



# Employee Handbook



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# INTRODUCTION

# WELCOME TO WEST SLOPE WATER DISTRICT

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Welcome to **West Slope Water District** – we are glad you have joined us.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships.

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

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

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

Sincerely,



**Michael W. Grimm, P.E.**  
**General Manager**



**Wendy K. Irwin, CPA**  
**Finance Manager**

## ABOUT OUR DISTRICT

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The West Slope Water District (District) was formed in 1922 as a municipal corporation and provides domestic water service to residential and commercial customers as well as water for fire protection. An elected five-member Board of Commissioners governs the District.

The District is situated in Washington County, west of Portland, and is bounded by the Multnomah County line on the east and the City of Beaverton on the west. Highway 26 marks the northern border and the Beaverton-Hillsdale Hwy is generally the southern border. The area within the District is about three-and-one-half square miles.

The District serves approximately 10,500 residents with about 3,200 service connections, including residential, commercial, irrigation, and fire suppression. The District purchases water from the City of Portland and has an emergency supply connection with the Tualatin Valley Water District. The District has three water reservoirs: two concrete reservoirs at Sylvan Hill property, one with a 2.25 MG storage capacity and one with a 3.0 MG storage capacity, and one steel tank on Canyon Dr. with a 0.8 MG storage capacity.

Every five years the Board of Commissioners develop a strategic direction for the District. As part of their most recent strategic plan for 2021-2026, the following was affirmed:

### **Our vision is to**

Provide equitable and sustainable stewardship of water resources to ensure continuous availability of high-quality drinking water.

### **Our mission is to**

Provide equitable access to safe, clean, and reliable water for customer use and fire suppression.

### **We practice stewardship by holding true to these values**

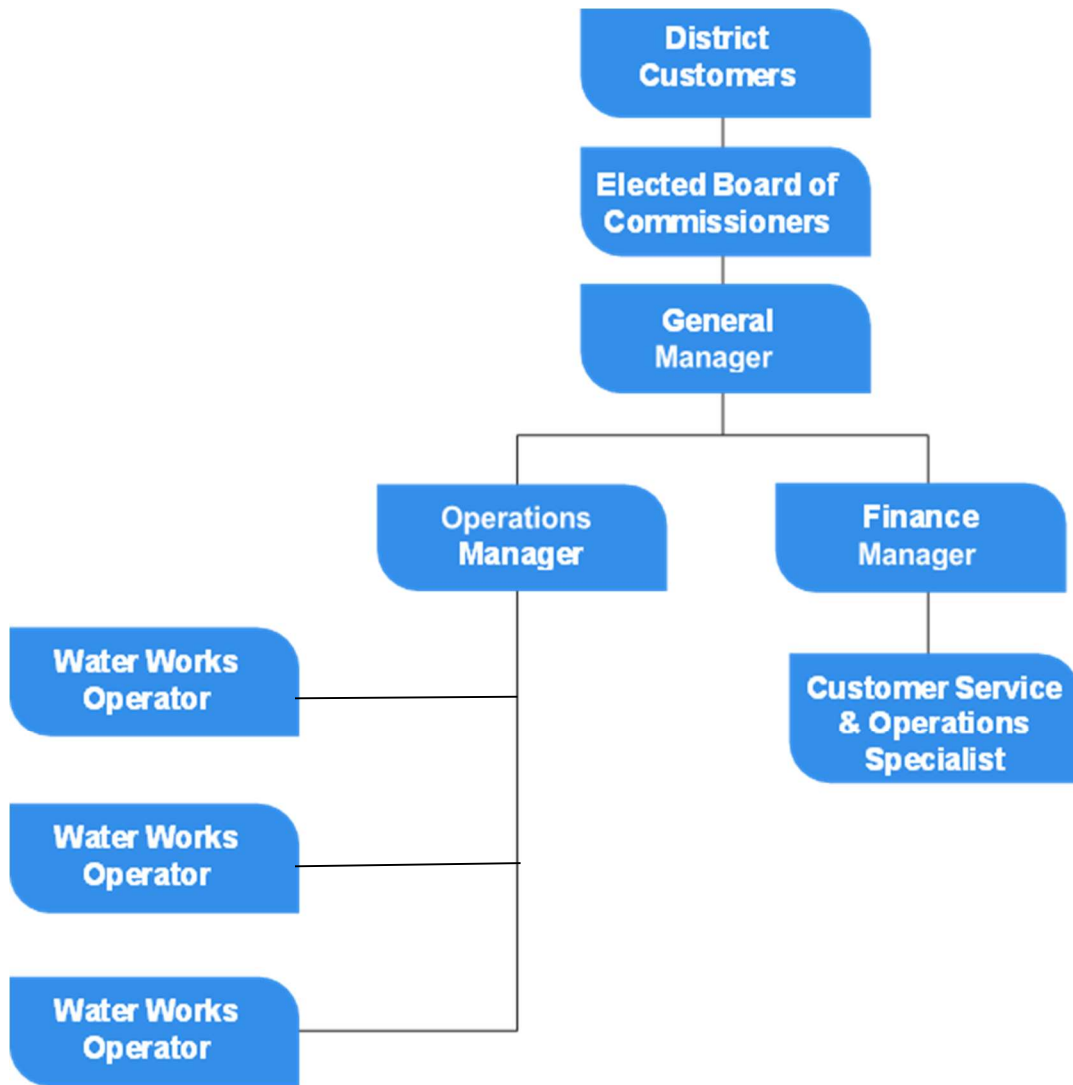
- Respect and courtesy to all people
- Integrity in our dealings
- Commitment to an equitable organization serving a diverse community
- Accountability to customers
- Transparency in our activities

Please refer to our website at [www.wswd.org](http://www.wswd.org) to find a list of goals and strategies for the current 5-year strategic plan.



# ORGANIZATIONAL CHART

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## ABOUT THIS HANDBOOK

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

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

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

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

**This handbook is not intended to undermine or remove your rights as outlined by the National Labor Relations Board (NLRB). We fully acknowledge and respect your rights to engage in protected concerted activities, which include the right to discuss wages, working conditions, and other terms of employment with your fellow employees, as well as the right to form, join, or assist labor organizations. If you have any concerns or questions regarding your rights or any content in this handbook, please seek clarification from your HR representative or legal counsel.**

This current Handbook supersedes any prior written or oral policies, resolutions, statements, or understandings on these subjects. The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide updates so you can keep your Handbook current.

The Board of Commissioners has authorized the General Manager to implement, review, and update the employee handbook as needed. No representative of the District other than the General Manager has the authority to enter into any arrangement or modification of the provisions of these personnel policies, and any such alternative arrangement or modification must be in writing and signed by the General Manager.



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

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

# EMPLOYMENT POLICIES

## **EMPLOYMENT RELATIONSHIP**

---

You and West Slope Water District are engaged in an “at-will” employment relationship. Therefore, employment at the District is not for a defined period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the General Manager. It cannot be altered, except when in writing and signed by both you and the General Manager. The District will not make and will not be bound by any oral promises concerning the length or terms of your employment.

The General Manager is the only position that is under contract and not considered an “at will” employee. Provisions of employment, notice, and separation are outlined in the contract between the Board of Commissioners and the General Manager under a separate agreement.

### **Equal Employment Opportunity**

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

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

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

All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to management’s attention. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by management or co-workers.



## AMERICANS WITH DISABILITIES ACT

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

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function such as walking, seeing, hearing, breathing, bodily functions, etc.
- They have a history of such impairment; or,
- They are regarded as having such impairment.

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

The District offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodation. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodation is available to employees and applicants, as long as the requested accommodation does not cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA should discuss their need for possible accommodation with the General Manager.

## ANTI-HARASSMENT

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

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

Sexual harassment or assault is also a form of harassment. Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation. The following conduct is considered to be sexual harassment:

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching will not be tolerated at The District. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

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

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

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of The District, you have the responsibility to immediately report any actions or words which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

### ***Reporting Incidents of Harassment***

Employees are advised to document all complaints of workplace harassment including prohibited conduct such as discrimination and harassment based on protected classes, disability, military and sexual assault. If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our anti-harassment policy, you must immediately report the matter to the General Manager or the Board Chair. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation. We will also check in with you quarterly following receipt of the information to ensure the matter has been resolved and continues to meet the organization's standards.

All complaints and concerns of harassment may be brought forward within five years of the alleged violation and will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

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

### ***External Complaint Procedure***

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:  
[https://www.oregon.gov/boli/CRD/Pages/C\\_Crcompl.aspx](https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx)
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.



### ***Employment Agreements***

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

### ***Additional Employee Support Services***

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance for counseling and legal advice:

Canopy Employee Assistance Program (EAP)

Phone: 1-800-433-2320

Online: <https://canopywell.com/Employee-Assistance>

Download the Canopy App by searching: "Canopy app"

Register as a member using the organization name: SDIS

## WORKPLACE PROFESSIONALISM

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

The District defines unprofessionalism as a repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and board members, that the District will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We will consider the following examples as unprofessional; however, this list is not considered comprehensive. Any actions that create the same or similar result will also be considered.

- Making comments on Facebook, texting, misuse of other forms of social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas

Any District employee who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our anti-harassment policy. It is up to the employee to define and report all experiences of unprofessionalism. All reports will be investigated and addressed. Making false, baseless, or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

## DISPUTE RESOLUTION

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

### ***Reporting Issues Other than Harassment/Discrimination***

Any other questions or concerns you may have should be discussed with your immediate supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your supervisor will generally follow-up on your concerns, in writing, within one week.

We realize there may be valid reasons to forego this initial step; in those circumstances (*i.e.*, a concern involves an immediate supervisor), you may go directly to the next level of management or to the Board of Commissioners for assistance.

## EMPLOYMENT

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

Our goal will always be to select the most qualified person for each available job.

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

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job duties, schedule, or location. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

### ***New Employee Orientation***

New employees are expected to attend a thorough orientation with their supervisor within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

### ***Introductory Period***

As a new employee, you are hired on a six (6) month introductory period. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated on or before the end of the introductory period, and then a decision about your employment status will be made and shared with you. This will not change the at-will condition of your employment.

### ***Promotions and Transfer Training Period***

If you are promoted or transferred to a new position, you must also complete an introductory period of six (6) months to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

### ***Re-employment***

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees. If an employee returns within twelve (12) calendar months their previous Sick Leave balance will be restored in full.

### ***Credit for Prior Seniority***

Employees who are rehired by the District will receive credit for prior time worked as follows:

- Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within twelve (12) calendar months after the separation date.
- Employees who voluntarily resigned from their employment with the District will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within six (6) months after the resignation date. However, a new anniversary date will be established based on the date of rehire.
- All other rehires shall be considered new employees, except where the Employee Retirement Income Security Act may rule otherwise for pension purposes.

### ***Employment Classifications***

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered full-time, part-time, or temporary, as described below:

Regular Full-time: An employee who is regularly scheduled to work 30 hours or more per week. This classification normally is eligible for benefits.

Regular Part-time: An employee who is regularly scheduled to work at least 15 but less than 30 hours per week. This classification is normally eligible for benefits, but on a pro-rata basis.

Temporary: An employee who is hired for a specified period of time, usually no more than six months. This classification is typically not eligible for benefits, except for those mandated by law.

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

Exempt: An employee generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law. Exempt employees are exempt from the overtime pay and minimum wage requirements under federal and state laws. Therefore, for exempt employees, no deduction of pay will be made for hours worked fewer than 173.33 per month unless authorized by law.

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

## EMPLOYMENT RECORD KEEPING

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### ***Access to Personnel Files***

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

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

### ***Change in Personal Data***

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have any changes in the following items, please notify the Finance Manager in writing so that your personal information can be updated in our files.

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiaries
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment

# EMPLOYMENT RELATIONS AND CONDUCT

## ETHICS

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

### ***Public Officials***

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

An elected commissioner has a fiduciary responsibility to the District and is considered a public official. In addition, upon employment with the District you also became a public official.

### ***Gifts***

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

A legislative or administrative interest is defined under ORS 244.020(10), and is summarized as follows: an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official’s capacity as a public official.

### **Example:**

A cellular service provider offers a discounted cell-phone plan for first responders. The discounted plan is available only to first responders who work for state or local governments. Because the discounted cell-phone plan is not available to members of the general public on the same terms and conditions, it is a gift subject to the restrictions and limitations in ORS 244. First responders who are in positions to make official decisions for their agencies that could financially affect the cellular service providers, such as Fire Chiefs or board members, could not accept the discounted cell-phone plan since the discount totals more than \$50 in a calendar year; however, first responders who are not in positions to make official decisions for their agencies that could financially affect the cellular service provider could accept the discounted cell-phone plan.

### ***Use of Official Position or Office***

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

Except:

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

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

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

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

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

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

### ***Honoraria***

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

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

### ***Financial Interest in Public Contracts***

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

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

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

### ***Compliance***

The Oregon Government Ethics Commission provides training and advice in addition to overseeing compliance with ethic laws. For issues of compliance, investigations by the Commission are initiated through a complaint procedure.

The Commission has a variety of sanctions available after making a finding that a violation occurred. Sanctions range from letters of education, reprimand, or explanation, to civil penalties and forfeitures. The maximum civil penalty that can be imposed on a public official for each violation of Oregon Government Ethics law is \$5,000 except for certain violations under ORS 244.045 and ORS 244.040 where there is a maximum penalty of \$10,000 and \$25,000, respectively.

# CONFIDENTIALITY

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## ***Organization and Customers***

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

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

## ***Employee Records***

The District's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the District will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

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

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



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

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

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

## WORKPLACE RULES

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

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. The District's records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the District or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, *etc.*) will be condoned. This also applies to alcohol consumption or any other controlled substance when representing the District in a business or social capacity.
5. You are expected to maintain the confidentiality of organization information, employee information, or customer information in your possession.

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

## WHISTLEBLOWER PROTECTIONS

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Two of the core values found in the District's current strategic plan are accountability to customers and transparency in activities. We believe all employees and elected officials are obligated to conduct District business with honesty and integrity and in compliance with all federal, state and local laws, regulations, and rules. The District also believes each employee has the full right to report any illegal, dishonest or fraudulent activities related to District operation or governance without fear or threats of retaliation should they witness such activities by co-workers, management, or elected officials.

Therefore, the District encourages any employee with knowledge of an illegal or dishonest activity to report it to the General Manager and the Board Chair. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures.

If the employee believes the activity involves the General Manager or the Board Chair, the employee should report the activity to the District's legal counsel, Local Government Law Group at (541) 485-5151. The employee may report the activity to a chief executive officer employed by another District, a state or federal regulatory agency, a federal, state or local law enforcement authority or another attorney licensed to practice law in the State of Oregon if a confidential communication is made in connection with the alleged violation.

The District's legal counsel may report violations to the Attorney General subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the General Manager.

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

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible.

The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the General Manager immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.



## DRESS CODE AND GROOMING

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Employees contribute to the atmosphere and reputation of the District in the way they present themselves. A professional appearance is essential to a favorable impression with customers. Good grooming and appropriate dress reflect employee pride and inspire customer confidence.

We are committed to creating a diverse, inclusive, and equitable workplace that values and respects all individuals, regardless of their natural hair texture and hairstyle. We recognize that natural hair is an essential part of self-expression and cultural identity and discrimination based on these attributes is not acceptable in our organization.

A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly-revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

Additionally, clothing, jewelry, and hair should not be loose or dangle in such a way that creates any kind of safety hazard.

Body piercing jewelry and body art that does not convey a professional image should not be visible.

Good individual judgement is the best guideline, but management retains the right to determine appropriateness in appearance and dress. Employees who do not meet a professional standard may be sent home to change. If you are asked to leave work to change clothes, you must utilize vacation or comp time. Management may make exceptions to the Dress Code for special occasions. An employee unsure of what is appropriate should check with their supervisor.

## COMMUNICATION AND SOFTWARE SYSTEMS

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### ***Electronic Communication Systems***

The District provides electronic systems to maintain communications both within the organization and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these electronic communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, tablets, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are tools and are to be used for business purposes only. Use of District systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization and are subject to public records requests and disclosure.

As an employee, you must not permit any proprietary or confidential information of the District to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

### **WiFi Network**

The District provides two options for connecting to our WiFi network, one available for guests (WSWDguest) and one for the confidential use on District owned devices (WSWDPrivate). Any connection to the District's WiFi network requires management's approval and a password to gain access.

Employee's personal, vendor, or guest devices can only use the District's Guest WiFi network and are not allowed to access the District's server and confidential electronic files.

### **Protection and Cybersecurity**

Although the District recognizes that the internet may have useful applications to our business, you may not engage in internet use unless a specific business purpose requires such use.

Many internet sites collect information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two realities with internet use. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of certain sites may mean more SPAM sent to your e-mail account. When reading emails, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

When using internet sites for District business purposes, use unique alpha/numeric passwords that are changed every six months and include 2-factor authentication when available. Do not share passwords and keep them in a secure location such as the password app provided by our IT provider.

When using social media sites, be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

### **Organization-owned Personal Computers and Mobile Devices**

To protect the integrity of our systems, all software used on our organization-owned computers and mobile devices must be registered with management and a virus check performed.

If you are connected to the organization's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the information was accessed is lost or stolen. In order to protect this information, the organization retains the right to delete data and applications from any device that contains the organization's information. **This right to delete such information may be exercised remotely or on-site if the organization determines such action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the organization's ability to delete this information at any time.**

This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that you regularly sync any personal data, as the wipe command does not differentiate between business and personal information.

Obviously, it is critical that any loss or theft of a mobile device, including laptops, be immediately reported to management. Please ensure that your device is secure and protected and that proper safeguards in place at all times.

### ***Electronic Mail System***

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on District letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality; all passwords to District systems must be disclosed to District management.

### ***Mobile Phones***

Where job or business needs necessitate immediate access to an employee, the District may provide/require a business mobile phone for work-related communications. This phone is provided for business use only. Keep in mind that mobile phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If a District-provided phone is used for personal use, any phone charges incurred by an employee related to personal use will be the sole responsibility of the employee.

Any use of a mobile phone while driving may present an unsafe condition for the driver, other employees, and the general public. The District prohibits the use of mobile phones while driving, except when hands-free accessories are used. In cases where a phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both District-owned and private vehicles. If an employee is using a phone while driving outside of the above referenced rules and regulations and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

The District realizes that employees must occasionally make and receive personal phone calls, text, and email at work. Such personal communication must be kept to a minimum and should impact your work as little as possible.

### ***Social Media***

It is not the intent of this policy to unduly limit employees' access to social media platforms, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using an organization-provided computer or mobile phone or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light.

***Prohibited Conduct***

Behavior and judgement in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content regarding the District or its employees that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee’s right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

## PERFORMANCE MANAGEMENT AND REVIEW

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To establish a meaningful performance evaluation system upon which The District can continuously monitor the effectiveness of District operations and employee performance, all employees will receive annually scheduled formal performance evaluations.

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

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

Our performance appraisal program is intended to be participatory and equally involves input from both you and your supervisor. This allows you to contribute to the growth and improvement of the District as well as receive feedback on your own personal employment goals.

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

## CORRECTIVE ACTION

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

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

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

Corrective actions taken at the discretion of management will be documented in writing and placed in your personnel file and may include **any** of the following:

- Verbal counseling with you, which will be documented in writing
- Written warning
- Suspension, which is normally used to remove an employee from the District's premises during an investigation or as a disciplinary action and may be paid or unpaid
- Demotion
- Termination

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

Counseling, verbal warning, and written warnings may be undertaken by a supervisor without prior approval from the General Manager. However, the General Manager must be informed by the supervisor when such actions are taken. Suspension with or without pay, demotion, and termination require prior approval from the General Manager before the action is taken.

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# COMPENSATION

## PAY ADMINISTRATION

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The District values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the District to ensure internal equity is achieved. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

### ***New employees***

Your pay as a new employee is established based on the District's Employee Salary Schedule for your starting position with consideration of other factors such as your previous experience and education. The General Manager along with the hiring supervisor has the authority and discretion to determine the starting pay for each new employee.

Increases in pay are available through cost-of-living adjustments, merit-based increases, and certification achievements. Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

### ***Cost-of-Living Adjustment (COLA)***

Each year, the Board approves a cost-of-living adjustment (COLA), which takes effect on **July 1st**. This adjustment is based on the annual percentage change in the Consumer Price Index for all Urban Consumers (CPI-U), Pacific Region, as published by the US Department of Labor, Bureau of Labor Statistics, from April to April.

This approved percentage increase accounts for both the rising cost of living and market comparisons with similar positions at other water utilities in the Portland metropolitan area. This increase is applied to both your individual pay as well as to the District's Employee Salary Schedules.

### ***Merit-Based Pay Increases***

In addition to cost-of-living adjustments, the District's policy is to recognize and reward employees for their dedication, extra effort, and overall contributions through merit-based pay increases. Any performance-based increase will be discussed with you during your performance review.

Your first performance review will occur no later than six months after your hire date, and annually thereafter.

Please note that pay increases are not automatic. Any recommended merit increase must be approved by both your supervisor and the General Manager. Once approved, the increase will take effect on the first day of the month following your review.

## ***Certification Achievement Pay Increases***

### Water Operator Certification:

The District offers open position descriptions that recognize and reward employees who attain higher levels of certification. When you achieve a higher level of certification, you will be placed on the corresponding Employee Salary Schedule and receive a flat percentage pay increase as outlined below. This increase will take effect on the first of the month following the date you earned the certification.

- Level 1 Distribution Certification      3% pay increase
- Level 2 Distribution Certification      4% pay increase
- Level 3 Distribution Certification      5% pay increase

### Cross-Connection Certification:

When an employee holding a Level 1 or Level 2 Distribution certification and earns a Cross-Connection certification, no flat percentage increase will be granted. However, the employee will be moved to the higher Employee Salary Schedule associated with the certification. The achievement of the Cross-Connection certification will be taken into account during your annual performance review and will be reflected in any merit-based increase, as determined by your supervisor.

### Other Professional Certification:

Employees are encouraged to pursue additional professional certifications related to their responsibilities at the District, even if not specifically listed above. With prior approval from your supervisor, the District will cover the costs associated with obtaining these certifications. While these certifications do not result in an automatic pay increase, they will be considered during your annual performance review and will influence any merit-based rate adjustment, as determined by your supervisor.

## **PAY PRACTICES**

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### ***Paydays***

You will be paid once a month, on the 5<sup>th</sup> of the month, for wages earned for the previous month. If a payday falls on a Saturday, Sunday, or holiday, paychecks will be distributed on the business day prior to the established payday.

### ***Payroll Deductions***

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

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

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time to change Federal or State income tax withholding amounts. When you submit an updated Form W-4, the District will implement the desired changes on the next payday. We encourage employees to seek tax advice if they have questions about withholding amounts.

### ***Payroll Advances***

Advance payments of salary may be granted in emergency situations but must be approved by an immediate supervisor and the General Manager. Each request for an emergency draw will be reviewed individually. Employees are generally encouraged to find other appropriate resources for any financial difficulties, however.

In order to receive approval, emergency draws cannot exceed an amount equal to the hours accumulated at the time of the request, less any funds required for voluntary and involuntary deductions. Advances may never exceed an employee's net salary for the pay period. The amount of any pay advance will be withheld from the employee's paycheck covering the pay period the wages were drawn against.

### ***Delivery of Paychecks***

Your paycheck or notice of direct deposit will be hand-delivered to you by your supervisor on or before the payday. Paychecks or notice of direct deposit will not be delivered to anyone else without your written request.

### ***Method of payment***

A statement showing gross earnings, deductions, and net salary will accompany each paycheck or notice of direct deposit. Employees are normally paid by direct deposit.

### ***Time Records***

Each employee, whether classified as exempt or non-exempt, is required to complete a monthly time sheet as an official record of time worked. This time sheet serves as a permanent record of daily work hours and must include hours for regular work, overtime, holidays, vacation, comp time, administrative leave, and sick time.



For exempt employees, the time sheet functions primarily to track paid time off. No pay deductions will be made for working fewer than 173.33 in a month unless required by law.

Time sheets are issued at the beginning of each pay period and must be completed accurately. At the end of each month, employees should carefully review their time sheets for completeness and accuracy. Your signature confirms that all recorded times and dates are true and accurate to the best of your knowledge.

You are responsible for filling out your own time sheet. Entries must never be made by another person. Willfully falsifying a time sheet is a serious violation and may result in corrective action, up to and including termination.

Supervisors will review and initial completed time sheets each pay period. Time sheets are turned in at the end of the month to the Finance Manager. A copy of your submitted time sheet will be included along with your paycheck or notice of direct deposit.

If you have any questions regarding your pay or feel a supervisor has made a change to your pay that you do not believe is accurate, please contact the Finance Manager.

### ***Final Paycheck***

Upon separation, your final paycheck will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation. If advance notice of at least 48 hours (excluding weekends or holidays) is given, your final paycheck will be issued on the last day of work. If no advance notice is given, your final paycheck will be issued within 5 business days of the last day of work.

## **HOURS OF WORK AND WORK SCHEDULES**

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### ***District Hours***

The general office hours at the District are 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. The office is closed to the public from noon to 1:00 p.m. to allow office staff time to take their lunch break.

### ***Work Schedules***

The normal work week is a 5/40 schedule, consisting of five 8-hour days, Monday through Friday. As an alternative, staff have the option of working a 9/80 schedule consisting of eight 9-hour days, Monday through Thursday, and one alternating 8-hour day or day off on Friday. Please communicate with your supervisor to determine your schedule to ensure that the District's staffing needs are adequately covered.

Management reserves the right to modify schedules consistent with the needs of the District. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without advance approval from your supervisor.

### ***Overtime***

Depending on the needs of the District, you may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees for hours worked for continuation of day in excess of a regularly scheduled eight (8) or nine (9) hour workday at the rate of one and one-half times (1.5) regular pay, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime.

If you are asked to return to work for an emergency work assignment, you will earn a minimum of four (4) hours of comp time. If the call-out request takes longer than two (2) hours, then double time is earned for any hours worked exceeding the two (2) hours. Double time starts when the employee arrives at the location of work or office, as directed by their supervisor. In addition, the District will reimburse you round trip mileage to/from work at the current IRS standard mileage rate if you are asked to return to work for an emergency.

Your supervisor must approve any overtime hours in advance. Approved overtime hours should be put on your time sheet and will be added as comp hours earned during the month. Please complete the "Overtime Report" form to report overtime hours and reimbursable mileage, have it signed by your supervisor, and attach it to your time sheet.

### ***Pager Duty***

In order to provide uninterrupted service to our customers and respond to emergencies within the District, it is necessary to have one employee assigned to pager duty, 24 hours a day. Pager duty is rotated among field staff and begins Thursday at 4:30 p.m. and ends the following Thursday at 8:00 a.m. The responsibility of pager duty is to receive after hours service calls and to respond to emergencies as quickly as possible.

Pager Duty is considered comp time and is earned by week as follows:

- 8 hours during a regular work week
- 12 hours during a one-day holiday week
- 16 hours during a two-day holiday week.

While on pager duty, it is possible you may need to respond immediately to a customer's service request or emergency and therefore need to report to work during non-regular work times (call-out request). As a result, if you are on pager duty you must remain within a half hour driving distance of your home and be sober and alert so that you can answer any calls and respond quickly as needed. If you have any questions and/or need additional assistance for a call-out, please contact your supervisor. If your supervisor is unreachable, contact the General Manager.

Consistent with overtime policy, if you need to report for a call-out, you will earn a minimum of four (4) hours of comp time, in addition to the weekly hours stated above. If the call-out request takes longer than two (2) hours, then double time is earned for any hours worked exceeding the two (2) hours. Per overtime policy, double time for a call-out starts when the employee arrives at the location of work or office, as directed by their supervisor.

In addition to comp hours earned on a call-out, the District will reimburse you round trip mileage to/from work for call-outs at the current IRS standard mileage rate. To report hours worked for any call-out time and reimbursable mileage, please complete the "Overtime Report" form, have it signed by your supervisor, and attach it to your time sheet.

### ***Compensatory (Comp) Time***

The Operations Manager and non-exempt employees earn comp time from approved overtime hours and pager duty. Comp hours earned from emergency call-out time are reported on your monthly time sheet using the "Overtime Report" form. The balance of your accumulated earned comp time hours is updated monthly and is shown on your paystub and at the top of your monthly time sheet.

You may elect to use earned comp time hours as additional paid time off or to cash out earned comp time hours at your current hourly rate using the "Request to Cash Out Accrued Comp Time" form. An employee may not carry a balance of earned comp time hours greater than 240 hours. Upon separation employees are paid for any unused balance of comp time hours.

### ***Administrative Leave***

Based on their position, some exempt employees are granted a fixed amount of hours for administrative leave each year as additional paid time off. Currently, the General Manager and Finance Manager are the only positions that earn administrative leave. These hours are granted for required administrative tasks and meetings that occur outside of the normal workday. Hours for administrative leave hours are allocated at the beginning of each fiscal year, July 1<sup>st</sup> and must be used by the following June 30<sup>th</sup>. Unused administrative leave hours are not rolled forward and are not available for payout upon termination.



### ***Meal and Rest Periods***

Meal and rest periods will be provided according to applicable state regulations. Non-exempt employees are not permitted to work through a meal period unless an emergency situation occurs and approval from a supervisor is obtained. In these situations, the meal period will be paid time. The timing of meal and rest periods are at the discretion of your supervisor.

Rest Period – Field staff will usually take two 15-minute breaks during a regular work day. Unless operating requirements and emergency dictate otherwise, the rest periods are generally at 10:00 a.m. and 2:00 p.m.

Meal Period – All staff have an unpaid meal period during each workday. Field staff is provided thirty (30) minutes, generally taken between noon and 12:30 p.m. Office staff is provided sixty (60) minutes, generally taken between noon and 1:00 p.m.

### ***Social and Recreational Activities***

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

### ***Emergency Closures and Inclement Weather***

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters may disrupt District operations. In extreme situations, these events may require the closure of the District office.

If inclement weather creates unsafe or hazardous travel conditions, the General Manager may choose to close the District office to the public while still keeping the office open for employees to carry out essential work. Employees are expected to communicate with their supervisor regarding their ability to travel safely to the office. The District prioritizes employee safety, both while on the job and when commuting. If the employee determines that they cannot safely travel to the District office, the following options are available:

#### 1. Remote Work:

- a. Use District-provided computer equipment and VPN access to perform work duties and access District systems, software, and files.
- b. Participate in supervisor-approved online training, study for certification exams, or engage in other professional development activities.
- c. Complete other work tasks assigned by a supervisor that can be performed remotely.

#### 2. Leave Time:

Take available vacation leave and/or comp time if remote work is not feasible.

*Note: Sick Leave may not be used solely due to inclement weather.*

## REMOTE WORK

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The ability for an employee to work remotely from home is a flexibility that may be available to some positions within the organization. All remote work arrangements require the prior approval of your supervisor and are planned, occasional arrangements. Examples of reasons that an employee may wish to work remotely are inclement weather, needs of a family member, business travel, or needing a quiet environment for a work project.

The District does not offer a regularly scheduled remote work option for its employees.

If there is a need to work remotely, you are responsible to meet the expectations of your job regardless of where the job is done. An employee must be reachable and available during established work hours, providing timely responses to email and phone calls, and must account for all time worked. Supervisors are responsible for monitoring compliance with remote work arrangements, including relevant policies, performance standards, expectations for work product and productivity, and time accountability.

While you are working remotely, all District owned computer equipment and software must comply with the District's security and maintenance policies and practices. Portable equipment must, at all times, have District authorized security measures installed and running. District VPN access is only allowed on District-issued devices. No personal devices are allowed to be connected to the District's VPN. Employees are responsible for ensuring a safe work environment when working remotely.

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

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

## **EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT**

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The District will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by your supervisor before payment will be made. The District expects its employees to use good judgment and reserves the right to deny any expense if, in management's belief, it is unreasonable.

### **Expense Reimbursement Procedure and Reports**

To receive reimbursement for business-related expenses, complete a Travel & Expense Reimbursement Form and include supporting documentation and/or itemized receipts. If a receipt is lost or not provided by a vendor, a note with a description of the business activity and amount can act as a substitute receipt.

An expense report must be signed by you, dated, and then reviewed and initialed by your supervisor. Submit approved expense reports along with itemized receipts to the Finance Manager for payment according to policy.

### **Mileage Reimbursement**

While in the course and scope of duties on behalf of the District, employees, with their supervisor's approval, may use their vehicle for business purposes. While driving on behalf of the District and in the course and scope of duties assigned, liability would accrue to the District for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by The District for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are encouraged to have comprehensive and collision coverage on vehicles used for District business.

When employees use their own vehicle for District business, they will be reimbursed for mileage based upon the most reasonable, direct route as identified by commonly used mapping software. Daily commuting mileage is not reimbursable mileage, except for a return to work in an emergency during a non-workday or after office hours as previously discussed under Overtime and Pager Duty sections. Employees will be reimbursed at the current IRS business mileage rate.

To receive a reimbursement for business related mileage, complete a Travel & Expense Reimbursement Form and include the location, business purpose, and total miles for each trip and submit to the Finance Manager for payment according to policy.

### **Credit Cards**

District credit cards are provided to managers to pay for business related expenses of the District. All credit card receipts should be placed in the appropriate credit card folder located in the office safe. The folder will be accessed to reconcile receipts to the monthly credit card statements by the Finance Manager. Monthly credit card reconciliation reports will then be submitted to the applicable manager for final review and approval. Employees may expense and/or use a District provided credit card, for business related activities or incidental supplies following District Purchasing Policies and IRS guidelines.



### **Overnight Travel, Meal Expense, and Transportation Reimbursement**

If an employee is traveling overnight on a work-related activity, the employee may be reimbursed for transportation, lodging, meals, and any incidental expenses that are necessary and business related. The District will not pay for alcoholic beverages and such costs should not be submitted for reimbursement.

If you choose to combine District travel with holiday, weekend, vacation, or other personal travel, reimbursements will only be made for those costs necessary for the business portion of the trip.

See the District's separate Travel Policy for further information on business-related travel expenses and reimbursement procedures.

## PAY EQUITY

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

# BENEFITS

## PURPOSE AND POLICY

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The District is committed to offering equitable and cost-effective benefits in recognition of the important role they play in supporting employees' financial and personal well-being. These benefits, provided at no or reduced cost to you, represent a substantial investment by the District and should be considered a valuable part of your overall compensation package.

Policies, provisions, and procedures that govern the District's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan (e.g. PERS). Benefits do not apply to temporary employees.

### ***Benefit Pro-ration for Part-Time Employees***

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. Essentially, you accrue vacation and sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by the District. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions.

### ***Benefit Design and Modification***

The District reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Changes to benefits may occur at management's discretion, so use caution prior to making a serious, long-term decision based solely on current benefit offerings.

### ***Benefit Plan Documents***

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. You can contact the Finance Manager for a copy of these official documents or if you have any questions about this information. A benefit summary for the current year can also be found on the District's website.

## HEALTH, VISION, AND DENTAL INSURANCE BENEFITS

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The District currently provides health, vision, and dental insurance coverage for all eligible employees and their dependents. The summary plan descriptions provide an overview of the coverage, deductibles, and copays of the District provided health benefits. If you have any specific questions or would like a copy of the detailed plan documents, please contact the Finance Manager.

### ***Eligibility***

These benefits are provided for all regular full-time and part-time employees. If eligible, insurance plan coverage begins on date of hire. Temporary, substitute, or seasonal employees are not eligible to participate in the health insurance plan.

### ***Plan Enrollment and Cost***

Enrollment forms will be provided during your new employee orientation. If you choose not to enroll at the time of hire but later wish to do so, you must wait until the next annual open enrollment period, unless you experience a qualifying life event that makes you eligible for a special enrollment period.

If you are a regular full-time employee, working at least thirty (30) hours, the District will pay the full monthly premium for the enrolled employee, their spouse or domestic partner, and all dependents.

If you are a regular part-time employee, working at least twenty-four (24) hours but less than thirty (30) hours, the District will pay for the full monthly premium for the enrolled employee only. Coverage for spouse or domestic partner, and all dependents of a regular part-time employee is also available; however, you are responsible for the full cost of the monthly premium associated with this coverage.

If you are a full-time employee and choose to have a domestic partner covered under the District's health insurance, then per IRS regulations, the portion of the domestic partner's health insurance cost will be included in your wages as a taxable fringe benefit.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA regulations. The District realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

### ***Termination of Coverage***

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under the continuation coverage provided for by state law. Eligibility to participate in the health plan can be lost if certain qualifying events occur. Examples of a qualifying event include termination of employment, a

reduction in hours, death of the covered employee, divorce, entitlement to benefits under Medicare, or a qualified beneficiary losing dependent child status.

You, your spouse, and dependents may continue group health insurance for up to nine (9) months at your own expense if you were enrolled in the plan for at least three (3) months. However, continuation does not occur automatically. You must elect coverage by notifying the District's Finance Manager, in writing, within the later of a) ten (10) days after the date of eligibility or b) ten (10) days after being notified by the insurer of eligibility. If the District is not notified within the time frame you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within a specified timeframe for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

Employees that plan to retire from the District and receive retiree benefits from Oregon PERS, may elect to continue their health insurance coverage under the District's Oregon Post-Employment Benefit (OPEB) plan. The OPEB plan applies to all classes of District employees and covers qualified issues, domestic partners, and children. You must elect coverage by notifying the District's Finance Manager, in writing, within ten (10) days after the date of eligibility. Employees electing to remain on the District's sponsored health care plan after retirement pay the entire premium to maintain coverage.

#### ***Portability/Conversion of Health Plan***

If you've been continuously covered under our group medical insurance policy for at least 180 days and your employment with us ends, you may be eligible to convert to an individual policy with our insurance carrier. You may request this portability coverage before, during, or at the end of the benefit extension period described above. However, you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

## OTHER INSURANCE BENEFITS

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### ***Group Life and Accidental Death Insurance***

We provide group life and accidental death insurance coverage for regular full-time employees, working at least thirty (30) hours per week. Employees become eligible for this coverage on date of hire. The amount of insurance coverage is equal to one and a half (1.5) times your base annual salary, rounded to the next higher \$1,000, subject to a maximum of \$170,000.

Evidence of Insurability must be submitted to and approved by the Lincoln National Life Insurance Company when the personal life and AD&D insurance amounts exceed the guaranteed issue amount of \$115,000 at initial enrollment.

The District pays the full premium amount.

Per IRS regulations, the District must include in employee's wages the cost of group-term life insurance coverage greater than \$50,000. This amount is reported as wages in boxes 1, 3, and 5 of the employee's Form W-2. Also, the amount is shown in box 12 with code "C", taxable cost of group-term life insurance over \$50,000.

### ***Long-Term Disability Insurance***

The District provides a group long-term disability plan for regular full-time employees, working thirty (30) hours or more per week. Employees become eligible for this plan on date of hire. The amount of coverage is 66 2/3% of salary, up to a maximum monthly benefit of \$5,000.

The District pays the full premium amount.

## VACATION BENEFIT

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We provide vacation and personal time so you can enjoy periods of time away from work. The District encourages the use of accrued vacation leave for the health and well-being of the employee.

All full-time and regularly scheduled part-time employees are eligible for vacation based on the schedule below. Accrual for part-time employees is on a pro-rated basis calculated on the established work schedule. Continuous service will be calculated from the first of the month nearest your date of hire.

Vacation benefits are accrued according to the following schedule:

| <u>Number of continuous months of service</u> | <u>Monthly Accrual Hours</u> | <u>Annual Benefit Days</u> |
|---|------------------------------|----------------------------|
| 0 to 36 (0-3yrs)                              | 8.00                         | 12                         |
| 37 to 72 (4-6yrs)                             | 10.00                        | 15                         |
| 73 to 120 (7-10yrs)                           | 12.00                        | 18                         |
| 121 to 180 (11-15yrs)                         | 13.33                        | 20                         |
| 181 to 240 (16-20yrs)                         | 15.00                        | 22.5                       |
| 241 to 300 (21-25yrs)                         | 16.67                        | 25                         |
| 301 to 360 (26-30yrs)                         | 18.33                        | 27.5                       |
| 361 and over (31+ yrs)                        | 20.00                        | 30                         |

The General Manager has the discretion of starting a new employee's monthly vacation accrual at a range based on previous professional years of experience. In this case, the monthly accrual rate for vacation would start at the beginning of the range and increase to the next higher range in accordance with the number of subsequent months of service listed in the table above.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made.

Since vacation time is intended for rest and recreation, time is not to be banked and never used. Payout of vacation accrual may not be taken instead of time off.

Upon separation of employment, the balance of accrued vacation will be paid out in accordance with this policy and any applicable laws.

## SICK LEAVE

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The District provides paid sick leave to all employees in accordance with state law. Sick leave may be used for many reasons including if you (or an immediate family member) are sick, injured, experiencing mental illness, or need to visit the doctor. Also covered under sick time is parental leave and leave to care for a child whose school or place of care is closed for a public health emergency.

Immediate family member is defined as follows:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild and their spouses
- Parents and Parents-in-law
- Brothers, sisters, and their spouses
- Grandparent/Grandchild and their spouses
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

Prior approval by the employee's supervisor is required for anticipated or scheduled absences, such as a medical appointment or a planned medical procedure. In the case of unforeseen illness, the employee must contact their immediate supervisor before the start of the workday, if possible.

The accrual of sick leave begins on the first day of employment at the rate of ten (10) hours of sick leave earned for every month worked. Employees may use accrued sick leave beginning after the first month of employment. Sick leave may be used as it is accrued moving forward.

Sick leave balances may never exceed 480 hours at a time and will stop accruing when the maximum allowed amount has been reached. The benefit will begin accruing again when the total is reduced to less than the allowed maximum. Employees may carry over the maximum of 480 hours of unused sick leave from one leave year to the next.

Unused sick time is not paid out upon separation from employment. However, it will be used in the calculation of Oregon PERS benefits upon retirement from the District for Tier1/Tier 2 eligible employees.

## PAID HOLIDAY BENEFIT

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### ***Paid Holidays***

The District observes the following eleven holidays each year. Our offices are officially closed on these days. In addition to the eleven recognized holidays, you may also take one floating holiday each calendar year for a total of twelve paid holidays.

|                        |                        |
|------------------------|------------------------|
| New Year's Day         | Labor Day              |
| Martin Luther King Day | Veteran's Day          |
| President's Day        | Thanksgiving Day       |
| Memorial Day           | Day-After Thanksgiving |
| Juneteenth             | Christmas Day          |
| Independence Day       |                        |

Any additional time observed and resulting office closures, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion. Employees will receive a schedule each year showing the date each of these holidays will be observed. In addition, at the General Manager's discretion, the District may close early the day before the above holidays. This gesture is extended to staff presently working on that day and is not extended as holiday time to employees not at work.

When a holiday falls on a 9-hour workday for employees working a 9/80 schedule, you will be paid 8 hours of holiday pay with the remaining 1 hour paid as vacation, comp time, or admin time. When a holiday falls on a Friday day-off for employees working a 9/80 schedule, you will be granted the 8 hours holiday pay as additional comp time or administrative leave.

### ***Veteran's Day***

The District desires to honor our employees who are veterans and has included this day as an annual paid holiday for our entire staff. However, if an eligible employee who is a veteran gets called in to work for a District emergency on Veteran's Day, the employee may choose a single day off within the same year with supervisory approval.

### ***Eligibility***

All full-time regular staff will receive an eight (8) hour day of pay for the above holidays. Regular part-time staff will receive a pro-rated amount based on regular hours worked. Temporary or seasonal employees do not qualify for holiday pay.

## **PREGNANCY ACCOMMODATION POLICY**

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The District will make reasonable accommodation to employees that are experiencing known limitations related to pregnancy, childbirth, or a related medical condition, to the extent the accommodation can be made without imposing an undue hardship on the organization.

### ***Pregnant Workers Fairness Act***

The District seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy related conditions as well. Possible accommodations may include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

The District will not take adverse action against an employee for inquiring about, requesting, or using a reasonable accommodation.

### ***Lactation***

The District promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work and will accommodate each employee's need on an individual basis.

## OTHER BENEFITS

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### ***Employee Assistance Program***

The organization recognizes that employees and their family members may, from time-to-time, face personal issues that affect their jobs and personal lives. Solutions to some of these problems may not be readily apparent. To this end, we offer, at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as family relationships, substance abuse, financial issues, etc. You or a member of your family may consult with these professionals on a confidential basis at no cost.

Employees enrolled in the District's health plan automatically get this free and confidential service provided by Canopy to receive help for a wide range of personal problems. Contact information for this employee assistance program is noted below. Literature describing plan provisions can also be found on the District's website.

Canopy Employee Assistance Program (EAP)  
Phone: 1-800-433-2320  
Online: <https://canopywell.com/Employee-Assistance>  
Download the Canopy App: search "Canopy app"  
Register as a member using the organization name: SDIS

### ***Oregon Public Employees Retirement System***

Substantially all District employees are members in the Oregon Public Employees Retirement System (PERS/OPERS), which is a cost-sharing multiple-employer pension plan that acts as a common investment and administrative agent for government units in the State of Oregon. Employees are enrolled in PERS after six (6) calendar months of employment. Retirement benefits are funded through a combination of two plans: a defined contribution plan (IAP) and a defined benefit plan (OPSRP).

#### Defined Contribution Plan (IAP)

This plan is funded by mandatory employee contributions of 6% of covered salary. Contributions are invested in a Target-Date Fund based on your age. You are vested in your IAP account from its inception, and at retirement, you can take your IAP in a lump sum or in a series of installments, or roll it over into another qualified plan.

#### Defined Benefit Plan (OPSRP)

This plan provides a monthly pension upon retirement, based on a formula that includes years of service and final average salary. General service members are vested after five years of qualifying service. Your OPSRP pension is primarily funded by your employer and can provide a lifetime income at retirement.

For more information on benefit and retirement details see the Oregon Public Employees Retirement System's website at [www.oregon.gov/pers](http://www.oregon.gov/pers)

### ***Oregon Savings Growth Plan***

All district employees are eligible to **voluntarily** participate in the Oregon Savings Growth Plan (OSGP), which is a 457(b) deferred compensation plan that provides Oregon public employees with a convenient way to save for retirement by allowing them to contribute a portion of their salary on a pre-tax or after-tax basis.

Contributions made through voluntary pre-tax salary deduction, a regular 457(b) account, are not taxed currently but are taxed when funds are withdrawn in retirement. Contributions made through voluntary after-tax salary deduction, a Roth 457(b) account, are taxed currently but are not taxed when funds are withdrawn in retirement.

Employees may elect and adjust their contribution amounts as desired, not to exceed the maximums allowed by applicable law. You make the choice of how your plan contribution is invested. Contributions to the plan and any earnings on those contributions always belong to you, even if you change jobs.

All employees who opt to participate are eligible to enroll upon hire. For further information and to enroll in the plan, see the OSGP's website at [www.growyourtomorrow.com](http://www.growyourtomorrow.com) and/or the Finance Manager.

After enrollment, let the Finance Manager know your monthly contribution amount which will be withheld from your paycheck and directly paid into your account on your behalf. You will be able to access your account, make changes, and view your balance after you log-in for the first time.

### ***Training, Conferences, and Continuing Education Reimbursement***

The District values continuing education and professional development and sees the importance of making opportunity for employees to receive the necessary training to excel and grow in their work roles and certifications.

We encourage you to discuss with your supervisor what training, professional conferences, continuing education, and certification programs would be of value for your professional development. Upon approval by your supervisor, all costs for professional development will be paid for by the District including conference registration fees, exam fees, materials, and travel expenses as needed. Travel expenses will be reimbursed as stated in the District's separate Travel Policy.

If required training includes non-regular work hours, compensation at the rate of 1.5 times regular rate in excess of 40 hours per week will be earned for non-exempt employees. Approval for additional compensation for non-regular work hours must be made in advance with your supervisor prior to participation in the training or conference.

Upon successful completion of professional certification, the District will cover the bi-annual cost of renewal fees and any required continuing education to maintain the certification.

**Personal Enrichment Reimbursement**

The District believes in the importance of maintaining a healthy work/life balance. Positive life experiences outside of the workplace contribute to an employee’s overall health and well-being which will often result in improved work performance and disposition. Activities such as joining a gym, taking an exercise, art, cooking, or language class, and participating in a book, golf, hiking, or special interest club are just a few ideas on how you can improve your work/life balance.

As an incentive to encourage employees to engage in work/life balance activities, the District provides an optional benefit to each employee of up to \$350 per fiscal year to help offset the cost of personal enrichment activities.

Asset and equipment purchases do not qualify for reimbursement.

To receive a personal enrichment reimbursement, submit a completed “Personal Enrichment” reimbursement form along with verification of payment of the fee(s) paid for the activity to the Finance Manager by the end of May. The reimbursable amount up to \$350 will be added to your paycheck as a taxable fringe benefit.

**Years of Service Cash Bonus**

The District values the contribution each employee brings to our team and provides the following bonus amounts as a reward for years of service.

| <u>Years of Service</u> | <u>Bonus</u> |
|-------------------------|--------------|
| 5                       | \$ 50        |
| 10                      | \$100        |
| 15                      | \$150        |
| 20                      | \$200        |
| 25                      | \$250        |
| 30                      | \$300        |
| Retirement              | \$500        |

The net cash bonus will be issued to you upon completion of the above number years of service and/or retirement and included in your pay as a taxable fringe benefit.



# LEAVES OF ABSENCE

## LEAVE OF ABSENCE POLICY

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We realize that our employees may encounter situations that require a temporary or extended absence from work. We offer several different types of paid and unpaid leave as follows:

### Paid Leave

- Paid Leave Oregon
- Bereavement Leave
- Civic Duty

### Unpaid Leave

- Crime Victims' Leave
- Domestic Violence Leave
- Personal Leave of Absence
- Leave to Donate Bone Marrow
- Uniformed Services Leave

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefits and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages.

If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the Finance Manager.

## FAMILY AND MEDICAL LEAVE

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### Federal Family and Medical Leave Act (FMLA)

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

### Oregon Family Leave Act (OFLA)

The District is not required to follow the Oregon Family Leave Act (OFLA) since we have less than 25 employees.

## PAID LEAVE OREGON (PLO)

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The District provides its employees with Paid Leave Oregon (PLO), an insurance plan administered through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use a combination of accrued time off and PLO benefits to ensure that their personal financial needs are met during this type of leave.

### Cost

The cost to cover PLO benefits is paid by both the employee and employer. The employee's portion is currently 0.6% (60% of 1%) of gross wages deducted on each paycheck. As a benefit to employees, the District has elected to cover the employee cost as a taxable fringe benefit. As a result, you will see the amount added in and then subtracted out of your paycheck. Since the District has fewer than 25 employees, the District is not required to make the current employer contribution portion of 0.4% (40% of 1%) of gross wages.

The employee and employer minimum and maximum contributions of this coverage, as well as overall costs, will be assessed annually by the Oregon Employment Department and may change. We will provide notice to employees in advance of any change.

### Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

### Length of Leave

The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

If you are currently pregnant, or have been pregnant, you may be able to take up to two (2) additional weeks (up to 14 total weeks). Only the parent who gives birth is eligible for the additional 2 weeks of leave.

### Reasons for Leave

- Family leave:
  - During the birth of a child
  - Bonding with a child in the first year:
    - After birth
    - When the child is placed in the employee's home through adoption or foster care or adoption

- Employees own serious health condition\*\*
- To care for a family member with a serious health condition\*\*
- Medical leave – The employee caring for themselves when the employee has a serious health condition\*\*
- Safe leave – For survivors of:
  - Sexual assault
  - Domestic violence
  - Harassment
  - Stalking
- Pregnancy Disability Leave (2 additional weeks)

\*\*A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

#### Insurance Benefit While on Leave

The amount of benefit the employee will receive will be calculated based upon the employee’s earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. For current minimum and maximum weekly benefits, please refer to the PLO website at <https://paidleave.oregon.gov/employees/overview.html> .

Employees may make up the difference between the PLO benefit amount and their regular rate of pay using their accrued balance of paid time off. The following leave banks are available for this purpose: vacation, sick leave, and comp time. Employers may not require an employee to use these leave balances.

#### Notification of the Need for Leave

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer with twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and is unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Please complete the Notice form found on the District’s website to notify the employer of the intention to take leave. You may also contact the Finance Manager for a copy.

### Filing a Claim for Coverage

Employees will need to establish an account at Frances Online (<https://frances.oregon.gov/>) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

### Job and Benefit Protection While on Leave

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return if the same position exists. If the same position does not exist, employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

If, at the time of leave, the employee is receiving health benefits, these will be maintained.

### Complaints Procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to their supervisor or Finance Manager promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

## **BEREAVEMENT LEAVE**

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You are eligible to take Bereavement Leave in the event of the death of an immediate family member. This leave may be taken to attend the funeral of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member.

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

Leave to attend the funeral of a co-worker, co-worker's immediate family, or current/past Board member will also be granted and considered regular paid work time.

### Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

### Request Procedure

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

### Pay While on Leave

You will continue to receive regular pay based on straight-time work hours missed up to eight (8) hours a day for up to five (5) days, per family death. Employees may choose to cover an additional period of absence with any available accrued vacation or sick time.

### Status of Benefits

District paid bereavement leave will not affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our vacation time, sick time, or Paid Leave Oregon policy.

## **CIVIC DUTY**

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Employees subpoenaed to serve as witnesses or summoned for jury duty may obtain a protected leave of absence. If the District and/or you feel that your absence would cause an undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued vacation or sick time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

### Length of Leave

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

### Request Procedure

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. Please provide your supervisor with a copy of the summons, subpoena or notice.

### Pay While on Leave

You will continue to receive your regular pay based on straight-time work hours missed up to eight (8) hours a day for up to ten (10) days. Since you will receive your regular rate of pay during your time for jury duty, you should not accept jury fees in connection with your service, however any mileage reimbursement provided may be accepted.

### Status of Benefits

Benefits are not affected by jury or witness duty leaves.

## CRIME VICTIMS' LEAVE

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

### Safety Measures

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

### Eligibility

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

### Length of Leave

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

### Request Procedure

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

### Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation, sick, or comp time available to them.

### Status of Benefits

Benefits are not affected by crime victims' leave. The District strongly encourages any employee experiencing such an issue to talk confidentially with their supervisor and/or avail themselves of the Employee Assistance Program's services and support.

## **DOMESTIC VIOLENCE LEAVE**

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

### Eligibility

All District employees are eligible to take domestic violence leave.

### Types of Services/Treatment

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

### Length of Leave

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

### Request Procedure

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

### Safety Measures

The District will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking.

### Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation, sick, or comp time available to them.

### Status of Benefits

Benefits are not affected by domestic violence leave. The District strongly encourages any employee experiencing such an issue to talk confidentially with your supervisor and to avail themselves of the Employee Assistance Program's services and support.

## PERSONAL LEAVE OF ABSENCE

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Full-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Paid Leave Oregon policy or any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

### Eligibility

You become eligible for a personal leave of absence after twelve (12) months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with your supervisor.

### Length of Leave

The leave may be requested for any time over five (5) consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is ninety (90) days.

### Request Procedure

A written request, using the Leave of Absence Request Form, should be submitted at least one-week before time off that will exceed five (5) days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three (3) days of that date and no extension has been requested, we'll assume you have resigned.

### Pay While on Leave

Personal leaves of absence are without pay.

### Status of Benefits

Insurance coverage will **not** be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence, but are instead retained at the same level.

### Reinstatement

The District will attempt to arrange re-employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically-related.

## **LEAVE TO DONATE BONE MARROW**

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### Eligibility

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

### Length of Leave

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

### Request Procedure

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

### Status of Benefits

Benefits are not affected by this leave.

## UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

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

### Eligibility

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

### Length of Leave

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

### Request Procedure

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

### Pay While on Leave

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

### Status of Benefits

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

### Reinstatement

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

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

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

181 days or longer: You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by the District or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

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

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

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# HEALTH AND SAFETY

## EMPLOYEE HEALTH AND SAFETY

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The District is committed and legally responsible to provide our employees with a safe and healthy work environment while on-site and in the field. To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through management. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

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

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject the District to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication.

If an injury or illness occurs you are required to:

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

### ***Early Return to Work Program***

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

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

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

A return to work from non-work-related injuries or illness may be covered in the Leave section.

### ***Smoking in the Workplace***

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

### ***Uniforms***

Some roles in our District may require more specific guidelines for dress and footwear. The District will provide safety gear such as hard hats, vests, glasses, gloves, and ear plugs. In addition to safety gear, the District will also provide District logo t-shirts, sweatshirts, and hats to field staff so that they can be easily identified as they serve customers in the District.

If you are provided uniforms and safety gear, they must be worn.

### ***Steel-Toed Boots***

The District requires field staff to wear steel-toed boots. On your start date, the District will purchase the required steel-toed safety boots for you and they must be worn while performing your duties at the District.

The boot style and cost are to be preapproved and purchased at a vendor approved by the Operations Manager with a District credit card. At the Operations Manager's discretion, replacement boots will be purchased by the District for the employee as needed based on this same procedure. Upon separation, the boots purchased by the District will be considered belonging to the employee.

### ***Employee Right to Know/Hazard Chemicals***

The District does not store hazard chemicals on the premises. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or the General Manager.

## DRUGS AND ALCOHOL

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

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

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol, drugs, marijuana, or other controlled substances that impair job performance or pose a hazard when use or possession occurs;
- Reporting for or being at work while impaired by the use of alcohol, drugs, marijuana, or other controlled substances.

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

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

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

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

### ***Definition of Key Terms***

The following definitions apply to this policy:

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

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

Controlled substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

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

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

***Licensed Commercial Drivers***

District employees who have their commercial driver licenses and those who are considered safety sensitive employees are also subject to the US DOT of Federal Motor Carrier Safety Administration rules and regulations regarding additional reporting and drug testing. Please see the District's separate policy entitled, Drug and Alcohol Policy for Safety Sensitive Employees subject to US DOT Federal drug and alcohol Testing, for further policy regulations and requirements.

## WORKPLACE VIOLENCE

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The District recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

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

Threats, threatening behavior, or acts of violence against employees, visitors, customers, or other individuals will not be tolerated. Examples of violent behavior that will not be tolerated include, but are not limited to, causing physical injury to another person, intentionally damaging property, commission of any violent crime on District property, angry outburst, threats, and aggressive or hostile behavior that creates a reasonable fear of injury.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with or that threaten the safety, security, or financial interests of the District. Employees should make such reports directly to their immediate supervisor or General Manager. If neither of those options are satisfactory, reports may be made directly to the Board Chair.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report. If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

If you applied for or obtained a protective or restraining order that lists the District as a protected area, you must provide a copy of the petition or declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that is granted to your supervisor and General Manager.

## **EMERGENCY PREPAREDNESS**

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The District may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, employees should refer to the District's Emergency Response Plan (ERP).

In addition, in case of area wide emergency, the District will make its operations available for community support and will expect its employees to follow the County's Emergency Operations Center (EOC) for detailed instructions, orders, and assignments.

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# EMPLOYMENT SEPARATION

## SEPARATION FROM EMPLOYMENT

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Separation from employment with The District occurs when you voluntarily resign, retire, are laid off, or are discharged by the District.

### ***Resignation***

Employment with the District is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure. For management-level personnel, at least 30 days’ notice is preferred.

### ***Job Abandonment***

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

### ***Job Elimination, Reduction in Work Hours***

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

### ***Discharge***

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

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

### ***Exit Interview***

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

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

***Return of Organization Property***

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, phones, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the District.

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## Employee's Notes

# West Slope Water District

## HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

**NOTE:** *This signed form will be inserted into each employee's personnel file.*

As an employee of West Slope Water District, I acknowledge the following:

I have been provided a copy of the District's Employee Handbook. I understand that the Handbook contains important information about the District's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked a supervisor for the clarification of any information I did not understand.

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

**I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is "at-will" and either the organization or I can end the relationship at any time, with or without reason or notice.**

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's Name

