vacation accrual and is no longer receiving vacation credit they will be required to take a minimum of 40 hours vacation. Department Leadership has the final determination of vacation time, based on operational needs and the availability of vacation coverage, and shall respond granting or denying the vacation requests in writing within two weeks of receipt of the request. If the employee has been denied vacation requests at least two times in the last 12 months, up to 40 hours of vacation may be paid out to the employee, in lieu of taking time off. Any exception or vacation payout must be pre-approved by the County Administrator with notice to the Budget & Finance Department.

Maximum Vacation Accrual Per Years of Employment	
Up to 1 year	192 hours total
2 <sup>nd</sup> Year thru end of 5 <sup>th</sup> Year	240 hours total
6 <sup>th</sup> Year thru end of 9 <sup>th</sup> Year	264 hours total
10 <sup>th</sup> Year thru end of 14 <sup>th</sup> Year	288 hours total
15 <sup>th</sup> Year thru end of 19 <sup>th</sup> Year	336 hours total
20 <sup>th</sup> Year and above	384 hours total cap

## Sick Leave

Hood River County recognizes that employees will need days off from work from time to time to address their medical needs. The County provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact the Human Resources Department. Please also refer to the Oregon Sick Leave Law posters posted in employee break rooms; the body of which is incorporated here by reference.

## Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees. Sick leave runs concurrently with Oregon Family Medical Leave, federal Family and Medical Leave and other leave where allowed by law.

Employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 31<sup>st</sup> day of employment. After the 31<sup>st</sup> day of employment, paid sick leave may be used as it is accrued.

Part Time employees may accrue and use up to 40 hours of paid sick leave per calendar year. Paid sick leave shall accrue at the rate of one hour for every 30 hours worked until the 40-hour yearly accrual cap is reached. Paid sick leave may be taken in 15-minute increments. When an injury occurs in the course of employment, and the employee receives a temporary Worker's Compensation award, sick leave benefits shall not accrue after the employee has been off work for all or part of two consecutive payroll periods.

Full and Part Time County personnel shall accrue sick leave as follows:

FULL TIME			PART TIME	
8 Hours	Per Month		Working 20+ Hours/Week accrue pro-rated Sick Leave	
4 Hours	Per Payroll Period			

## Use of Sick Leave

Hood River County recognizes that employees will need days off from work from time to time to address their medical needs. Sick leave may be used in accordance with the following provisions:

- Sick leave may not be used prior to accrual.
- If sick leave is exhausted, annual leave may be used in its place.
- Sick leave may be used for the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or his/her covered family member.
  - “Family member” means the eligible employee’s spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner’s child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender domestic partner’s parent, grandparent, grandchild; and any individual with whom the employee has or had an *in loco parentis* relationship.
  - For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
  - If the employee, or the employee’s minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon’s domestic violence leave law (ORS 659A.272).
  - In the event of certain public health emergencies or other reasons specified under Oregon’s sick leave law. If the employee is on leave under the Family and Medical Leave Act (FMLA), paid sick leave or paid annual/vacation leave must be used initially as part of the FMLA leave.

Employees absent from work for a qualifying reason may use accrued sick time hours for that reason and on each subsequent day of absence. An employee who has a sick leave absence in excess of three consecutive workdays may be required to present medical documentation for the absence.

No employee shall be gainfully employed elsewhere while utilizing sick leave.

## Employee Notice of Need for Sick Leave

*Foreseeable Sick Leave.* If the need for sick leave is foreseeable, an employee must notify their leadership and Human Resources as soon as practicable before the leave is to begin. Generally, an employee must provide at least 10 days’ notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of Hood River County.

Employees must notify their leadership of any change in the expected duration of sick leave as soon as is possible.

*Unforeseeable Sick Leave:* If the need for sick leave is unforeseeable, the employee must notify their supervisor via text, email, phone as soon as possible prior to the start of the employee’s work day.



An employee must contact his/her supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform his/her supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, Hood River County may deny the use and legal protections of sick leave.

### Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, Hood River County may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

### Sick Pay Rate and Carryover

Paid sick leave will be paid at the employee's regular rate of pay. Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek.

Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. Sick leave shall accrue up to and including a maximum of 2,080 hours. Except for full time temporary and seasonal employees, accrual of sick leave shall commence at the start of the first payroll period following the date of employment. An employee must have been on pay status for at least 16 hours in a payroll period to qualify for sick leave accrual for that payroll period. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

The monetary value of one-half of the accumulated sick leave may be used by the Public Employee's Retirement System in computing a retiring employee's final average salary.

Subject to the availability of budgeted funds and provided a retiring employee submits a voluntary written notice of retirement month and year, an employee may submit a request to the County Administrator to convert up to 100 hours of unused sick leave per year to a deferred compensation program during the final 3 years of employment for Hood River County. After such transfer of funds, the rescission of voluntary resignation must be approved by the County Administrator.

### Sick Leave Abuse

If Hood River County suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the County may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

### Holidays and Floating Holidays

Hood River County recognizes eleven holidays each year. All employees who regularly work 8 hours or more per week shall be entitled to Hood River County recognized holidays, with pay. Full-time personnel shall receive regular pay; part time personnel shall receive pro-rated compensation. **Holidays are paid at 8 hours per holiday, regardless of the working schedule of the employee.** The holidays celebrated are:

New Year Day (January 1)	Martin Luther King Jr Day (3 <sup>rd</sup> Monday, January)	President's day (3 <sup>rd</sup> Monday, February)
Memorial Day (last Monday, May)	Juneteenth (June 19)	Independence day (July 4)
Labor Day (1 <sup>st</sup> Monday, September)	Veteran's Day (November 11)	Thanksgiving (4 <sup>th</sup> Thursday, November)
Day after Thanksgiving (4 <sup>th</sup> Friday, November)	Christmas (December 25)	

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have been employed at least ten (10) calendar days prior to the holiday and in a pay status for the entire regular workday before and after the holiday. Part time employees must have been employed at least ten (10) days prior to the holiday and on pay status for at least 16 hours within the payroll period to qualify for pro-rated holiday pay if a holiday falls within the pay period, or have been on an approved vacation day or any other excused absence under Hood River County policy. If an employee is on vacation when a holiday is observed, the employee will record Holiday Pay for the Holiday day.

### Work on a Holiday

If a non-exempt employee is required to work on a holiday, said employee shall receive time and ½ per hour worked. Compensatory time off may be utilized in lieu of pay.

### Personal Holidays

Subject to the scheduling needs of the Department, employees with regular employee status may select two personal holidays (16 hours) with pay each calendar year. A new employee with a hire date after January 1, will receive a pro-rated amount of leave for personal holidays based upon the hire date. Full time personnel shall receive regular pay. Part time employees shall receive pay for the applicable pro-rated number of hours. Personal holidays need to be used within the calendar year in which they are granted and may not be carried forward from one calendar year to the next calendar year. At the end of each calendar year or upon resignation, termination or retirement an employee will not receive any compensation for unused personal holidays.

### Administrative and Executive Leave

Based on availability of the budget, full time, regular, non-represented staff will be provided with additional leave days on the first of each Fiscal year on July 1. All un-represented salary exempt staff, (those not subject to overtime), will receive 40 hours of Executive leave and non-exempt unrepresented staff will be provided with 16 hours of Administrative leave. Any balance that does not equal a full day may be supplemented with any accrued vacation or compensatory time.

New hire staff will be provided with pro-rata hours based on what quarter of the fiscal year they were hired.

Administrative and Executive Leave Pro-rated		
<b>Salary - Exempt Staff</b>		
July - September		40 Hours
October - December		32 Hours

January - March	24 Hours
April - June	16 Hours
<b>Hourly - Non Exempt Staff</b>	
July - December	16 Hours
January - June	8 Hours

\*\*Leave Days may be taken in 1-hour increments during regularly scheduled hours

\*\*Administration will announce each July if unused leave, at the end of the fiscal year (June 30th), may be contributed to an employee VEBA account, subject to availability and based on the employee's hourly rate of pay.

\*\*Executive or Administrative Leave remaining balances will not be paid out upon termination or retirement.

## Military Leave

Employees who wish to serve in the military and take military leave should contact their leadership for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for training under this policy; other requirements apply. Please contact direct leadership or Human Resources for more information and make arrangements for this leave.

Military leave of absence will be granted for voluntary or involuntary State or Federal service in conformance with ORS 399.230, ORS 408.240-290, ORS 652.250 and the Uniformed Services Employment and Reemployment Rights Act. Leave must be requested in advance; the request should be made in writing as soon as possible. Military leave will be granted without pay except as provided by ORS 408.290.

An employee shall be entitled to reemployment after honorable service, with the seniority status and rate of pay that would have been attained if the employee had not been absent for military duty. Employees absent for less than 91 days will return to their pre-service position. Those absent more than 90 days will be placed in their pre-service position, or a similar position. A person returning from military service may be required to submit documentation to show that the application is timely, and that service was honorable.

Such employees shall, after less than 31 days absence, report back to work in their pre-service job on the next regularly scheduled work period after time for travel and rest. If absent for more than 30 but less than 181 days, submit an application for reemployment not less than 14 days after the completion of service. For employees absent more than 180 days, submit an application for reemployment not later than 90 days after completion of military service. Failure to report to work within the established limits may result in disciplinary action.

An employee hospitalized or convalescing from illness or injury incurred while on military duty shall have up to two years to return to work. If not qualified for the pre-service position the employee will be placed in an equivalent position or one with the nearest approximation of seniority, status and pay consistent with the circumstances.

## Unpaid Leave (Leave of Absence without Pay)

Leave of Absence without pay may be granted to an employee after the employee has submitted a written request to the Department Head stating the reason for the leave of absence and such request has received written approval by the Department Head and the Administrator. Except for Family Medical Leave, parental leave or military leave, no leave of absence shall be granted if it creates a public service operational problem as determined by the Department Head, particularly if it is not feasible to retain the current position pending the return of the employee requesting the leave of absence.

Vacation and sick leave shall not accrue during a leave of absence without pay

With the exception of a Family Medical Leave without pay, parental leave of absence without pay and a military leave of absence without pay, employees returning from a leave of absence without pay shall be eligible for an annual step after 12 months employment, provided that the salary range for the position is not exceeded.

The 12 months employment shall be a combination of service prior to the leave of absence and after the leave of absence occurred.

The anniversary date shall be appropriately adjusted, and other fringe benefits based upon length of service shall be calculated from the adjusted anniversary date.

## Education Leave

Application shall be made to the Department Head or Administrator for a leave of absence without pay for educational purposes that will enhance the employee's abilities in a current position or provide qualifications necessary for advancement. Approvals shall depend upon the circumstances involved and whether the Department is able to operate efficiently and effectively without creating an operational problem, as determined by the Department Head.

The County shall make every effort to make necessary departmental adjustments so employees may receive additional education related to the mission of the department.

Any regular employee with five or more years of service shall be eligible to submit an application for a leave of absence without pay for educational purposes and the leave of absence shall not be for a period greater than twelve months.

All applications for leave of absence without pay for educational purposes shall be requested for approval by the Administrator.

## Bereavement Leave

Hood River County Employees who have worked for Hood River County for 180 calendar days, and averaged at least 25 hours per week, may take up to a total of two weeks of unpaid bereavement leave per death of a Family Member (defined below). Hood River County will provide three (3) 8 hour days paid bereavement (included within the total two weeks) leave for the death of a family member.

Bereavement leave may be used to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. The two weeks of bereavement leave must be taken in the 60-day period following notice of death of a family member and will be deducted from the employee's available leave time under OFLA. For purposes of this policy, "Family member" means the eligible employee's spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender domestic partner's parent, grandparent, grandchild; and any individual with whom the employee has or had an *in loco parentis* relationship.

Employees who wish to take bereavement leave must inform their leadership as soon as possible after receiving notification of a Family Member's death. Although prior notice is not required, oral notice must be provided within 24 hours of beginning leave. Written notice must be provided to the employer within three days of returning to work.

Employees may use any available sick leave during the period of bereavement leave; any other leave available can be used if the employee has no available sick leave.

## Religious Observances Leave and Accommodation Policy

Hood River County respects the religious beliefs and practices of all employees. The County will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the County's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with the employee's leadership.

## Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of a crime.

"Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued leave (Personal Holiday, Admin/Executive Leave, Comp Time, Vacation and/or Sick Leave) during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to direct leadership as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, Hood River County may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, a protective order, in certain situations as issued by a court, or similarly reliable sources; only to ensure protection of the employee.

## Domestic Violence Leave and Accommodation Policy

**All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.**

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to immediate leadership as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. Hood River County will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the County notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the

employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking will be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on Hood River County. Please contact direct leadership or Human Resources immediately with requests for reasonable safety accommodations.

## Emergency Hardship Leave

When an employee experiences a catastrophic hardship or is suffering from a serious illness or injury, another employee may voluntarily transfer a portion of their accrued vacation or accrued compensatory time to a recipient employee under the following circumstances:

### Donating Employee:

- After completion of Trial Period, may donate up to five (5) days accrued vacation or compensatory hours in full day blocks per year
- Must retain a minimum vacation accrual balance of 40 hours after the number of donated hours have been subtracted from their vacation balance

### Receiving Employee:

- After completion of Trial Period, may receive donated vacation or compensatory hours. Donated hours shall be converted for use to the recipient employee's sick leave accrual balance
- Shall be eligible to receive donated time only after own sick leave, comp time and vacation balances have been completely exhausted
- May receive donated comp or vacation days in sick leave account only for serious illness, injury or disability that causes time off exceeding 12 weeks
- Maximum number of donated hours which are eligible to be received for one illness or injury shall be 480 hours

### Procedure/Limitations:

- Employees may arrange for the donation of days in advance of the need of the recipient employee, but only for a specified, known illness or injury
- In the event donated days are not used by the recipient employee, they will remain as accrued sick leave available to the recipient employee. The recipient employee will forfeit the sick leave balance should they leave County employment
- Donation and receipt of donated hours may be between all County employees without regard to bargaining unit membership

## Jury Duty

Hood River County will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Service as a juror that falls within the employee's normal working hours shall be paid as hours worked. The employee shall continue to receive normal remuneration. However, any funds received for participation on a jury, except for transportation and food costs, shall be returned to or endorsed in favor of Hood River County when such time falls within the normal

working hours of the employee. The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty. An employee may utilize accrued vacation or compensatory time to observe additional courtroom activities once service as juror or as a subpoenaed witness has been completed. In such cases, the provisions of this section shall not apply.

## Witness Duty

Service as a subpoenaed witness for testimony relating to the individual's course and scope of employment with Hood River County, shall be recognized as a function of County Government and shall be paid accordingly. Any funds received for participation as a County employed, subpoenaed witness, except for transportation and food costs, shall be returned to or endorsed in favor of Hood River County when such time falls within the normal working hours of the employee.

Except for employee absences covered under the County's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, they may go unpaid with the approval of their leadership and notification of the County Administrator.

Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

## FMLA/OFLA/Paid Leave Oregon Policy

### OFLA Leave Policy

The following is a summary of Oregon Family Leave Act (OFLA) policy and procedures. Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave for the reasons identified below. Oregon law prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used OFLA Leave. In all cases, applicable Oregon laws, rules, policies, and collective bargaining agreements govern the employee's and Hood River County's rights and obligations, not this policy.

Employees seeking further information should contact Human Resources. Please also refer to the "Oregon Family Leave Act" notice posted in the employee lunch and/or break rooms which is incorporated here by reference.

- Definitions

*Family Member* - Is defined as a spouse or domestic partner, a child of a covered individual or the child's spouse or domestic partner, a parent of a covered individual or the parent's spouse or domestic partner, a sibling or stepsibling of a covered individual or the sibling's or stepsibling's spouse or domestic partner, a grandparent of a covered individual or the grandparent's spouse or domestic partner, a grandchild of a covered individual or the grandchild's spouse or domestic partner, any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

*Child* - Includes a biological, adopted, foster or stepchild, the child of a registered domestic partner, or a child with whom the employee is in a relationship of *in loco parentis*, under the age of 18 or over 18 if incapable of self-care because of a mental or physical disability.

*Eligible Employee*

OFLA - To qualify for OFLA leave an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week.

OMFLA - For purposes of Oregon Military Family Leave Act leave, the employee need have only worked 20 hours per week (no minimum length of employment required). A different calculation method applies for reemployed service members under USERRA who seek OMFLA leave; see Human Resources for more information.

Public Health Emergency Leave - Employees are eligible to take any OFLA leave during a Public Health Emergency if they have worked: (a) more than 30 days immediately before the date on which the leave would begin; or (b) an average of 25 hours per week in the 30 days immediately before the date on which the leave would begin. See definition of “public health emergency” definition below.

#### *Public Health Emergency*

A “public health emergency” is a public health emergency declared under ORS 433.441 or an emergency declaration declared under ORS 401.165. An example of this is when the State of Oregon declared a COVID-19 state of emergency in March 2020 and the wildfire state of emergency in June 2021.

- **Reasons for Taking Leave**

OFLA leave may be taken for any of the following purposes:

1. **Pregnancy Disability Leave:** For incapacity due to pregnancy, prenatal medical care or birth.
2. **Sick Child Leave:** To care for a child who suffers from an illness or injury that requires home care or has a serious health condition, or to care for a child whose school or place of care has been closed due to a public health emergency. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured.
3. **Bereavement Leave.** To deal with the death of a Family Member by attending the funeral of the Family Member, making arrangements necessitated by the death of the Family Member, or grieving the Family Member’s death. Employees are eligible for two (2) weeks per family member, up to a maximum of four (4) weeks per leave year.
4. **Oregon Military Family Leave Act Leave (“OMFLA”):** During a period of military conflict, as defined by the statute, eligible employees with a spouse or registered domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces (“Military Spouse”), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment.
5. **Public Health Emergency Leave -** Employees are eligible to take any OFLA leave during a Public Health Emergency if they have worked: (a) more than 30 days immediately before the date on which the leave would begin; or (b) an average of 25 hours per week in the 30 days immediately before the date on which the leave would begin. This is available to employees who are eligible for OFLA only. See the definition of “public health emergency” below.

If applicable, OFLA leave will run concurrently with FMLA when permitted.

- **Length of Leave**

In any One-Year Period, eligible employees may take up to 12 weeks of unpaid protected time off per leave year. Employees are eligible to take up to two (2) weeks of unpaid Bereavement leave, up to a maximum of four (4) weeks per leave year.

- **One-Year Period**

For purposes of determining the amount of OFLA leave that an eligible employee may take, “One-Year Period” means a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which the employee’s OFLA leave begins.



- Intermittent Leave

Intermittent or reduced-schedule leave may be taken when medically necessary. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of Hood River County operations, including consulting management prior to the scheduling of treatment to work out a treatment schedule which best suits the needs of both the County and the employee.

- Employee Responsibilities - Notice

Employees must provide at least 30 days' notice before OFLA leave is to begin. If 30 days' notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin or a change in circumstances, notice must be given as soon as practicable. If the situation giving rise to a Sick Child Leave is unforeseeable, an employee must give verbal or written notice to Hood River County within 24 hours of commencement of the leave.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee shall advise Human Resources as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify Human Resources within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with Hood River County's normal call-in procedures. Employees who fail to comply with the County's call-in procedures may be disciplined or may have their period of OFLA leave reduced.

- Certification

Generally speaking, employees may be required to provide sufficient information for Hood River County to determine if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave. An employee will be required to provide a note from a doctor or healthcare provider if the employee has used more than three days (*i.e.*, one, three-day occurrence or three separate instances) of sick child leave within a One-Year Period,

Employees must furnish the County's requested medical certification information within 15 calendar days after such information is requested by the County.

- Holiday Pay While on Leave

Employees using vacation pay or sick pay during a portion of approved OFLA leave in which a holiday occurs will qualify to receive holiday pay.

- Benefits While on Leave

Hood River County will continue the employee's health coverage under any group health plan during a period of approved OFLA leave on the same terms as if the employee had continued to work. The employee must continue to make any regular contributions to the cost of the health insurance premiums during the period of approved OFLA leave. Employees will not accrue vacation, sick leave or other benefits (other than health insurance) while the employee is on an unpaid OFLA leave. The leave period, however, will be treated as continuous service (*i.e.*, no break in service) for purposes of vesting and eligibility to participate in Hood River County's benefit plans.

- **Job Protection**

Employees returning to work from OFLA Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring OFLA Leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated OFLA Leave period, reinstatement may not be available unless the law requires otherwise.

The use of OFLA Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

- **Restoration of Leave Bank at Time of Re-Employment**

An employee who leaves employment with Hood River County for any reason may be eligible for OFLA leave if they are re-employed by the County within 180 days of the separation and if the employee was eligible for OFLA leave at the time of the separation. Special rules apply to employees who temporarily stop working for the County for 180 days or less; please speak with Human Resources for more information.

### **FMLA Policy**

The following is a summary of the policy and procedures under the federal Family Medical Leave Act (FMLA).

Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave for the reasons identified below. Federal law prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used FMLA. In all cases, applicable federal laws, rules, policies and collective bargaining agreements govern the employee's and Hood River County's rights and obligations, not this policy.

Employees seeking further information should contact Human Resources. Please also refer to the "Employee Rights and Responsibilities Under the Family Medical Leave Act" posted in the employee break or lunch room, which are incorporated here by reference.

- **Definitions**

#### *Child/Son or Daughter*

A "son or daughter" is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence. FMLA military family leave are not restricted by age — see below.

#### *Eligible Employee*

Employees are eligible for FMLA leave if they have worked for a covered employer for at least one year (which may be based on separate stints of employment) and for 1,250 hours during the 12 months preceding the date leave is to begin. They must also be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Leave under FMLA and OFLA will run concurrently when permitted. If applicable, leave under FMLA will also run concurrently with Paid Leave Oregon leave – see Paid Leave Oregon policy below.

#### *Family Medical Leave*

This includes all the types of leave identified in the section below, entitled "Reasons for Taking Leave," unless otherwise specified.

### *Family Member*

- A “family member” is defined as a spouse, parent or a “son” or “daughter” (defined above).

### *Serious Health Condition*

“Serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Other conditions may meet the definition of a “serious health condition;” see Human Resources for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as serious health conditions.

- Reasons for Taking Leave

FMLA may be taken under any of the following circumstances:

1. Call to Active-Duty Leave: Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the regular Armed Forces, National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain “qualifying exigencies.” “Qualifying exigencies” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
2. Employee’s Serious Health Condition Leave: To recover from or seek treatment for an employee’s serious health condition, including pregnancy-related conditions and prenatal care.
3. Family Member’s Serious Health Condition Leave: To care for a family member with a serious health condition.
4. Parental Leave: For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
5. Servicemember Family Leave: Eligible employees may take up to 26 weeks of leave to care for a “covered servicemember” during a single 12-month period. A “covered servicemember” is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Under some circumstances, a veteran will be considered a “covered servicemember.”

- Length of Leave

In any one-year period, eligible employees may take up to 12 weeks of unpaid protected leave.

When leave is taken for Servicemember Family Leave, an eligible employee may take up to 26 weeks of leave during the One-Year Period to care for the servicemember. During the One-Year Period in which Servicemember Family Leave is taken, an eligible employee is entitled to a combined total of 26 weeks of FMLA Leave (some of which may include other types of FMLA-specific leaves of absence).

- One-Year Period

The “12-month period” during which leave is available (also referred to as the “One-Year Period”) is a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which the employee’s FMLA leave begins. (rolling 12 month period)

- Intermittent Leave

Intermittent or reduced schedule leave may be taken during a period of Family Member or Employee Serious Health Condition Leave or Servicemember Family Leave. Additionally, Call to Active-Duty Leave may be taken on an intermittent or reduced leave schedule basis. An employee may be temporarily reassigned to a position that better accommodates an intermittent or reduced schedule. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of Hood River County operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the County and the employee.

- Employee Responsibilities – Notice

Employees must provide at least 30 days’ notice before FMLA leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned treatment for a serious injury or illness of a covered servicemember (Servicemember Family Leave). If 30 days’ notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

For Call to Active-Duty Leave, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee must let Human Resources know as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify Human Resources at Hood River County within three business days, or as soon as possible. Further, employees must provide written notice within three days of returning to work.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the County’s normal call-in procedures. Employees who fail to comply with the County’s leave procedures may be denied leave, subject to discipline, or the start date of the employee’s FMLA leave may be delayed.

- Certification

Generally speaking, employees must provide sufficient information for Hood River County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for either Call to Active Duty or Servicemember Family Leave.

Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Additionally, Employees requesting serious health condition leave for themselves or to care for a covered family member

will be required to provide certification from the healthcare provider of the employee or the covered family member to support the request.

Employees must furnish Hood River County's requested medical certification information within 15 calendar days after such information is requested by the County. In some cases the County may require a second or third opinion, at the County's expense. Employees also may be required to submit subsequent medical verification.

Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a medical certification.

- Medical Certification Prior to Returning to Work

If FMLA leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification from their healthcare provider stating that the employee is able to resume work.

- Substitution of Paid Leave for Unpaid Leave

Use of accrued paid leave will run concurrently with FMLA leave.

- Holiday Pay While on Leave

Employees using vacation pay or sick pay during a portion of approved FMLA leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

- On-the-Job Injury or Illness

Periods of employee disability resulting from a compensable on-the-job injury or illness will qualify for FMLA Leave if the injury or illness is a "serious health condition" as defined by applicable law.

If the employee's serious health condition is the result of an on-the-job injury or illness, the employee may qualify for workers' compensation time-loss benefits.

- Benefits While on Leave

If an employee is on approved FMLA Leave, Hood River County will continue the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. An employee wishing to maintain health insurance during a period of approved FMLA leave will be responsible for bearing the cost of their share of group health plan premiums which had been paid by the employee prior to the FMLA leave. Employees will not accrue vacation, sick leave or other benefits (other than health insurance) while the employee is on an unpaid FMLA leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in Hood River County benefit plans.

- Job Protection

Employees returning to work from FMLA leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring FMLA leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated FMLA leave period, reinstatement may not be available unless the law requires otherwise.

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employees who work for other employers during a "serious health condition" leave may be subject to discipline up to and including termination. Additionally, all employees who use FMLA leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

### **Paid Leave Oregon (PLO)**

Paid Leave Oregon (PLO) is a state-run program, administered by the Oregon Employment Department (OED), that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- **Family leave** – for an employee to care for an eligible family member with a serious illness or injury, to bond with a new child after birth, adoption, or foster care placement, *or to effectuate the legal process required for placement of a foster child or the adoption of a child.* (eff 1/1/25)
- **Medical leave** – for an employee experiencing their own serious health condition or disability due to pregnancy.
- **Safe leave** – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, bias, or stalking.

The Paid Leave program also allows employees to take an additional two (2) weeks of Paid Leave for pregnancy, childbirth, or related medical conditions.

### **Notification Requirements**

Although the Paid Leave Oregon program is administered by the Oregon Employment Department (OED), employees are required to notify Hood River County when they have applied for leave.

*Foreseeable Leave:* If the need for Paid Leave is foreseeable or planned, the employee is required to provide Human Resources with at least 30 days' written notice before paid leave begins.

*Unforeseeable:* If the need for Paid Leave is unforeseeable or unplanned, an employee is required to provide oral notice to Human Resources within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave.

Employees must complete a Hood River County request for FMLA/OFLA/OPL form and return to Human Resources. Employees may obtain this form along with FMLA protected leave documents from Hood River County's Human Resources.

If the employee's dates of scheduled leave change, are extended by the PLO program, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the employee's original notice, the employee must notify Human Resources within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with Hood River County's normal call-in procedures.

***Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs). See OAR 471-070-1310(9) and (10).***

### **Concurrent use of FMLA Leave**

If an employee's Paid Leave is also eligible for protected leave under FMLA, FMLA leave must be taken concurrently with Paid Leave.

Employees must provide sufficient information for Hood River County Human Resources to determine if the Paid Leave qualifies for FMLA leave. Employees who have applied for Paid Leave benefits are required to complete an FMLA Leave Request Form and return it to Human Resources.

If an employee is eligible for FMLA leave due to a serious health condition or has a family member with a serious health condition, employees must furnish medical certification information as required by the County's leave policy.

#### Accrued Leave and Holiday Pay While on Leave

Employees using accrued leave in addition to receiving PLO benefits will continue to accrue sick, vacation, or other employer-provided leave, and receive holiday pay. Employees who do not use accrued leave while on a Paid Leave will not accrue sick, vacation, or other employer-provided leave, and will not receive holiday pay.

#### Benefits While on Leave

If an employee is receiving Paid Leave benefits, the County will continue the employee's healthcare, life, long term disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work. An employee wishing to maintain coverage when on Paid Leave is responsible for paying their share of premiums, the same as when premiums were paid by the employee, prior to receiving Paid Leave benefits.

Hood River County will pay the employee's portion of the insurance coverage during the period of Paid Leave, employees are expected to repay the County for those premiums. Unless other arrangements are made, upon return to work, the County will deduct those premiums from an employee's pay, until the County has been paid back.

#### Medical Certification Prior to Returning to Work

If an employee uses more than three consecutive scheduled workdays for their own serious health condition, and the Paid Leave is used concurrently with FMLA, prior to returning to work the employee must furnish medical certification from their healthcare provider stating that the employee is able to resume work.

#### Job Protection

Employees who worked for the [Organization] for more than 90 consecutive calendar days prior to taking Paid Leave may be reinstated to their former position if the position still exists. If the position has been eliminated, the employee may be restored to a similar position with similar job duties with the same employment benefits and pay.

#### Use of Accrued Leave During Paid Leave

PLO benefits may not provide employees with 100% of their gross regular wages. Employees receiving PLO benefits may choose to use accrued paid leave (sick, vacation, paid time off, etc.), and/or comp time in addition to receiving PLO benefits.

#### Complaint Procedure

The Hood River County prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested, or used Paid Leave.

#### Who to Contact for More Information

For more information, or if you have questions about the Paid Leave Oregon policy, contact Paid Leave Oregon.

For more information about the PLO program, including steps for applying for PLO benefits and contact information, go to <https://paidleave.oregon.gov/>

**A poster with Paid Leave Oregon information, including information about how to apply for benefits is in the Employee Break or Lunch Room.**

## Performance Reviews

All Hood River County employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development,

promotions, retention and discipline/termination. Any employee who fails to satisfactorily perform the duties of his/her position is subject to disciplinary action (including termination).

During the trial period, performance evaluations should occur every three months of employment and upon the completion of the trial period. All County employees with regular status shall receive an annual evaluation on the anniversary of their hire date and/or at any other time that there is a change in job performance or classification. Satisfactory performance evaluations shall be the determining factor in granting regular status, or in granting any step increase. A copy of the performance evaluation must be on record in the Human Resource Office prior to processing any probationary step or annual step increase.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year.

Step increases will be granted on the basis of satisfactory performance, as determined through evaluation. In the event a step increase is to be denied due to unsatisfactory performance and evaluation, the employee will receive 90-day notice prior to their anniversary date or scheduled step increase. This notice shall consist of the reason(s) why the increase is being denied and the action necessary, if any, to earn the increase.

An employee will be asked to sign his/her performance evaluation indicating that it has been read and understood. Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

## Corrective Action/Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet Hood River County standards, Hood River County will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating the employment of an employee for serious violations of Hood River County policies, procedures and rules and for other inappropriate behavior or conduct, Hood River County may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. Hood River County may also choose to send the employee to training or an education opportunity.

In all cases, Hood River County will determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable, collective bargaining agreement provisions. Hood River County may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when Hood River County deems such action appropriate. Hood River County retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).



Leadership shall discuss improper or inadequate performance with the employee in order to correct any deficiencies and determine the need for corrective or disciplinary strategies. Based on the investigation, the appropriate management staff person will determine whether discipline is warranted and what should be imposed. A full written report on any disciplinary action shall be prepared by the supervisor or Department Head, signed by the employee involved and a copy of the report shall be placed in the employee's personnel file, and the employee shall receive a copy of the written report. The written report shall contain the employee's name, the date, and a full explanation of the situation causing the disciplinary action.

A Department Head or supervisor has authority to suspend employment, with cause, of a supervisor or employee working within the Department for a period not to exceed ten (10) working days. The Department Head may delegate this authority to supervisors. The Administrator shall immediately be informed of the suspension. The employee shall receive a due process hearing prior to being suspended without pay.

## Grievance Procedure

The County desires to resolve grievances informally whenever possible and Department Heads, supervisors and employees are expected to resolve problems as they arise. In the event that a grievance cannot be informally resolved between the Department Head, supervisors and employee, the following steps shall be followed in filing and processing a grievance (The below processes apply to all employees unless an individual is otherwise subject to a collective bargaining agreement.):

<b>STEP 1</b>	The aggrieved employee shall notify the supervisor in writing within seven (7) working days following the date of occurrence or the first knowledge thereof. The written notice shall state (1) the employee's name; (2) the date; (3) the nature of the grievance; (4) the action the employee feels needs to be taken to correct the grievance.
<b>STEP 2</b>	Within seven (7) working days after receiving the written notice of grievance, the supervisor shall meet with the aggrieved employee in an attempt to resolve the grievance. The supervisor shall respond in writing within seven (7) working days of their first meeting.
<b>STEP 3</b>	If the grievance is not resolved by the supervisor to the satisfaction of the aggrieved employee, the aggrieved employee shall notify the Department Head within seven (7) working days after receiving the written response from the supervisor, of the intent to pursue the grievance.
<b>STEP 4</b>	Within fourteen (14) working days after receiving the written notice, the Department Head shall meet with the aggrieved employee in an attempt to resolve the grievance. The Department Head shall respond in writing within seven (7) work days of their first meeting.
<b>STEP 5</b>	If the grievance is not resolved by the Department Head to the satisfaction of the aggrieved employee, the aggrieved employee shall notify the Administrator within seven (7) work days after receiving the written response from the Department Head, of the intent to pursue the grievance.
<b>STEP 6</b>	Within seven (7) working days after receiving the written notice, the Administrator shall meet with the aggrieved employee, the Department Head and the supervisor in an attempt to resolve the grievance. The administrator shall respond in writing within seven (7) workdays of their first meeting.
<b>STEP 7</b>	If the grievance is not resolved by the Administrator to the satisfaction of the aggrieved employee, it may be referred in writing to the County Commission or designee within fourteen (14) calendar days. The aggrieved employee shall notify the Administrator within seven (7) workdays of the intent to pursue the grievance.

**STEP 8** The Board of Commissioner or designee shall render a decision within twenty (20) workdays. Failure to do so shall be a denial of the grievance. **This Decision is Final.**

\*If the grievance procedures are not initiated within the established time limits, the grievance shall be null and void.

\*Any grievance not taken to the next step of the procedure within the established time limits shall be considered settled on the basis of the most recent step to which said grievance was taken.

\*If the County fails to answer any grievance within the established time limits, such grievance shall automatically advance to the next step.

\*Established time limits may be modified or extended by mutual consent of all parties involved. Mutual consent shall be so indicated in writing, shall be signed by all parties involved and shall be affixed to the written notice of grievance.

\*At no time shall there be retaliation, no shall any employee be disciplined or discriminated against in any way because of proper use of the grievance procedure.

## Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify Human Resources to ensure that the proper updates/paperwork are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding

Employees may not intentionally withhold information from the County about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, Hood River County may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

## Employee Personnel Records

Personnel files include all records used to determine the employee's qualifications for employment, promotion, additional compensation, termination or other disciplinary actions. Effective January 1, 2017, employers also must make available time and pay records.

**ORS 652.750** requires employers to provide a reasonable opportunity for employees to inspect their personnel and time and pay records and obtain copies of these records upon request. **ORS 652.750(2)** requires the records to be produced within 45 days of the employee's request. Most employers prefer and offer to provide copies of the records rather than allowing the inspection of originals, however, an employee must be provided a reasonable opportunity to inspect records at their place of employment or place of work assignment if requested.

If you desire to review your employee personnel file, please contact Human Resources.

## Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Employees receiving Worker's Compensation benefits may not supplement with sick leave benefits and may not be gainfully employed while receiving temporary Worker's Compensation. Employees receiving temporary Worker's Compensation awards shall not accrue sick leave and vacation benefits after the employee has been off work for all or part of two consecutive payroll periods.

## Steps to Take if You Are Injured on the Job

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Report any work-related injury to your supervisor. You must report the injury no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to your leadership.

*Failure to timely follow these steps may negatively affect your ability to receive benefits.*

## Return to Work

If you require workers' compensation leave, you will — under most circumstances — be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available.

However, you must first submit documentation from a health care provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of your position. When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. Hood River County does not discriminate against employees who suffer a workplace injury or illness.

## Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort the County, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, Hood River County will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the County. While you are on modified or transitional work, you are still subject to all other Hood River County rules and procedures.

## Overlap with Other Laws

Hood River County will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA) and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

## Retirement or Resignation

If you choose to resign or retire, it is anticipated that you will give Hood River County as much notice as possible — preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days may not be used in lieu of notice or during the last two weeks of employment.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their direct leadership and/or Human Resources before making a final decision.

Employees must return all Hood River County property including, but not limited to phones, computers, identification cards, credit cards, keys, and manuals, to their direct leadership or Human Resources on or before their last day of work.

## Termination

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and Hood River County's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other Hood River County records.
- Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any Hood River County property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of Hood River County equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on Hood River County property.
- Carrying firearms or any other dangerous weapon on Hood River County premises at any time; excepting County employees who are required to carry firearms as a part of their job duties (i.e. Sheriff's Office deputies and all other sworn law enforcement personnel).
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on Hood River County property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another Hood River County employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- County Employees shall be neat and clean in appearance, dress appropriately for their positions and conduct themselves in a manner that is respectful, courteous and professional.

- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the Hood River County.
- Misrepresentation of Hood River County policies, practices, procedures, or your status or authority to enter into agreements on behalf of the Hood River County. Employees may not use the Hood River County's name, logo, likeness, facilities, assets or other resources of the Hood River County for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or Hood River County policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Hood River County or outside regulatory or legislative bodies.
- Harassment or discrimination that violates Hood River County policy.

This statement of prohibited conduct does not alter Hood River County's policy of at-will employment. Except for employees subject to a collective bargaining agreement or contract of employment, Hood River County remains free to terminate the employment relationship at any time, with or without cause or notice.

## Layoff

If there are any changes in legislative jurisdiction, intergovernmental agreements, job duties, lack of work, or lack of funds, the Administrator may direct a Department Head(s) to lay off employee(s).

To the greatest extent possible, seniority within a Department and seniority within a classification will be taken into consideration when any layoff occurs. Department Heads shall make the final determination as to the best possible method of serving the general public and operating an efficient and effective Department with a reduced staff.

At such time as there is recall to employment after a layoff, the recall shall be in reverse order to the layoff, provided that the employee having been laid-off possesses the needed qualifications and abilities for the position being reinstated.

If an employee applies for a vacancy in a classification other than one in which they have received prior training, the individual will have to compete with other applicants.

An employee who is not recalled to work or reinstated within one year of lay off will be discharged from county service and will have to reapply as a new applicant for any County vacancies.

## Return to work from Layoff, Resignation, Retirement

An employee, who had previously attained regular employee status and left in good standing, who within one calendar year after layoff, resignation, retirement occurs is recalled or returns to work in the same department and in the same classification, will have will begin accruing benefits again on the first of the month following reinstatement. Rates of accrual will be continued as they were before layoff, resignation or retirement. A reinstated employee will be eligible for the appropriate annual step after 12 months employment, provided that the salary range for the position is not exceeded. The 12 months employment shall be a combination of service prior to the layoff, resignation, retirement and after the reinstatement occurred and subject to only one increase per fiscal year per classification.

## Policy Against Retaliation

Hood River County will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he or she is disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by Hood River County policy).

In addition, Hood River County prohibits retaliation against an employee because he or she participates in good faith in any investigation or proceeding resulting from a report made pursuant to this policy.

Further, no County employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The County may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his or her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance.

Furthermore, an employee is not entitled to protections under this policy if the County determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

## Alcohol/Drug Use, Abuse and Testing

Hood River County works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to the County's reputation.

Hood River County expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement principles). This policy revises and supersedes all previous drug and alcohol testing policies and practices.

### Prohibited Conduct

- Possession, transfer, use or being under the influence of any alcohol while on Hood River County property, on Hood River County time, while driving Hood River County vehicles (or personal vehicles while on Hood River County business), or in other circumstances which adversely affect Hood River County operations or safety of Hood River County employees or others.
- Law enforcement employees may possess or transfer alcohol during the performance of their law enforcement duties, *e.g.*, collecting evidence.
  - The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on Hood River County property, on Hood River County time, while driving Hood River County vehicles (or personal vehicles while on Hood River County business), or in other circumstances which adversely affect Hood River County operations or safety of Hood River County employees. Employees may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance in system while on Hood River County property or on Hood River County time.
  - Law enforcement employees may possess narcotics, drugs or other controlled substances while engaging in law enforcement duties, *e.g.*, collecting or transporting evidence.
  - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.

- As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to Hood River County property, or possessing, items or objects on Hood River County property that contain any "controlled substance," including, for example, "pot brownies" and candy containing marijuana. This prohibition does not apply to law enforcement employees who bring or possess such items in connection with law-enforcement work. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in Hood River County property.
- Bringing marijuana-related equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (among other drugs), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia. This prohibition does not apply to employees who possess such items in connection with law enforcement work.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to Hood River County property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

## Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or Hood River County operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect Hood River County operations or safety of Hood River County employees or other persons, Hood River County may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide Hood River County with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their Supervisor other means of accommodating the disability in the workplace, as Hood River County will not agree to allow an employee to use medical marijuana as an accommodation. (See Disability Accommodation Policy.)

## Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, Hood River County may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the [Contact] or the [Contact]'s designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:

- a pattern of abnormal or erratic behavior;
- information provided by a reliable and credible source;
- direct observation of drug or alcohol use;
- presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- unexplained significant deterioration in individual job performance;
- unexplained or suspicious absenteeism or tardiness;
- employee admissions regarding drug or alcohol use; and
- unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to [Contact]. Whenever possible, supervisors should locate a second employee or witness to corroborate their “reasonable cause” findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by [Contact]. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

## Post-Accident Testing

Employees are subject to testing when they: (a) cause or contribute to accidents that seriously damage a Hood River County vehicle, machinery, equipment or property; (b) result in an injury to themselves or another employee requiring offsite medical attention; or (c) when Hood River County has reasonable cause to believe that the accident or injury may have been caused by drug or alcohol use.

## Search of Property

When reasonable suspicion exists to believe an employee possesses alcohol or a controlled substance on Hood River County property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, Hood River County may search the employee's possessions located on Hood River County property, including but not limited to, clothes, locker, lunchbox, toolbox, and desk. Employees should have no expectation of privacy in any items they bring on to Hood River County property, or in property, equipment or supplies provided by Hood River County to employee.

## Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

## Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug- or alcohol-related activity within five days of the arrest or conviction;



- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

## Drug and Alcohol Treatment

Hood River County recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. Hood River County is willing to help such employees obtain appropriate treatment.

An employee who believes that he or she has a problem involving the use of alcohol or drugs should ask a supervisor or Human Resources for assistance.

Hood River County will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the County to the extent its existing benefits package covers some or all of the program costs.

Although the County recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of Hood River County policy is discovered, the employee's willingness to seek County or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

## Discipline and Consequences of Prohibited Conduct

An employee who tests positive for drugs or alcohol in accordance with this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with their performance and to specify the performance required for the employee to achieve in order to continue to be employed by Hood River County. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

## Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or Hood River County is prohibited unless written authorization is obtained from the employee.

## Training and Travel Reimbursement

Whenever any County employee, member of the Board of Commissioners, volunteer or member of any other County authorized Board or Committee is required to travel in the performance of his/her job or official duties, that person will be allowed, in addition to his/her normal compensation, the actual and necessary travel expenses; provided such travel expenditures are in accordance with the County policies covering such travel, the departmental budget and approval by the Department Head for that purpose.

All expenses for training shall be within the funds provided in the departmental budget for this purpose. Transportation cost and time in transit are subject to State Bureau of Labor rules. Generally, reasonable travel time may be considered as hours worked if the supervising authority has approved the job-related training and the employee is not required to stay overnight. When there is a requirement to stay overnight, travel time will be paid as hours worked when it cuts across the employee's normal workday or during the corresponding hours on non-working days. Overtime may be waived to participate in ongoing

training or educational programs if it is for certification required by law or ordinance and the training takes place outside of the employee's regular working hours. The County will not pay for or reimburse the costs incurred by a spouse, registered same-sex domestic partner or travel companion who accompanies the employee on County approved travel.

Travel within the borders of Oregon and Washington requires the approval of the Department Head prior to the actual travel date.

Travel outside of the borders of Oregon and Washington is considered out-of-state travel. Such out-of-state travel will require approval by the Board of Commissioners in advance of the travel date. If the out-of-state travel is not pre-approved, the expense reimbursement may be denied. A copy of the Board of Commissioners agenda item reflecting the authorization to travel shall be attached to any expense reimbursement request related to the out of state travel.

The County shall pay all reasonable expenses for lodging required in relation to travel that takes the employee away from home overnight in the pursuit of County business. Lodging expenses and related arrangements are to be incurred at the lowest reasonable cost level for the County in consideration of the use of the public funds provided for these purposes.

Employees are responsible for arranging their own itineraries, keeping records of the travel and submitting for reimbursement after return from travel.

**For specifics on necessary processes and documentation, please contact Budget and Finance Department.**

## Per Diem

Whether travel is 1 full day or overnight, Hood River County pays per diem for meals only while on official County travel for training or conferences. Meals included as part of your conference/training registration are NOT eligible for per diem. If you elect to not eat the meal provided you are still not eligible for per diem for that meal since the County has already paid for the meal through the registration fee. If you have received per diem for a meal you are not allowed to use the county credit card or a personal card and then seek reimbursement since you have already been paid per diem for that meal. Meals being provided or reimbursed by another entity/individual etc., are NOT eligible for per diem.

Per Diem does not apply to hotels, motels, airfare, parking, taxicabs, bus fare, luggage charges etc., these official county travel expenses should be paid for with the County credit card. Per Diem rates apply to all meals purchased whether per diem was received prior to travel or as reimbursement after travel.

## Credit Cards

County provided credit cards are to be used mainly for travel expenses with receipts for related charges, documented and approved by the department leadership and submitted to Administration within two (2) business days of returning from travel. If late submittal results in late charges from the credit card company, the department(s) creating the delay will bear those charges.

County Credit Cards may be used to pay for business meals. The meal must be a part of a formal business meeting and integral to the continuity of conducting business. The business discussed during the meal must be integral to the goals and objectives of the meeting. Documentation for the meeting to include reason for meeting and receipt for meal. Alcohol is not allowed to be charged on a County Credit Card.

A personal credit card is acceptable for use in County related business only if a county credit card is not available to the staff person or in the event of an emergency. Documentation of the reason for personal credit card use shall be made on the expense reimbursement form.

**For any questions regarding credit card expense submission documentation and requirements, please contact Budget and Finance.**

## Vehicle for Travel

Whenever possible, a County vehicle shall be used for all job-related travel. Use of a County vehicle shall be for County purposes only and not combined with any personal use unless approved by the Department Leadership prior to the use of the vehicle. All such approvals must be confirmed in writing and a copy submitted with any related expense reimbursement form. In the event a County owned vehicle is not available, and a personal vehicle is used reimbursement for mileage shall be at the rate used by the IRS as of the date of travel.

Use of a personal vehicle needs to be approved in writing by the department leadership before travel. The County is not responsible for any insurance deductible, cost of repairs or any losses from theft or vandalism related to any personal vehicle, or the contents therein, while being used for County business.

Personal family members, volunteers or non-County employees may not be transported via County owned vehicles.

**For process and necessary documentation when submitting vehicle expense reimbursements, please contact Budget and Finance Department.**

## Volunteers on Travel

Volunteers are not eligible to receive a per diem advance. Meals for volunteers should be paid for with the county credit card, holding to the per diem allowances listed above (if you are traveling with them) or the volunteer will need to pay for the meal themselves and then seek reimbursement from the County at the per diem rate. Sheriff Reserve Deputies are not considered volunteers for this purpose only, and therefore are eligible for a per diem travel advance as allowed.

## Artificial Intelligence in the Workplace

This policy aims to ensure that employee use of AI Chatbots conforms with Hood River County's policies and goals relating to privacy, confidentiality and data security and is used to enhance productivity and efficiency.

Although AI takes many forms and can serve many different functions, this policy addresses only the use of a web-based interface to ask or "prompt" the chatbot in a conversational manner to find answers to questions or to create or edit written content (for example, Open AI's ChatGPT and Google's Bard). This policy applies to all Hood River County employees and to all work associated with Hood River County that those employees perform, regardless of location (on or off County premises).

### AI Usage in General

Employees wishing to use AI chatbots in connection with work should discuss the parameters of the intended use with their supervisor or manager. The supervisor or manager may approve, deny or modify the requested parameters as best meets Hood River County policy, legal requirements or other needs of the County. A supervisor or manager may not approve any request to use AI when the use will involve entering propriety or confidential Hood River County data without review by County Administrator and County Information Services Manager.

All AI chatbot-generated content must be properly cited as "AI chatbot-generated content" when used as a resource for Hood River County work, except for general correspondence (such as email or text).

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify actual information generated by the chatbot, that information cannot be used for work purposes.

Authorized AI-generated uses include general knowledge questions meant to enhance your understanding on a work-related topic; to brainstorm ideas related to projects you are working on; to create formulas for Excel spreadsheets or similar programs; to develop or debug code (to be verified before use); to draft an email or letter; for drafting job descriptions or job announcements; or to summarize online research or to create outlines for projects.

Employees must always comply with Oregon's record retention and public records laws, and any Hood River County policy relating to the retention or destruction of public records.

## Prohibited AI Uses

Prohibited AI-generated uses include:

- Using any text created by an AI chatbot in final work products of any kind (except as noted above);
- Copying/pasting, typing or in any way submitting Hood River County content or data of any kind into the AI chatbot;
- Inputting confidential or sensitive information about Hood River County employees (past or present), any individual with reasonable or legally protected privacy interests, or descriptions of the County personnel matters into the AI chatbot; or
- Inputting data or information into an AI chatbot that discloses confidential or proprietary information of Hood River County.

## Ethical use

Employees must use generative AI chatbots in accordance with all Hood River County policies and values. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the County. Such misuse will result in discipline, up to and including termination of employment.

## Monitoring

All Hood River County policies relating to computer usage, mobile devices and the like apply when using AI chatbots on work time, regardless of whether the equipment is owned or provided by the County.

## Cellular Devices Policy

This policy applies to employee use of cell phones, smart phones (including iPhones, “smartphones” and similar devices), tablets and similar devices, all of which are referred to as “cellular devices” in the Cellular Devices Policy.

Employees are allowed to bring personal cell phones and cellular devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or Hood River County provided cell phones/cellular devices may not violate Hood River County’s policies against harassment and discrimination. Thus, employees who use a personal or County provided cell phone/cellular device to send a text or instant message to another employee (or to a citizen or someone not employed by Hood River County) that is harassing or otherwise in violation of the County’s no-harassment and no-discrimination policies will be subject to discipline up to and including termination.

Nonexempt employees may not use their personal or Hood River County provided cell phone/cellular device for work purposes outside of their normal work schedule without written authorization in advance from the employee’s direct leadership. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.

## Employee Use of Hood River County Provided Cell Phones/Cellular Devices

Cell phones/cellular devices may be made available to Hood River County employees on a limited basis to conduct County’s business. Determinations as to which employees may receive Hood River County provided cell phones will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, Hood River County may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the County away from the office (see Human Resources for more information).

Employees who receive a cell phone or cellular device from Hood River County must agree to not use the cell phone/cellular device for personal use except in emergency situations and must abide by all aspects of the Cellular Device Policy. Further, employees who receive a cell phone or cellular device from Hood River County must acknowledge and understand that because the cell phone/cellular device is paid for and provided by Hood River County, or subsidized by Hood River County, any communications (including text messages) received by or sent from the cell phone/cellular device may be subject to inspection and review if Hood River County has reasonable grounds to believe

that the employee's use of the cell phone violates any aspect of the Cellular Device Policy or any other Hood River County policy.

An employee who refuses to provide Hood River County access to his/her personal cell phone/cellular device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Employees may not use Hood River County -provided cell phones or cellular devices to call 1-900, 1-976 or similar "pay per minute" services. Further, family and friends may not use an employee's Hood River County -provided cell phone/cellular device.

## Employee Use of Cell Phones/Cellular Devices with Cameras

Cameras of any type, including cell phones or cellular devices with built-in cameras and video photography options, may not be used during working hours, or at any Hood River County sponsored function unless authorized to do so by Human Resources or the County Administrator.

## Cell Phones/Cellular Devices and Public Records

Hood River County related business conducted on the County provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against Hood River County.

## Cell Phone/Cellular Device Use While Driving

The use of a cell phone or cellular device while actively driving may present a hazard to the driver, other employees and the general public and is against the law. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of Hood River County vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the County.

Employees are prohibited from using handheld cell phones for any purpose while driving on Hood River County authorized or County related business. This policy also prohibits employees from using a cell phone or other cellular device to send or receive text or "instant" messages while driving on Hood River County business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

## Use of Hood River County Email and Electronic Equipment, Facilities and Services

Hood River County uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet and any new technologies used in the future. This policy governs the use of such County property.

To promote the safety of employees and company visitors, as well as the security of its facilities, Hood River County reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras will be positioned in appropriate places within and around company buildings. The only exceptions to this policy include private areas of restrooms, showers and dressing rooms.

## Ownership

All information and communications in any format, stored by any means on or received via Hood River County's electronic equipment, facilities or services is the sole property of Hood River County.

## Equipment Use

All of Hood River County's electronic equipment, facilities and services are provided and intended for County business purposes only and not for personal matters, communications or entertainment. Access to the Internet, websites and other electronic services paid for by Hood River County should be used for County business only. This means, for example, that employees may not use the County provided Internet, or County electronic equipment, facilities and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate Hood River County's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or Hood River County, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other Hood River County specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use Hood River County provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). Hood River County email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

## Inspection and Monitoring

Employee communications, both business and personal, made using Hood River County electronic equipment, facilities, and services are not private. Any data created, received or transmitted using Hood River County equipment, facilities or services are the property of Hood River County and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on Hood River County's electronic equipment, facilities or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect Hood River County's ownership of the electronic information, electronic equipment, facilities, or services, or Hood River County's right to inspect such information. Hood River County reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of Hood River County's electronic equipment, facilities and services, including all communications and internet usage and resources visited. Hood River County will override all personal passwords if it becomes necessary to do so for any reason.

## Personal Hardware and Software

Employees may not install personal hardware or software on Hood River County's computer systems without approval from the employee's direct leadership and Hood River County IT. All software installed on Hood River County's computer systems must be licensed. Copying or transferring of Hood River County owned software may be done only with the written authorization of the employee's direct leadership and Hood River County IT.

## Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by Hood River County management. No employee can examine, change or use another person's files, output or user name unless they have explicit authorization from the employee, the employee's direct leadership and Hood River County IT to do so.

## Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

## Inappropriate Web Sites

Hood River County's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate Hood River County's policies on harassment and discrimination.

## Acceptance of Gifts

No County employee shall accept any gratuity for services rendered on behalf of the County, as defined by applicable ORS pertaining to Government Standards and Practices. No County employee shall make any personal charge for services rendered on behalf of the County or as a result of the use of County equipment or materials.

No County employee shall use or attempt to use his or her official position or office to obtain financial gain or to avoid of financial detriment for him or herself or for his or her family that would not otherwise be available but for the public official's holding of the official position or office as set out in applicable ORS pertaining to Government Standards and Practices

The Board of Commissioners, Department Head or a County Representative may receive, on behalf of the County, gifts, devices, bequests and trusts; such acceptance is subject to approval and formal acceptance by the Board of Commissioners, recorded at a regular meeting.

The gift, device, bequest, or trust shall be acknowledged, and the proper entry made on the deed records, equipment inventory, financial records, etc., to assure that use is for the purpose intended.

Travel financed by a third party is subject to review by the County's supervising authority to ensure compliance as defined by applicable ORS pertaining to Government Standards and Practices.

## Lost, Abandoned or Unclaimed Property

Any employee, while acting as an employee of Hood River County, who discovers lost money, goods or other personal property with a value in excess of \$25.00 shall immediately notify the Department Head, giving information concerning the time and place where the property was found, a description of the property, the circumstances under which it was found and whether or not the owner of the property is known. The property shall then be placed in the possession of the Department Head, who shall submit a written statement containing the information supplied by the finder to the County Administrator and to the Sheriff.

Locating the owner of the money, goods or other personal property shall comply with provisions of Oregon Revised Statutes - Rights and Duties of Finders and Owners - and the County shall be considered the finder.

After there has been compliance with all provisions of Oregon Revised Statutes, and all possible means have been exhausted to locate the owner of the found money, goods or other personal property, the County shall become the owner and may use or dispose of the property as it sees fit.

## Outside Employment

Generally, employees may obtain employment with an employer other than Hood River County or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of Hood River County time (including the employee's work time), County facilities, equipment and supplies, or the prestige or influence of the employee's position with Hood River County. In other words, the employee may not engage in private business interests or other employment activities on the County's time or using the County's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the County.

Hood River County requires employees to report outside employment to their Supervisor or Department Head before the outside employment begins. Regular full-time employees need approval of their Supervisor or Department head prior to obtaining outside employment. Thereafter, an employee must provide an update to their Supervisor or Department head on an annual basis, or sooner if any changes in outside employment occurs. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

## Selling Among Employees

Selling among employees shall be controlled by the Department Head. Any display or demonstration of articles to be sold shall be confined to areas not used by the general public.

## Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by Hood River County (see "Holidays"

section), the County is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the County Administrator (or his/her designee) will decide whether to and to what extent the County will close.

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your direct leadership before the start of your normal work shift. Safety and a trustworthy approach are your guides. Employees have the option to leave early or not report at their own discretion (upon notification to your direct supervisor) and utilize any form of leave except sick leave (including LWOP). Employees exercising that option will not receive closure pay.

Authority to close County offices early due to inclement weather or other emergent situations rests with the County Administrator. In the event of an emergency closure, Hood River County Emergency Response Plan outlines the required emergency support functions that may be necessary to support County continuum. In the event offices are closed early (or not opened at all), the following policies shall apply:

- All employees scheduled to work that day will be compensated at straight time (closure pay) from the time of the closure until 5:00pm
- If an employee's shift was scheduled to end between the time of closure and 5:00 pm, the employee will receive closure pay only up to the time their shift was scheduled to end
- If an employee's shift has already been completed at the time of closure, the employee will not receive closure pay
- If an employee's shift is scheduled to end after 5:00 pm the employee will receive closure pay to the end of their scheduled shift
- Employees not scheduled to work that day (including those on vacation or sick) will not receive closure pay



## Driving While on Business

Employees using a private vehicle to conduct Hood River County's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized County business use should make any necessary arrangements with their insurance carriers.

The County may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment. Once you are employed with Hood River County, we may receive automated reports from the Department of Motor Vehicles (DMV). The reports notify Hood River County when there are transactions on your driving record such as speeding tickets and citations.

While on Hood River County business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy, above.

Employees who receive a ticket or citation while driving a Company-owned vehicle or while on Company business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

## Workplace Inspections — No Right to Privacy or Confidentiality

This policy applies to inspections and investigations conducted by Hood River County pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems.

Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the County; these areas are not private.

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

## Smoke-Free Workplace

Hood River County provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and any visitors to Hood River County property, vehicles or facilities/buildings.

Hood River County buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, Hood River County prohibits tobacco/marijuana use in or around Hood River County vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of Hood River County's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second- story windows.

## Ethics

At Hood River County, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the Hood River County or the County's citizens.

We at Hood River County are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the County from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets Hood River County or Oregon's ethical standards, please talk with your direct leadership, Human Resources or the County Administrator. It is contrary to the values of Hood River County for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the County. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

## Workplace Violence

Hood River County recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by Hood River County.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with Hood River County, or that threaten the safety, security or financial interests of the County. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official.

Employees should make such reports directly to their leadership and Human Resources.

Hood River County also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

## Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

- All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on Hood River County property, or in a Hood River County vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
- All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
- If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

## Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of Hood River County employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

## References

All requests for professional references or recommendations must be directed to Human Resources. No manager, supervisor or employee is authorized to release professional references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn “recommendations” or using a website on the internet to discuss a current or former employee’s performance or termination of employment.

In practice, Hood River County discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

## Confidential Hood River County Information

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with Hood River County policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of Hood River County) may be removed from our premises without permission from Human Resources or the County Administrator. Likewise, any materials developed by Hood River County’s employees in the performance of their jobs is the property of the County and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the Hood River County’s business may not be disclosed to anyone, except where required for a business purpose or when required by law.

## Employee Acknowledgement

### Acknowledgment of Receipt of 2024 Hood River County Personnel Policies

I acknowledge that I have received and will read a copy of Hood River County's 2024 Employee Handbook. I also understand that a copy of the Hood River County's Employee Handbook is available to me at any time to review on the Human Resources Link of the Hood River County Website.

I understand that Hood River County has adopted the Hood River County Employee Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the County's sole discretion. I acknowledge that the Hood River County Employee Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either Hood River County or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review Hood River County's policies regarding equal employment opportunity and that the County aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to Human Resources, the County Administrator or any trusted manager or supervisor.

During my employment with Hood River County, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies as issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.