FRUIT – RECREATION - INDUSTRY

HOOD RIVER COUNTY

PERSONNEL CODE

ADOPTED BY THE HOOD RIVER COUNTY
BOARD OF COMMISSIONERS
September 17, 1984

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A Small County with a Big Mission: Providing Quality of Life for All

I N D E X

HOOD RIVER COUNTY
PERSONNEL CODE

Revised September 2017

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INTRODUCTION

This Resolution establishes an equitable and uniform procedure for dealing with personnel matters; to attract and retain the best and most competent persons available; to assure that appointments and promotions of employees will be based on merit and fitness and to comply with state and federal statutes and regulations regarding equal employment opportunity.

TITLE

This document shall be known as the Personnel Code for Hood River County, a political subdivision of the State of Oregon.

AUTHORITY

The Personnel Code is authorized by Article XIV of the County Charter. As a Home Rule Charter county, Hood River County's charter of self-governance includes authorization of its Charter, Administration Code, Personnel Code, and salary chart.

GENERAL

Purpose: The purpose of this Resolution is to provide systematic and equitable procedures and regulations relating to the hiring, hours of work, safety, training, working conditions, compensation, leave, promotions, transfers, discipline, removal, equal employment opportunity and other matters affecting the status of employees of Hood River County. Said rules and regulations are provided to maintain uniformity and equity in personnel matters which will make County service attractive as a career and to encourage each employee to give the best possible service to the County.

As an employee of Hood River County, you are engaged in an "at will" employment relationship. This means that either you or Hood River County may terminate the employment relationship at any time with or without reason or notice. Our at-will provision extends to all employees unless otherwise exempted by a collective bargaining agreement. The Grievance/Problem Solving Procedure and Discipline guidelines are subordinate to the employment at-will policy. In addition, the guidelines stated in this Resolution impacting employee's compensation, working conditions and hours of work are subordinate to the terms and conditions represented under a collective bargaining agreement. In the event there is conflict between the Collective Bargaining Agreement and the Personnel Code, the Collective Bargaining Agreement shall prevail.

These policies are not to be construed as guaranteeing employment to any employee for any specific period of time. The County reserves the right to terminate employees at any time, with or without reason, with or without notice, as determined solely by County management in its sole discretion. These policies do **not** create a contract, express or implied but are provided as guidance.

No one other than the Hood River County Administrator has the authority to enter into any employment agreement contrary to the provisions outlined in this Handbook and the Handbook cannot be altered except in writing and signed by the Administrator. Hood River County is also not bound by any oral promises concerning your length or conditions of employment.

Revised 11/2011
08/2012

Savings Clause: If any part of the Resolution shall be held unlawful or unenforceable by any court of appropriate jurisdiction, the remainder of this Resolution shall not be affected thereby.

Reservation of Powers: Any powers or privileges not herein specified are reserved exclusively to the Board of Commissioners subject only to the Charter of Hood River County and the Constitutions and laws of the State of Oregon and of the United States.

Variances: The Board of Commissioners shall have the power to vary or modify the strict application of the provisions of this Resolution in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships. Other exception to the following Resolution shall be made in accordance to collective bargaining agreements where ever applicable.

SECTION 1

DEFINITIONS

1.1 As used in this Resolution, the following terms shall have the meaning indicated:

Administrator: The County Administrator appointed by the Board of Commissioners.

Administrative Code: The document known as the "Administrative Code for Hood River County".

Anniversary Date: The date of employment in current position, or the date of trial period completion, not necessarily the date of hire.

Board: Board of Commissioners for Hood River County.

Charter: The document known as the "Hood River County Charter".

Compensatory Time Off: Time off from work to compensate the employee for overtime worked.

Continuous Service: Uninterrupted employment with the County. An approved absence with pay shall not constitute a break in continuous employment. A reinstated employee shall not have a break in continuous employment.

County: Hood River County.

Transfer: Reassigning an employee from a position in one class to a position in another class which may have a different salary range

Department Head: An employee responsible to the Administrator for the effective and efficient administration of a Department.

Discipline: Action imposed upon an employee for conduct or behavior which hinders operations of the County or employee violations of County policies. Disciplinary action shall include, but is not necessarily limited to written reprimand, demotion, suspension and discharge.

Employee:

a. Exempt salaried employee: Managers, supervisors, professional and administrative employees who meet the criteria established by federal and state law are exempt from the payment of overtime.

b. Non-exempt salaried employee: A non-management position which is paid on a fixed monthly salary rate. The monthly rate is subject to translation of a computed equivalent hourly rate for the purpose of paid overtime for time worked in excess of 40 hours in a week. Non-exempt salaried employees may be docked for actual amounts of time not worked when paid leave such as sick leave, vacation or accrued comp time is not available for substitution.

c. Hourly employee: An employee who is hired at a specified hourly rate of pay for hours worked.

d. Confidential employee: An employee who assists and acts in a confidential capacity to the Board of Commissioners, the County Administrator, or Department Head in formulating, determining and effectuating management policies in the area of collective bargaining.

e. Extra help: An at will employee who works on an occasional, on-call basis as needed for one or more departments, or has a work schedule of eight hours per week or less.

f. Full-Time Employee: An employee who is assigned to work 40 hours per week as a regular employee.

g. Part-Time Employee: An employee who is regularly employed for less than 40 hours per week but who normally follows a predetermined fixed pattern of work hours. A part time employee must be regularly scheduled to work at least nine hours per week.

h. Regular Employee: An employee who has been retained as an "at-will" worker in the appointed position after completion of the trial period.

i. Rehired Employee: An employee with regular employee status who, within the previous three (3) months had separated in good standing and is rehired to the same position in the same Department.

j. Reinstated Employee: An employee with regular employee status who, following an approved absence, i.e.; FMLA, Military leave, lay off, returns to the same position in the same Department.

k. Supervisory Employee: An employee appointed on a regular or temporary basis, to represent management in the direction and performance of subordinates as specified in the classification and job description or by the appointing authority. A supervisory employee shall not be a member of any bargaining unit except on a temporary basis.

l. Temporary Employee: An employee employed for a specific period or project which is expected to last less than one year; EXCEPT when a contract with a recognized bargaining unit specifies a number of days an employee may be on a temporary status, the provisions of the contract shall prevail.

m. Seasonal Employee: An employee employed for a specific, reoccurring period or project which is expected to last less than one year but is expected to reoccur annually.

n. Time Share Employee: Two employees sharing one position. Each employee normally working one-half time.

Hire Date: The date of initial County employment into a regular position.

Layoff: Temporary discontinuation of employment due to completion of a special project, change in duties, inability to perform work, lack of work, or lack of funds.

Month: One calendar month.

Payroll Period: The payroll period for which payroll calculations are made: the first (1st) through the fifteenth (15th) and the sixteenth (16th) through the last day of each month.

Pay status: Salary derived from, or any combination of, paid compensation for hours worked, use of accrued vacation hours, use of accrued sick leave hours, use of compensatory time hours

Position Classification: The job positions described within a Department's Classification Plan.

Promotion: The transfer of an employee from a position in one class to a position in another class which has a higher level of responsibility and salary range.

Pro-rata; Pro-rated: When used in reference to a part-time employee, the ratio that the normal or average hours of work each month compares to the hours of work of full time employees.

Reclassification: A change in job title and/or salary classification range in recognition of work already being performed by the employee in a different classification.

Regular Position: A currently budgeted or newly budgeted position which may reasonably be expected to continue from year to year and which is not created for a limited duration.

Resignation: The voluntary resigning of a position by an employee.

Section: A section of this Resolution, unless some other code, ordinance or statute is indicated.

Suspension: Temporary separation of an employee from County service with or without pay for disciplinary reasons. Suspension is not considered a break in continuous service.

Termination: The permanent removal of an employee from a position due to economic cut back, discipline, or other reasons.

Vacant Position: A classified job position, other than temporary or extra help, within a department's budgeted classification plan which is new or has been vacated.

Work Day: One-fifth (1/5) the number of hours of a five day work week, or one fourth (1/4) the number of hours on a four day, ten hour schedule, that an employee is normally scheduled to work in an average week.

1.2 Article and section heading contained herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of any section hereof.

1.3 The present tense includes the past and future tenses.

1.4 The masculine includes the feminine and neuter and shall not be construed to allow discrimination according to sex.

1.5 The singular includes the plural, and the plural includes the singular.

1.6 "Shall" is mandatory and "may" is permissive.

SECTION 2

GENERAL CONDUCT

2.1 All County employees shall be neat and clean in appearance, dress appropriately for their positions and conduct themselves in a manner that is respectful, courteous, and professional.

2.2 Good public relations shall be an integral part of each employee's job.

2.3 All County employees shall be courteous, efficient, and helpful and shall do the best job possible on every assignment.

2.4 County employees shall be responsible for the proper care of any equipment assigned to them for use in the scope of employment and any equipment in need of repair or maintenance shall be immediately reported to the appropriate supervisor or Department Head. County vehicles shall be cleaned as often as necessary to maintain a presentable condition.

2.5 Every effort shall be made to maintain all County work places, buildings, and grounds in a clean, neat and orderly manner, and employees of the County shall do whatever they can to assure the proper care and maintenance of work places, buildings and grounds. Any needed repair or maintenance shall be immediately reported to the appropriate supervisor or Department Head.

2.6 Any deliberate and intentional abuse of County equipment, work place, buildings or grounds shall be reason for disciplinary action.

2.7 No person shall smoke or carry any lighted cigar, cigarette, pipe, or other smoking equipment in any County vehicle or enclosed indoor area owned by Hood River County, EXCEPT within a private residence owned by the County if occupied and used as a private residence.

2.8 County employees may not consume, buy, use, manufacture or be under the influence of drugs or alcohol during scheduled working hours unless prescribed by a physician and after advising the supervisor of any precautionary labels which may affect the employee's ability to safely perform their job.

SECTION 3

POLICY ON
HARASSMENT /DISCRIMINATION
AND HOSTILE WORK ENVIRONMENT

3.1 ILLEGAL WORKPLACE HARASSMENT AND DISCRIMINATION PROHIBITED;

Hood River County is committed to providing all employees with a work environment which is free from illegal bias, prejudice, discrimination and harassment. We have a zero tolerance policy prohibiting workplace harassment or discrimination on the basis of race, marital status, religion, gender, national origin, age, mental or physical disability, veteran status, military status, association with members of a protected class, injured worker status, non-supervisory family relationships, or any other protected status under applicable law.

3.1a DEFINITIONS:

Harassment, for the purpose of this policy statement, is defined as verbal or physical conduct that is unwelcome, personally offensive, derogatory or shows hostility toward an individual because of his or her race, religion, sex, age, physical or mental disability (as defined by the Americans with Disabilities Act and state law), marital status, national origin or other protected class under applicable law and;

1) has the purpose or effect of creating an intimidating, hostile, abusive or offensive work environment;

2) has the purpose or effect of unreasonably interfering with an individual's work performance; or

3) otherwise adversely affects an individual's employment and employment-related opportunities.

Sexual Harassment includes unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct which is of a sexual nature or is based upon gender, where:

1) Submission to such conduct is made, or implied to be, a term or condition of employment;

2) Submission to, or rejection of, such conduct is used as a basis for employment decisions;

3) Such conduct has the effect of interfering with an employee's work performance or creates a work environment which is intimidating, uncomfortable or offensive.

Discrimination for purposes of this policy, occurs when there is unequal or different treatment of an individual in any personnel action on the basis of gender, race, age, religion, disability (as defined by the ADA or state law), marital status, national origin or any other protected class established by applicable state or federal law..

Hostile Work Environment for the purpose of this policy statement, is defined to mean conduct, behavior, speech and/or actions by an individual based upon a person's protected class that may cause another to suffer or perceive to suffer because of those actions or conditions in the environment, thereby hampering or interfering with another employee's work performance or creating a work environment which is intimidating, uncomfortable or offensive.

3.1b **EXAMPLES OF PROHIBITED CONDUCT.** Conduct which may violate this policy includes, but is not limited to:

* Statements or remarks that are derogatory, demeaning, or threatening or the use of epithets, innuendos or slurs because of an individual's race religion, sex, age, physical or mental disability, marital status or national origin or other protected status under applicable law.

* Conduct that has the effect of interfering with an employee's work performance or creates a work environment which is intimidating, uncomfortable or offensive.

* Use of profanity.

* Jokes, pranks or other banter, including negative stereotyping, that is derogatory or shows hostility because of an individual's race religion, sex, age, physical or mental disability, marital status or national origin or other protected status under applicable law.

* Unwelcome flirtation, propositions, sexual advances, gossip or comments about an employee's interpersonal relationships or hobbies.

* Subtle or overt pressure for sexual activity.

* Displaying or circulating material that is disparaging or displays hostility on the basis of an individual's race, religion, sex, age, physical or mental disability, marital status or national origin or other protected status under applicable law

including graphic, sexually suggestive or nude photographs, cartoons, graffiti, posters, calendars, pin ups or other writings. This includes sending inappropriate jokes or other written or graphic materials via e-mail, the internet or by fax, or downloading this material from the internet.

* Verbal or physical abuse as a means of intimidation or of a sexual nature because of an employee's gender.

* Language of a derogatory or demeaning nature which is directed primarily to one gender, ethnicity or age group.

* Intentional physical contact which may be perceived as sexual in nature, such as touching, pinching, patting, hugging, holding or brushing up against an employee's body.

3.1c **APPLICATION OF POLICY** This policy prohibits not only illegal harassment or discrimination committed by coworkers, supervisors, managers, department heads, administrators and elected officials, but also harassment committed by suppliers, vendors, grantees, contractors, subcontractors, independent contractors, service providers and other third parties which have interaction with Hood River County employees.

3.1d **RESPONSIBILITIES:**

Hood River County will promptly informally remedy or formally investigate all reports, complaints or incidents of alleged violations of this zero tolerance policy against any form of harassment, discrimination and hostile work environment and will take appropriate corrective action in all cases of confirmed violations of this policy.

Elected officials, department heads, supervisors and managers are charged with the responsibility of implementing, enforcing and making employees aware of the protections and procedures of this "zero tolerance" policy. Supervisors, managers and departments heads who become aware of conduct which may violate this policy and who do not take immediate action (either by informally remedying harassment or by reporting the conduct to the Human Resources Director) will themselves be subject to disciplinary action, including possible termination of employment.

The Human Resources Director is responsible for reviewing all instances of informal remedying of harassment, for providing oversight of the investigation and corrective action process, and for coordinating appropriate training regarding harassment and retaliation protections and procedures. Managers, department heads and supervisors are expected to contact the Human Resources Director even if the person making the complaint requested that it be kept confidential

3.1e **PROCEDURES:**

Reporting of Harassment, Discrimination, Hostile Work Environment

Management and non-management employees have a shared responsibility to work consistently towards the elimination, correction, and prevention of illegal harassment and discrimination in the workplace. Employees who personally experience, witness or obtain knowledge of what they believe to be harassment are encouraged to tell the offender to stop. Employees are expected to report all incidents to any one of the following, and need not proceed through the applicable chain of command:

* The immediate supervisor of the employee who is the victim or the harasser.

* The person(s) whom an applicable collective bargaining agreement designates as appropriate for the service of an employee grievance.

* The department head or manager of the department, division or work group of the victim or the harasser.

* The Human Resources Director at extension #6829 or (541) 387-6829

* County Administrator (541) 386-3970

* County Counsel (541) 386-2221

Reports or complaints may be made, and will be accepted orally or in writing. Oral complaints will be written down by the person receiving it (or by the Human Resource Director), who shall verify with the complainant or the person reporting the apparent harassment that the prepared statement accurately memorializes the report or complaint.

When appropriate, the individual who receives the complaint may discuss options for informally resolving the complaint with the complainant.

All information received in connection with inquires or with the filing, investigation and resolution of workplace harassment or discrimination complaints is treated as highly sensitive. Confidentiality will be maintained to the extent possible; however strict confidentiality may not be feasible.

Retaliation Prohibited

The County will not tolerate retaliation against any individual who reports illegal discrimination or harassment, testifies, assists or participates in any manner in an investigation, proceeding or hearing, regardless of the outcome of the complaint. When a complaint or report of harassment is received, the accused employee and the apparent victim will be reminded of this prohibition against retaliation. Employees who feel they have been subjected to retaliation should report any such retaliation to any of the above persons.

Examples of retaliation toward an individual include demotion, suspension, failing to treat impartially when making employment related decisions or assigning the individual the least desirable job. It may also include more subtle forms such as shunning by co-workers.

Informally remedying Harassment

A supervisor, manager or department head (collectively called supervisors) who becomes aware of conduct which may violate this policy has the authority and discretion to address the situation by counseling and issuing a verbal warning to the apparent offender, upon obtaining prior approval from the Human Resources Director, who shall make an initial determination of whether the alleged conduct would violate this policy. Supervisors must take immediate action to stop and prevent illegal harassment or discrimination where they know of have reason to know it is occurring. Tacit approval of illegal discrimination or harassment by, for example, laughing and treating the situation as a joke, failing to take action or advising an employee not to complain is prohibited.

A written memorandum summarizing the situation and its resolution must be provided to the Human Resources Director. However, if the situation is not resolved to the satisfaction of the apparent victim, or if an additional incident is alleged to occur involving the same perpetrator, then the report or complaint will be formally investigated.

If the supervisor who becomes aware of conduct which may violate this policy decides not to informally remedy the harassment, then the information shall be forwarded to the County Administrator through the Human Resources Director along with the reason for not informally remedying the conduct.

Formal Investigation of Harassment and Retaliation

Hood River County, through its Administration Office, will promptly investigate all other reports or complaints of conduct which the Human Resources Director determines would constitute illegal discrimination, retaliation or harassment under this policy. The

investigation will be conducted in a fair and expeditious manner, within thirty (30) days when practicable. The Human Resources Director will make an initial determination of whether the reported conduct would violate this policy, and thus is appropriate for investigation.

If an investigation is deemed to be appropriate, then a qualified investigator will be assigned. The investigation will generally include interviews of the apparent victim, alleged perpetrator, and identified witnesses.

The results of the investigation will be summarized for the responsible manager or department head in a written "Investigative Findings Report," a copy of which must be provided to the Human Resources Director.

The complainant and/or victim will be informed whether the occurrence of the reported conduct was confirmed by the Investigative Findings Report.

Corrective Action

Appropriate corrective action will be taken in the case of all violations of this policy that are confirmed after an investigation and in the Investigative Findings Report.

Corrective action options include, but are not limited to, counseling, warnings, oral or written reprimand, further training or instruction, suspension with pay loss, dismissal from employment or other disciplinary action which is consistent with any applicable collective bargaining agreement or the County Personnel Code, given the nature and seriousness of the conduct and all relevant circumstances.

After the Investigative Findings Report is submitted, the responsible department head, manager or supervisor will confer with the Human Resources Director in determining what corrective action is appropriate.

The complainant and/or the apparent victim shall be informed whether any corrective action has been taken.

3.2 OTHER WORKPLACE HARASSMENT OR DISCRIMINATION PROHIBITED

Hood River County does not discriminate against applicants or employees based upon either the employee’s or the employee’s family genetic information; nor does Hood River County use genetic information in employment decisions.

Once a condition manifests itself, the GINA no longer applies. More detailed information about GINA is available on the EEOC poster placed on the employee bulletin board.

Genetic information and wellness programs: Employees may be asked to sign voluntary waivers, in which, the employee acknowledges that his/her genetic information will only be provided to licensed health care professionals or board-certified counselors involved in the wellness program. There is no penalty for non-participation.

Certain harassment or discrimination may not violate the law, but is nonetheless unprofessional and counterproductive to County operations. Such harassment also fails to respect the dignity of coworkers and creates a hostile work environment that is not based on a protected class. The County is committed to providing a work environment that is free from this type of behavior. Such behavior can create a hostile work environment and though not based on a protected class, is a violation of County personnel rules and is grounds for disciplinary action, up to and including discharge.

This policy prohibits not only inappropriate harassment or discrimination committed by coworkers, supervisors, manager, department heads, administrators and elected officials, but also harassment committed by suppliers, vendors, grantees, contractors, subcontractors, independent contractors, service providers and other third parties which have interaction with Hood River County employees.

County will act to investigate and/or remedy all meritorious complaints of this type of conduct.

Similar to reports of illegal harassment or discrimination, the County will not tolerate retaliation against any individual who reports inappropriate discrimination or harassment, testifies, assists or participates in any manner in an investigation, proceeding or hearing, regardless of the outcome of the complaint. Employees who feel they have been subjected to retaliation should report any such retaliation to any of the above persons.

Hood River County does not discriminate against employees who report in good faith alleged violations of state or federal laws, rules, or regulations, or discriminate against employees who are victims of domestic violence, sexual assault, or stalking.

Revised 10/2005
11/2011

SECTION 4

DRUG AND ALCOHOL POLICY

4.1 Hood River County recognizes a responsibility to its employees, the Federal Government, recipients of its grant monies, its customers, and the general public to ensure a safe, drug free, working environment.

Effective March 18, 1989, all grantees from any Federal Agency must provide a drug-free work place as a precondition of receiving a grant. Every grantee is required to make such certification for each grant. To satisfy these responsibilities, the County must establish a work environment where its employees are free from the effects of drugs, alcohol or other job-impairing substances. It is the purpose of this policy to meet such responsibilities and requirements.

4.2 As noted by Federal requirements, employees, non-employees, and the general public, are advised that "the unlawful manufacture, distribution, dispensing, possession, use of a controlled substance is prohibited in the work place". For the purpose of this policy, "use" of illegal drugs or alcohol is indicated by the presence of any detectable amount of an illegal drug or alcohol in an employee's system during work time.

4.3 Hood River County will require a drug test by a certified laboratory for all new employees. Any current employee may voluntarily request such an examination. This policy is subordinate to and will not preempt any current or future local, state, and federal laws, ordinances or rules.

4.4 Hood River County maintains an ongoing drug free awareness program to inform employees about local diagnostic or rehabilitation agencies or agents and the dangers of drug abuse in the work place. Substance abuse counseling will be made available to employees through the County Administrators Office or the employee's medical benefits carrier.

4.5 Employees or grant recipients are strictly prohibited from reporting to work during scheduled work hours under the influence of alcohol, controlled substances, a drug not medically authorized for an existing condition or any other substance which may impair job performance or pose a hazard to the safety or welfare of the employee, grant recipient, the public, County property, or other employees. Employees shall not sell, buy, consume or possess alcohol or controlled substances at the work place, on County property, or in a County vehicle, except that an employee may possess and consume a controlled substance which is a medication, certified by the U.S. Federal Drug Administration and prescribed by a licensed physician for an existing medical condition. Employees shall not be under the influence of alcohol or drugs while driving County vehicles, equipment or watercraft.

Where employee behavior, errors, or other indicators suggests substance or alcohol abuse, where an employee is involved in an accident, errors, or other situation where reasonable safety precautions appear to have been ignored, the employee may be required to consent to testing for drugs or alcohol. Employee testing will be paid for by the employer. Failure to consent to testing, or positive test results will subject an employee to administrative action up to and including discharge. Specimens reported as "Invalid"will be viewed as an attempt to tamper with the test and will be considered a failure. A dilute specimen on a retest will be viewed the same as refusal and as such, a failed test.

4.6 It is the employee's responsibility to indicate to the employer whether or not their performance is affected or impaired by such medically authorized drug usage. Employees do not have to disclose any medical conditions(s) they have. Each employee must report the use of legally prescribed drugs if advised by clinician that this medication may cause impairment that could impact their work to their immediate supervisor and provide proper written medical authorization from a physician indicating any work limitations and/or effects caused while under the influence of the prescribed medication. Management will provide reasonable accommodations for employees with temporary work limitations if other work is available. Any failure to provide proper evidence of medical authorization may result in administrative action.

4.7 The employee will notify the employer in writing of any criminal drug statute conviction no later than five calendar days after such conviction; the employer will comply with Federal reporting requirements of notification of employee conviction within ten calendar days after receiving written notice from the employee.

4.8 Upon receiving notification from the employee regarding conviction of a drug related violation or crime the employer may take administrative action.

4.9 Marijuana is a Class I controlled substance; its use is illegal under federal law. Marijuana use is prohibited under this policy. If an employee tests positive within the threshold limits designated in 4.12 while on duty, whether or not authorized under state programs, the employee will be in violation of this policy and may be disciplined. Refusal to submit to testing shall be treated the same as a positive test result.

4.10 Employees may be tested where there is reasonable suspicion that an employee may be under the influence of alcohol or drugs on the job. Reasonable suspicion shall be based on any of the following:

- Observed abnormal behavior or impairment in mental or physical performance (for example, slurred speech or difficulty walking);
- Direct observation of use in the workplace or immediately prior to work by a co-worker or supervisor or other reliable person;
- Other indications of use either before or during work (for example, open alcohol containers or drug paraphernalia in the workplace); or

- A work –related accident in which the circumstances suggest a possible loss or impairment in concentration or functioning by the employee.

ADMINISTRATIVE ACTION:

First Occurrence:

1. A breath, blood, or urine test may be required in the event of a vehicular incident, moving violation, errors or accident to determine whether or not the employee was under the influence of any intoxicant. Blood tests are only permitted upon consent of the employee or pursuant to a warrant. If the employee is unconscious, a blood draw may be taken for the purposes of preserving a sample. Use of the sample is subject to the requirements of this section.

2. Referral to a state certified alcohol and drug evaluator.
   a. The evaluation shall be disclosed to the employer.
   b. Recommended treatment or program requirements may be a condition of employment.
3. Monitor the performance of the employee and response to program requirements.

4. Disciplinary action, up to and including discharge**,** may occur if the employee fails to accept or comply with the program or tests positive on any future random or for cause drug and alcohol testing required by the County.

Any alleged illegal activity may be referred to the appropriate authority at any time; it is not the intent of management to interfere, avoid or protect an employee from standard application of local, state or Federal law violations. Damages caused by an employee as a result of, or related to, the use of prohibited substances shall be the responsibility of the employee.

4.11 The County recognizes its commitment and its responsibility to its employees by seeking to provide, through an Employee Assistance Program, the opportunity for employees to correct and resolve drug and alcohol problem behaviors. The employer strongly encourages any employee with a substance abuse problem to voluntarily seek professional assistance for drug counseling or treatment, and any employee who voluntarily requests administrative assistance to develop a treatment plan for a personal drug and/or alcohol problem may do so through their Department Head, Human Resources Director, or the County Administrator in complete confidence and without risk of disciplinary action.

4.12 Positive cutoff levels for drug of abuse in urine and alcohol in breath for Non-

DHHS tests is as follows: (drugs in ng/ml, alcohol in g/dl)

Substance	Initial emit screen	GC/MS Confirmation
Amphetamines	1000	150
Barbiturates	200	200
Cocaine	300	150
Opiates	300	300
THC (as Metabolite)	50	15
Breath Alcohol	0.02-0.04	

Revised 11/2011
08/2012
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SECTION 5

Hood River County Equal Opportunity Statement

Hood River County conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability status, Genetic Information and Testing, family and medical leave, protected veteran status, or any other characteristics protected by law.

We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to a member of management or qualified agent of Hood River County or against individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Equal opportunity practices and procedures are managed through the Hood River County Human Resources Department and may be contacted at 601 State Street, Hood River, Oregon, 97031.

Find current job openings at www.co.hood-river.or.us.

5.1 VACANT COUNTY POSITIONS

Hood River County is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, non-supervisory family relationships, or any other protected class or work

relationship. All employment requirements mandated by State and Federal laws and regulations are observed.

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

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

5.4 All appointments to vacancies shall be made on the basis of merit, efficiency and fitness. These qualities shall be determined through careful and impartial evaluation utilizing a combination of, or all of the following:

a. The applicant's level of experience and/or training relative to the requirements of the position;

b. The applicant's level of education relative to the requirements of the position;

c. The applicant's physical fitness relative to the requirements of the position;

d. The results of an oral interview;

e. Reference background information may be considered up to 50% of any final scoring instrument;

f. If more than one applicant is qualified for a vacant position, the best applicant may be determined by a competitive written examination or

demonstration test of the abilities and aptitudes of the applicant as required for the vacant position;

5.5 No question on any text or in any application form or by any appointing power shall attempt to elicit information concerning race, color, ancestry, national origin, sex, age, marital status, or political or religious affiliation for the purpose of discriminating.

5.6 Hood River County provides reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee in performing the essential functions of the job unless it can be demonstrated that the accommodation would pose an undue hardship on the operation of our programs. Reasonable accommodation may include making facilities used by employees readily accessible to and usable by handicapped persons.

5.7 An applicant shall possess the necessary qualifications to satisfy any statutory requirements.

5.8 An applicant may be fingerprinted prior to appointment if relevant to the position for which applied.

5.9 All statements submitted on the employment application, related documents or résumé shall be subject to investigation and verification prior to appointment.

5.10 False information or statements may disqualify the applicant from employment or promotional vacancies at any time upon discovery.

5.11 In conformity with the immigration Reform and Control Act of 1986 (IRCA), we hire only those who are eligible to work in the United States. Verification documentation is required of all new hires, and employees are expected to inform Hood River County immediately if the eligibility changes.
After an individual is employed Hood River County may choose to use the federal E-Verify program to validate social security numbers, or may use other methods for verifying social security numbers.
Expired documents are not valid documents for I-9 purposes.

5.12 All things being equal, Hood River County may give preference to veterans, when Making hiring decisions; Hood River County does not discriminate against individuals based on current or prior military service.

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SECTION 6

APPOINTMENTS AND CHAIN OF COMMAND

6.1 The Board of Commissioners shall appoint the Administrator who shall work at the pleasure of the Board.

6.2 The Administrator shall be responsible for the employment, discipline and termination of Department Heads. Department Heads shall be responsible to the Administrator.

6.3 Department Heads shall be responsible for the employment, discipline and termination of supervisors and employees within their respective Departments. Department Heads may delegate authority to supervisors. Supervisors shall be responsible to the Department Heads and employees shall be responsible to the supervisor or the Department Head.

6.4 The Board of Commissioners shall communicate all requests and complaints through the Administrator.

6.5 The Administrator shall receive direction from the Board of Commissioners.

6.6 Department Heads shall receive direction from the Administrator.

6.7 Department Heads shall be directly responsible to the Administrator and shall communicate to the Administrator serious problems surrounding operations of the respective department such as grievances, departmental restructuring, reclassifications, etc. The Administrator shall relay vital information to the Board of Commissioners in writing.

6.8 A supervisor shall receive direction from the Department Head.

6.9 A supervisor shall be directly responsible to the Department Head, and any complaints or requests, or complaints and requests on behalf of employees, shall be communicated to the Department Head. (With exception to sensitive complaints as referred to in Section 3 of the Personnel Code.)

6.10 Employees shall receive direction from a supervisor or the Department Head.

6.11 Employees shall be directly responsible to the supervisor or the Department Head. Employees shall communicate any complaints or requests directly to the supervisor or Department Head.

6.12 In Departments without supervisors, employees shall be directly responsible to the Department Head, and shall communicate any complaints or requests directly to the Department Head.

6.13 In Departments with supervisors, authority that is delegated to supervisors shall be at the discretion of the Department Head. Employees shall be informed of the supervisor's authority.

SECTION 7
INITIAL EMPLOYMENT

7.1 All letters offering employment to an applicant or reinstatement of an employee shall be made through the County Administration Office via the Human Resources Department. It shall be the responsibility of the Department Head to:

a. At least three days prior to scheduled hire date, make arrangements with Human Resources to send the applicant for drug and alcohol test and completion of new employee packet.

b. Prior to assuming a position with Hood River County, either full time or part time, an applicant shall be subject to successful completion of a post-offer, controlled substance screening. Refusal to submit to such screening will be considered non-compliant with the County's Drug and Alcohol Policy and will automatically result in revocation any employment offer. The cost of the initial drug screen shall be paid by Hood River County.

c. Upon initial employment by the County, successful completion of employment related physical assessment may be required relating to certification by The Department of Public Safety Standards and Training (DPSST) and Oregon Department of Transportation (ODOT). These pre-employment physicals are job related and have been identified as a "business necessity". An offer of employment will be made on the condition that the applicant provide current medical certification or successfully pass a medical examination. The medical examination shall be paid for by the County and conducted by a physician identified by the County. The physician's medical report shall be directly sent to Human Resources for review and retention in the employee's medical file.

d. Prior to the first day of employment, submit to the County Administrator's office, the original~~s~~ of the employment application and completed employee packet forms together with a new hire classification form indicating job title, working hours, applicable salary schedule, scheduled hire date, monthly salary, etc;

e. On the first day of employment, complete the Hazardous Materials training and acknowledgment form, issue necessary equipment, keys, time sheets, and discuss departmental rules, procedures and policies. Send signed acknowledgments, certification copies, etc., to Human Resources for personnel file.

f. Make the Administrative Code available to all employees.

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SECTION 8

ATTENDANCE

8.1 Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays and leaves of absence.

8.2 An employee shall not be absent from work for any reason other than those specified in this Resolution authorizing sick leave without making prior arrangements with the department supervisor. Unless such prior arrangements are made, an employee who for any reason fails to report to work shall make a sincere effort to immediately notify the supervisor or Department Head of the reason for being absent (Department Heads shall notify the Administrator). If the absence continues beyond the first day, the employee shall notify the supervisor on a daily basis unless other arrangements have been made with the appropriate authority. Department Heads shall notify Human Resources if the absence of an employee continues beyond the second day.

8.3 It shall be the duty of every Department Head or supervisor to report to the Finance Department all absences from duty of departmental personnel when filing with the Finance Department the daily time sheet for the period in which the absence occurs.

8.4 All County offices and buildings shall remain open during the normal work day. At such times as there are hazardous driving conditions due to snow, ice, or other adverse weather conditions, Department Heads, or supervisors, have the discretion to allow departmental personnel to arrive late or to leave early. Personnel arriving late or leaving early due to adverse weather conditions shall use either accrued vacation or accrued compensatory time. Closure of a department or building due to adverse weather conditions requires prior approval from the County Administrator.

8.5 Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be cause for disciplinary action.

8.6 Employees arriving late for their scheduled work shift shall document the time of arrival and may be required to state the reason in writing for the lateness.

8.7 Employees shall keep a daily time sheet and submit it to the Department Head on the first working day following the end of the payroll period.

SECTION 9

HOURS OF WORK

9.1 Except as otherwise provided in the Administrative Code, County Offices shall be open for the transaction of business between the hours of 8:00 o'clock a.m. and 5:00 o'clock p.m. every day except Saturdays, Sundays, and holidays.

9.2 Hours of duty for all administrative and clerical help in the Courthouse, Health Department, and the County Business Administration Building shall be eight (8) hours per day with one (1) hour for lunch. Department Heads shall receive prior authorization from the County Administrator for any variation from the normal work schedule of employees working eight hours per day, five days per week.

9.3 Hours for field forces, including law enforcement officers and personnel, shall be based on a forty (40) hour week as scheduled by the Department Head.

9.4 The branch offices of all offices and departments and other special work locations shall be open to the public on such days of the week, Saturday or holidays and during such hours as public convenience and necessity may require, subject to the approval of the Administrator.

9.5 Any Department Head, in the event it is necessary by reason of any emergency or otherwise, shall have the right to require departmental employees to work on any day, at any hour, and for so long a period as required by the needs of the Department, subject only to providing necessary and reasonable meal and rest periods.

SECTION 10

TRIAL PERIOD

10.1 All original, promotional, and transfer appointments to a regular position shall be tentative and subject to a trial period, as follows:

Employees who work 20 hours or more per week - a nine month trial period.

Part time employees who work less than 20 hours per week - a one year trial period.

A new employee shall be advised at the time of employment of the normal trial period.

10.2 All trial employees should be evaluated at least once every three (3) months. The employee shall be given an opportunity to inspect the evaluation and to respond. The evaluation shall be signed by the employee and the evaluator and placed in the employee's personnel file. A copy of the evaluation shall be provided to the employee. The 3 month evaluation may be considered in granting the employee regular status, but management reserves the right to discharge at will at any time without reason, regardless of any prior performance documentation.

10.3 A Department Head who feels the trial period has, for any reason, been an inadequate amount of time to thoroughly evaluate the employee's performance may extend the trial period for a specific period of time. Notice of this extension shall be given to the employee in writing, prior to the original trial period ending date.

10.4 Upon the Department Head determining that an employee has satisfactorily completed the minimum trial period and is qualified for regular status, the employee shall attain regular employee status and receive notification from the supervisor or Department Head.

10.5 Before or after the completion of the trial period, an employee may be discharged at any time, for any reason, with or without notice and with or without cause**.** A promoted or transferred employee may be restored to the former classification without reason, justification or cause during the trial period of the promotion or transfer, subject to the availability of the former classification or discharged at any time, for any reason, with or without notice and with or without cause.

10.6 Trial period employees may utilize accrued sick leave after 90 calendar days of continuous employment and may request utilization of vacation with pay after working six (6) full months. EXCEPT: Part time employees, who work less than 20 hours per week, may utilize accrued sick leave after 91 calendar days and vacation after nine months employment.

10.7 Employees on a trial period due to a promotion or transfer who previously attained regular status and employees who have been reinstated may utilize accrued sick leave and vacation benefits.

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SECTION 11

TEMPORARY STATUS
EXTRA HELP STATUS

11.1 A temporary employee shall be an employee who is hired for a specific period or project which will be completed in less than one year.

11.2 If the temporary position is approved through the Administration office to be part of the department's regular classification plan, the position will be advertised and follow the procedure for vacant classified positions.

11.3 A temporary or oncall/extra help employee shall earn and accrue sick leave at the rate of one hour per 30 hours of work beginning at the completion of 90 calendar days of work beginning January 1, 2016.

11.4 A temporary employee shall not receive vacation benefits.

11.5 A full time temporary employee shall be provided with employee-only health, dental and life insurance coverage after the completion of six full payroll months of continuous service.

11.6 A temporary employee shall receive holiday benefits after thirty (30) calendar days of employment. The holiday benefit for part-time temporary employees shall be pro-rated.

11.7 A temporary employee shall receive an hourly salary based on step one of the appropriate classification. Any exception shall require prior approval from the Administrator. A temporary employee will not receive step increases, but will receive regular evaluations.

11.8 An employee with extra help status works on an occasional, on-call basis, and does not have a predetermined work schedule.

11.9 Temporary, seasonal, and extra help employment is not considered in calculations of regular employment for purposes of longevity or accruals if the temporary or extra help employee is later offered regular employment unless the temporary assignment was for the specific purpose of cross training to fill the PTE or FTE regular position.

11.10 An employee with extra help status will receive an hourly salary based upon Step 1 of the appropriate classification. Any exception shall require prior approval from the County Administrator. An employee with extra help status will not receive annual step increases.

11.11 An employee with extra help status is not eligible for vacation, , holiday, or other benefits.

11.12 An employee with extra help status is not eligible to participate in the Public Employers Retirement System unless the employee meets the PERS eligibility requirements.

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SECTION 12

SALARY CLASSIFICATION AND PAY PLAN

12.1 The Administrator shall be responsible for developing, maintaining, modifying and administering a Classification and Pay Plan. The Classification Plan and the Pay Plan shall provide a basis for establishing and maintaining a structure that is competitive to relevant external job markets; provide flexibility to respond to changing conditions; and contribute positively toward motivation of employees to perform at acceptable and higher levels.

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

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

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

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

12.6 The Administrator shall annually review the Classification and Pay Plan, consider recommendations submitted by Department Heads for revisions and submit recommendations with substantiating data to the Board of Commissioners, as part of the budget process.

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SECTION 13

PERFORMANCE EVALUATIONS

13.1 During the trial period, performance evaluations should occur every three months of employment and upon the completion of the trial period.

13.2 Employees shall be evaluated by the Department Head, but the Department Head may delegate this authority to the supervisor. Supervisors shall be evaluated by the Department Head. Department Heads shall be evaluated by the Administrator.

13.3 Satisfactory performance evaluations shall be the determining factor in granting regular status, or in granting any step increase.

13.4 All County employees with regular status shall receive an annual evaluation on the anniversary of their hire date and/or at any other time that there is a change in job performance or classification.

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

13.6 If a satisfactory performance evaluation is not received within three months, the employee may be subject to disciplinary action including, but not limited to demotion or termination.

13.7 An employee will be asked to sign his/her performance evaluation indicating that it has been read and understood. An employee can attach a written rebuttal to the performance evaluation, if desired, which will become a part of the employee's personnel file.

13.8 A copy of the performance evaluation must be on record in the Administrator's Office prior to processing any six months step or annual step increase.

SECTION 14

REMUNERATION

14.1 Upon initial employment, an employee shall receive the minimum salary (first step) for the position classification unless otherwise authorized by the Administrator.

14.2 Part time employees who do not work exactly one-half of the normal work hours shall be paid an hourly salary based on the appropriate step of the salary classification.

14.3 A part time employee who is employed to work less than twenty (20) hours per week in a classification that is a bargaining unit position for employees who work twenty (20) hours or more per week shall receive an hourly compensation based upon the appropriate Bargaining Unit pay schedule.

14.4 If the employee is exceptionally qualified, the employee's starting salary may be above the minimum for the classification, but no more than the maximum for the classification. A starting salary above the minimum for the classification shall receive prior approval from the Administrator.

14.5 Subject to the availability of budgeted funds, County employees who are paid from the Management/Confidential Scale and who work 20 hours or more per week shall advance to the next higher step in the salary plan as follows:

A two step, (approx. 5%) increase - after one year's employment and annually thereafter within the job position pay scale limit and based on a satisfactory evaluation by the evaluating authority. For employees with a starting salary above the minimum for the classification, future step increases may be delayed based upon determination by the County Administrator.

Longevity step increase - after continuous employment in the same position as follows:

After ten years - a two step (approx. 5%) increase

After 15 years - a one step (approx. 2 ½%) increase

Every five years thereafter up to 30 years - a one step (approx. 2 ½%) increase

Rounding will be to the nearest dollar.

For payroll purposes, step increases granted on an anniversary date, and for longevity shall be as follows:

a. Personnel with a starting employment on the first of the month shall have salary increases effective on the first (1st). Hire dates between the first (1st) of the month and the fifteenth (15th) of the month shall have salary increases effective on the sixteenth (16th) of the month.

b. Personnel with a starting employment date on the sixteenth (16th) of the month shall have increases effective on the sixteenth (16th). Hire dates between the sixteenth (16th) of the month and the thirty-first (31st) of the month shall have salary increases effective on the first (1st) of the following month.

14.6 Employees who work less than 20 hours per week shall advance to the next higher step in the salary plan, based on satisfactory performance and accumulation of hours worked as follows:

A one step increase - every 2080 hours.

Department Heads will be responsible to track hours and initiate employee evaluations and salary increases.

Salary increases shall become effective on the first of the month following the completion of 2080 hours worked.

14.7 An annual step increase may be delayed to a specified date or period of time if the employee evaluation identifies specific objectives, projects, or skills to be acquired which is reasonable expectation of all employees at that level.

14.8 A copy of a satisfactory evaluation must be on record in the Administrator's office prior to processing any step increase.

14.9 An employee who is employed in a position that requires a license or certification, and who at the time of employment has a limited license or a certification pending, shall receive a salary of one step below the first step of the range for the appropriate classification and be placed on temporary status until the required license or certification is received. Upon the employee receiving the required license or certification, the salary shall be advanced to step one of the appropriate classification. The anniversary date of employment shall be the date on which the license or certification was received.

SECTION 15

PAYROLL ORDER

15.1 Prior to July 1 of each year, the Board of Commissioners shall adopt a payroll order for the ensuing fiscal year. The payroll order shall contain the names of all employees in the County service and the salary to become effective on July 1. Any amendment to this payroll order due to a new employee, step increase upon completion of the trial period, step increase on the anniversary date of employment or longevity step increase, shall be submitted to the Administrator's Office for processing of an amended payroll order.

SECTION 16

PAYROLL PERIODS-PAYDAY-DAILY TIME SHEETS

16.1 Payroll periods shall be from the first (1st) of the month through the fifteenth (15th) of the month and from the sixteenth (16th) of the month through the last day of each month. Pay checks for the previous payroll period shall be issued by the Finance Department on the eighth (8th) of the month and on the twenty-third (23rd) of the month. If the 8th or 23rd falls on a Saturday, Sunday or holiday, personnel shall receive pay checks on the last working day of the pay period.
During the period of time that employees of the Department of Public Works/Forestry Department are on a 4/10 work schedule, pay checks will be issued on the last work day of the pay period for employees of the Department of Public Works/Forestry Department.

16.2 Each County employee shall maintain a daily time record. The daily time record shall reflect the hours worked, vacation and sick leave used, overtime hours worked, compensatory time used when applicable, and other information deemed necessary by the Finance Department. On the first work day following the end of a payroll period, the Department Head or supervisor shall submit the daily time records to the Finance Department. Forms for the daily time record shall be as prescribed by the Finance Department.

SECTION 17

OVERTIME/COMPENSATORY TIME

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

17.2 Overtime shall be defined in compliance with current Oregon law as time actually worked in excess of 40 hours in the week.

17.3 The normal 7 day workweek shall be defined as beginning at 12:00 a.m. Sunday and ending at 11:59 p.m., Saturday.

17.4 In an emergency, peak work periods or other extraordinary circumstances, it may be necessary for employees to work overtime, and overtime work shall be distributed as evenly as possible among employees with comparable skills within the same job classification. All overtime shall be pre-authorized by the Department Head or County Administrator.

Department Heads and other exempt personnel defined in accordance with the Bureau of Labor and Industries definitions as executive, administrative, supervisory, or professional, shall be exempt from the payment of overtime or compensatory time due to the nature of their employment.

17.5 All non-exempt personnel who are required to work in excess of the established 40 hour work week shall be entitled to overtime.

17.6 Non-exempt salaried employees shall not receive overtime pay but may utilize compensatory time off with pay in accordance with 29CFR 553.20. In extraordinary circumstances, paid overtime compensation may be authorized by the Department Head and/or County Administrator, based on the availability of budgeted funds.

17.7 Whenever possible, compensatory time off shall be provided for overtime work. Whenever possible, overtime shall be taken at straight time during the week it is accrued. If the Department Head determines that utilizing overtime the same week it is accrued would place the efficiency and effectiveness of the Department in jeopardy or create Departmental hardships, the overtime may be carried forward as compensatory time and calculated at time and one-half. Compensatory time shall be reported on the time sheets submitted to the Finance Department. Any accrued compensatory time shall be taken not later than completion of the

second payroll period in the month following the date the compensatory time was accrued; and no more than eighty (80) hours compensatory time (calculated at time and one-half) shall be allowed to accumulate.

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17.8 If the Department Head determines that compensatory time cannot be given, overtime remuneration shall be paid. Such remuneration shall be paid at the rate of one and one-half times the actual number of hours worked based on the regular monthly salary. Overtime hours worked shall be reported on the time sheets submitted semi-monthly to the Finance Department. A claim for payment of overtime hours worked shall be submitted to the Finance Department. All claims for overtime shall have an authorization signature from the department head. After submittal of a claim for overtime, payment for overtime will be included in the next semi-monthly pay check. In order to receive remuneration for overtime hours worked, there must be a departmental budget line item for this purpose.

17.9 It shall be the responsibility of the employee who worked overtime to make the necessary arrangements within the time frames allowed for compensatory time off or paid remuneration.

17.10 In case of illness or other situation completely beyond the control of the Department Head, the Department Head may request from the Administrator an extension of the maximum eighty (80) hours accumulated compensatory time for departmental personnel.

17.11 If a non-exempt employee is required to work on a holiday, said employee shall receive regular pay for each hour worked plus the holiday pay at straight time. Compensatory time off may be utilized in lieu of pay.

17.12 An employee who volunteers or requests to attend a class, conference or training seminar, shall in advance discuss with the Department Head the most economical means of transportation, departure and return plans in order to avoid unnecessary cost expenditures and overtime.

17.13 If an employee has reached the maximum eighty (80) hours of unused compensatory accruals, the employee must use a minimum of one third (1/3rd) the accrued and unused compensatory time (leaving no more than 53 hours) before the employee may use accrued and unused vacation leave or other qualifying accrued and unused paid leave available to the employee.

Revised 11/2011

SECTION 18

PROMOTION WITHIN A DEPARTMENT

18.1 A promotion within a Department is from one position classification to another position with a higher salary range in the same Department.

18.2 All requirements for advertising a vacant position are waived for a promotion within a Department. All employees within the Department shall be given an equal opportunity to apply for the position.

18.3 An employee receiving a promotion within a Department shall receive a salary increase at the time of the promotion. Step increases thereafter shall be based on satisfactory performance and the anniversary date of the promotion. Step increases are subject to the availability of budgeted funds.

18.4 An employee who receives a promotion within a Department shall be required to serve the six months trial period and shall be subject to all conditions for a trial employee, EXCEPT utilization of accrued sick leave and vacation benefits.

18.5 A regular employee who receives a promotion within a Department shall retain all accrued sick leave and vacation benefits and may utilize these accrued benefits during the six months trial period, subject to approval from the Department Head.

18.6 A trial employee who receives a promotion within a Department shall be eligible to utilize accrued sick leave and vacation benefits upon completion of six months employment in the new position.

18.7 Benefits will continue to accrue based upon uninterrupted employment.

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

SECTION 19

TRANSFER WITH PROMOTION

19.1 A transfer with promotion is from a position in one Department to a position with a higher salary range in another Department.

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

19.3 An employee receiving a promotional transfer shall receive a salary increase onto the new classification scale at the time of the promotion and may receive future salary increases, based on satisfactory performance, on the anniversary date of the promotion.

19.4 An employee receiving a promotional transfer to another Department shall be required to serve the six months trial period and shall be subject to all conditions for a trial employee, EXCEPT utilization of accrued sick leave and vacation benefits.

19.5 An employee receiving a promotional transfer to another Department shall retain all accrued sick leave and vacation benefits and may utilize these accrued benefits during the six month trial period, subject to approval from the Department Head.

19.6 Benefits shall continue to accrue based upon uninterrupted employment.

19.7 To be eligible for a transfer with promotion, an employee must have attained regular employee status.

19.8 If an employee who has not attained regular employee status applies to another Department for a position with a higher classification and obtains this position, it shall be processed on the basis of a new employee.

SECTION 20

TRANSFER WITHOUT PROMOTION

20.1 A transfer without promotion is from a position in one Department to a position with the same salary range in another Department.

20.2 An employee may apply for any vacant position for which the employee is qualified; however, due to small Departments with limited staff an employee requesting and receiving a transfer from one Department to another cannot be given assurance of being able to return to the original position if for some reason the trial period in the transfer position is not satisfactory. Return or reinstatement to the original position shall depend upon a position vacancy and shall be at the discretion of the Department Head involved.

20.3 An employee who receives transfer to another Department shall be required to serve the six months trial period and be subject to all conditions of a trial employee, with the following exceptions:

a. The employee may utilize accrued sick leave and vacation benefits, provided the employee has been in the previous position nine months or more, has attained regular status, and subject to approval from the Department Head.

If regular status has not been attained, transfer will be processed on the basis of a new employee, and the employee shall not retain the accrued vacation and sick leave benefits.

20.4 An employee with regular status who receives a transfer to another Department shall retain all accrued sick leave and vacation benefits and shall continue to accrue these benefits based upon uninterrupted employment.

SECTION 21

RESIGNATION

21.1 To resign in good standing, an employee shall give written notice to the immediate supervisor not less than ten (10) working days prior to the effective date of resignation. The Department Head may agree to a shorter period of notice if there are extenuating circumstances.

21.2 The Department Head shall submit a copy of the resignation and the copy of the written notice of acceptance from the Department Head to the Administrator's Office for placement in the personnel file and cancellation of the payroll order.

21.3 An employee, the employee's Department Head, the Administrator, the Human Resources Director, or the Board of Commissioners may request an exit interview.

SECTION 22

REINSTATEMENT

22.1 A regular employee who has resigned in good standing may request reinstatement to the same position provided there is still a vacancy and that vacancy has not yet been filled. The Department Head has the right to deny such request. Once a vacancy has been posted, the Department Head must fill the vacancy based on fair and valid tests of all applicants. (Section 5.4)

22.2 Provided a reinstatement is made within three months, the fringe benefits and seniority will be returned as if there were no break in service. After a three month break, the employee will be classed as a new employee.

22.3 The trial period shall be waived for a reinstated employee.

SECTION 23

LAYOFF

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

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

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

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

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

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

SECTION 24

CAUSES FOR WARNING, SUSPENSION, OR DISMISSAL APPEAL RIGHTS

24.1 Causes for disciplining an employee shall include, but are not limited to, the following:

a. Conduct or work performance falling below desirable and acceptable standards;

b. Insubordination by refusal or failure to comply with a supervisor's oral or written assignment or order.

c. Absenteeism from work without personally notifying and securing approval from the supervisor or Department Head;

d. Habitual absenteeism or tardiness for any reason that is unprotected time off and has exceeded the accumulation of sick and vacation accruals based on the hours worked.

e. Dishonesty, supplying fraudulent information, falsifying records or documents or deliberate breach of confidentiality.

f. Personally accepting fees, gifts, or other valuable things in consideration of the performance of official duties or having knowledge of such valuable incentives provided to relatives in acknowledgment of official acts which benefit the donor.

g. Harassment, Hostile work environment or discrimination;

h. Unauthorized use, reckless or intentional abuse of County equipment, work place, buildings or grounds;

i. Failure to operate a County vehicle or County equipment in a safe manner;

j. Abuse of sick leave rules and/or failure to provide requested medical documentation.

k. Failure to comply with provisions of the Personnel Code or the Administrative Code.

l. Sabotage, willful destruction, misuse, abuse, or theft of County property or another employee's property.

m. Sleeping during working hours.

n. Failure to maintain current licensing and/or certificates as required by job description.

o. The consumption, purchase, use, manufacture or being under the influence of drugs or alcohol during work hours.

24.2 Investigating charges of supervisor or employee misconduct shall be the responsibility of the Department Head. If an alleged criminal violation charge is involved, the matter will be referred to the District Attorney for investigation. A full report shall be submitted to the County Administrator and a copy of the report shall be placed in the personnel file. Investigation of charges concerning the misconduct of the County Administrator, elected officials, or Department Heads shall be coordinated by the District Attorney, and the District Attorney shall submit written findings to the Board of Commissioners. The Board of Commissioners may direct the findings to be placed in the personnel file.

24.3 Every Department Head or supervisor shall discuss improper or inadequate performance with the employee in order to correct any deficiencies and determine the need for corrective or disciplinary strategies.

24.4 Based on the investigation, the appropriate management staff person will determine whether discipline is warranted and what should be imposed. Depending upon the severity of the situation, disciplinary action may range from oral or written reprimands to suspension, demotion and finally, dismissal from County service.

24.5 A full written report on any disciplinary action shall be prepared by the supervisor or Department Head, signed by the employee involved and a copy of the report shall be placed in the employee's personnel file, and the employee shall receive a copy of the written report. The written report shall contain the employee's name, the date, and a full explanation of the situation causing the disciplinary action.

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

24.7 A Department Head has the authority, with cause, to terminate the employment of a supervisor or employee working within the Department provided the following procedures are followed:

a. Disciplines of suspension, demotion and termination shall be approved as to form by Administration before action is taken by a Department Head.

b. An employee may be placed on administrative leave, with pay, while an investigation of charges is made.

c. 1. The employee is entitled to notice of charges against him/her.

2. The employee is entitled to notice of the kinds of sanctions being considered.

3. The employee is entitled to an opportunity to respond to the charges prior to suspension, demotion or dismissal.

24.8 The Administrator has the authority to suspend, with cause, employment of a Department Head for a period not to exceed ten (10) working days.

24.9 The Administrator has the authority, with cause, to terminate employment of a Department Head.

24.10 Any employee with regular status shall have the right to appeal disciplinary actions and the appeal shall follow the established procedure for filing and processing a grievance. Such an appeal shall be filed within seven (7) working days after receipt of the written report.

24.11 Procedure for suspension or termination of a department head by the County Administrator shall be the same as that for suspension or termination of a supervisor or employee by a Department Head.

24.12 Though it is our philosophy and general practice to provide employees who have completed the initial trial period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented, nothing in this section precludes Hood River County from exercising its options as an at-will employer, so employees should not assume that Hood River County will progressively work through the methods listed to help you improve your performance.

24.13 **Off Duty Conduct:** As a general rule, Hood River County regards the off-duty activities of employees to be their own personal matter. However, there are certain types of off-duty activities that are of concern because of the potential negative impact on Hood River County's credibility and reputation within the community we serve. For that reason, employees who either engage in, or are associated with, criminal acts, or other conduct, the nature of which adversely and negatively affects Hood River County's or their own ability or credibility to carry out their employment responsibilities and has a nexus to the job, may be subject to disciplinary action up to and including discharge.

For purposes of this section, off-duty activities also includes participation in online activities, including, but not limited to, forms of online publishing and discussion such as blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks where there is a nexus to the job. Examples of inappropriate publications would include, but are not limited to, things such as illegal solicitation, sexual harassment, or release of confidential information related to the work product.

This section shall not be for the purpose of limiting employee's rights to protected concerted activity but may be tested as to whether the employee is engaged with or on the authority of other employees, and not solely by and on behalf of the employee themselves.

Revised 11/2011 R-2/2012
Revised 8/2012

SECTION 25

GRIEVANCE PROCEDURE

25.1 The County desires to resolve grievances informally whenever possible and Department Heads, supervisors and employees are expected to resolve problems as they arise.

25.2 In the event that a grievance cannot be informally resolved between the Department Head, supervisors and employee, the following steps shall be followed in filing and processing a grievance:

Step 1: The aggrieved employee shall notify the supervisor in writing within seven (7) working days following the date of occurrence or the first knowledge thereof. The written notice shall state (1) the employee's name; (2) date; (3) the nature of the grievance; and (4) the action the employee feels needs to be taken to correct the grievance.

Step 2: Within seven (7) working days after receiving the written notice of grievance, the supervisor shall meet with the aggrieved employee in an attempt to resolve the grievance. The supervisor shall respond in writing within seven (7) working days of their first meeting.

Step 3: If the grievance is not resolved by the supervisor to the satisfaction of the aggrieved employee, the aggrieved employee shall notify the Department Head within seven (7) working days after receiving the written response from the supervisor of the intent to pursue the grievance.

Step 4: Within fourteen (14) working days after receiving the written notice, the Department Head shall meet with the aggrieved employee in an attempt to resolve the grievance. The Department Head shall respond in writing within seven (7) work days of their first meeting.

Step 5: If the grievance is not resolved by the Department Head to the satisfaction of the aggrieved employee, the aggrieved employee shall notify the Administrator within seven (7) working days after receiving the written response from the Department Head of the intent to pursue the grievance.

Step 6: Within seven (7) working days after receiving the written notice, the Administrator shall meet with the aggrieved employee, the Department Head and the supervisor in an attempt to resolve the grievance. The Administrator shall respond in writing within seven (7) work days of their first meeting.

Step 7: If the grievance is not resolved by the Administrator to the satisfaction of the aggrieved employee, it may be referred in writing to the County Commission or designee within 14 calendar days. The aggrieved employee shall notify the Administrator within seven (7) working days of his or her intent to pursue the grievance

Step 8: The Board of Commissioners or designee shall render a decision within twenty (20) working days. Failure to do so shall be a denial of the grievance.
This decision is final.

25.3 If the grievance is initiated by a supervisor, the process shall start with Step 4.

25.4 If the grievance is initiated by a Department Head, the process shall start with Step 6.

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

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

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

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

25.9 There shall be no retaliation, nor shall any employee be disciplined or discriminated against in any way because of proper use of the grievance procedure.

SECTION 26

LEAVE OF ABSENCE WITH PAY

26.1 Witness or Jury Duty:

a. Service as a subpoenaed witness for testimony relating to the individual's course and scope of employment with Hood River County, shall be recognized as a function of County Government and shall be paid accordingly.
b. Service as a juror that falls within the employee's normal working hours shall be paid as hours worked.
c. The employee shall continue to receive normal remuneration. However, any funds received for participation on a jury or as a County employed, subpoenaed witness, except for transportation and food costs, shall be returned to or endorsed in favor of Hood River County when such time falls within the normal working hours of the employee.
d. A County employee who is chosen for jury duty or subpoenaed as a witness is to report to work immediately if less than the normal work day is required for fulfilling the requirements of service.

e. An employee may utilize accrued vacation or compensatory time to observe additional courtroom activities once service as juror or as a subpoenaed witness has been completed. In such cases, the provisions of this section shall not apply.

26.2 Voting:

During a non-mail election, when an employee's work schedule is such that voting would not be possible prior to or after the normally scheduled work hours, the employee shall be allowed a reasonable amount of time to vote without any loss of pay, vacation pay, or sick leave.

26.3 Military - Public Health Service:

A regular employee who has successfully completed the trial period and who is a member of the National Guard or a reserve component of the Armed Forces of the United States or of the United States Public Health Service shall be entitled upon application to a leave of absence from County service for a period not exceeding fifteen (15) calendar days in any one Federal fiscal year (October 1 through September 30). Such leave shall be granted without loss of time, pay, or other rights or benefits to which the employee is entitled. Military leave with pay shall be granted only when an employee receives bona fide orders to temporary service or training duty, and shall not be paid if the employee does not return to his position immediately following the expiration of the period of duty.

SECTION 27

LEAVE OF ABSENCE WITHOUT PAY

General:

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

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

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

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

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

Education:

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

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

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

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

Military Leave:

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

27.9 An employee shall be entitled to reemployment after honorable service, with the

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

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

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

SECTION 28

EMERGENCY HARDSHIP LEAVE:

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

A. Donating Employees

1. An employee who has completed the trial period may donate up to five (5) days of accrued vacation leave per year or accrued compensatory hours in full day blocks.
2. Donating employees must retain a minimum vacation accrual balance of 40 hours after the number of donated days or hours have been subtracted from their vacation balance.
3. Donating employees shall complete a form approved by the County authorizing the donated hours to be credited to the recipient employee.

Rev. 9/17

B. Recipient Employees

1. An employee who has completed the trial period may receive donated vacation days or compensatory hours from donating employees. Donated hours shall be converted for use to the recipient employee's sick leave accrual balance.
2. A recipient employee shall be eligible to receive donated time only after the recipient employee's own sick leave, comp. time, and vacation balances have been completely exhausted.

3. Donated comp. or vacation days can be credited to the recipient employee's sick leave account only for serious illness, injury, or disability of the recipient employee that causes time off exceeding 12 weeks.

4. The maximum number of donated days or hours which a recipient employee will be eligible to receive as sick leave for one illness or injury, shall be sixty (60) working days or 480 hours.

C. Procedure and Limitations

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

Addition 1/18/00
Revised 1/16/07

SECTION 29

FEDERAL MEDICAL LEAVE ACT ("FMLA")

29.1 **Leave Eligibility**

Employees who have been with Hood River County for more than 12 months and have worked at least 1,250 hours immediately preceding and FMLA leave are entitled to take twelve weeks' leave within a twelve – month rolling backward period for:

1. birth of a child;
2. adoption of a child or the placement of a foster child;
3. care of a spouse, son, daughter, or parent with a serious health condition; or
4. the employee's own serious health condition that makes the employee unable to perform the employee's job duties.

For the purposes of this policy a "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that requires:

a. Inpatient care in a hospital, hospice or residential medical care facility;
b. Continuing treatment by a health care provider usually involving a period of incapacity, for example, an absence from work, school or regular day activities of more than three days combined with continuing treatment or incapacitation due to pregnancy or prenatal care, including severe morning sickness (which does not require more than three days of treatment); or
c. Incapacitation or treatment due to a chronic or long-term serious health condition.

29.2 **Military Family Leave Entitlement**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies which may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement to care for a covered service

member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty.

29.3 **Notice of Leave**

An employee requesting an FMLA Leave must submit a written request at least 30 days prior to the anticipated leave date. If a leave must begin in less than 30 days, the worker must provide written notice as soon as is practicable. When 30 days notice is not possible, the employee must generally comply with the department's daily, normal call-in procedure. Forms requesting leave are available through the Department Head or the County Administration office.

If an FMLA Leave is requested for the purpose of caring for a seriously ill family member or for the employee's own serious health condition, the employee should make a reasonable effort to schedule treatment to minimize disruption to the department's business operation, subject to the approval of the treating physician.

If the FMLA Leave is taken for the birth of a child, adoption or placement of a foster child, the time taken must be in one block of time. When leave is used to care for a seriously ill family member or for the employee's serious illness, the time can be taken in intermittent periods.
In all cases, employees must provide sufficient information for Hood River County to determine if the leave may qualify for FMLA, including circumstances supporting the need for military family leave, and medical certification and recertification supporting the need for leave.
Failure to provide the required notice may result in Hood River County delaying the leave for up to 30 days after notice is ultimately given, or considering the leave as an unexcused absence

29.4 **Medical Verification**

An employee, who is incapacitated and requires absence from work of more than three consecutive days, may be required to provide medical documentation and the absence may be counted as part of the 12 week Federal Medical Leave entitlement.

Concurrent with applying for a FMLA Leave, the employee must provide medical documentation to support the request in a timely manner, which will be interpreted to mean within 15 days of applying or being notified that the time will be counted for FMLA Leave. If the leave is for the employee's own serious health condition, the employee may be required to provide a fitness for duty medical release from their health care provider before returning to work. The leave will be

limited to 12 weeks for reinstatement rights to occur. Unless the employee is able to provide a fitness for duty release following the 12 week leave, the employee may be terminated after exhausting paid leave time. Reasonable accommodations may be considered as an alternative to termination based on availability of other County vacant positions, the employee's service record and applicable skills and qualifications.

29.5 **Employee Benefits and Reinstatement under FMLA**

Hood River County is responsible for maintaining an employee's medical/dental coverage for the length of the leave under the coverage conditions that would have been available in the absence of a leave. Employees may be required to use or may elect to use, whatever accrued sick and vacation time they have earned, (in that order when appropriate), before taking time without pay unless the employee is or could be eligible for benefits under workers compensation. County paid benefits and worker's compensation benefits shall not be collected simultaneously. Sick leave, vacation and compensatory time do not accrue during unpaid leave.

Following a FMLA Leave, an employee will be returned to his/her former position or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment. Reinstatement may not be available if the employee's former position is eliminated under circumstances where the law does not require reinstatement. No employment benefits earned prior to the employee's leave will be lost during a FMLA leave.
Questions about this policy should be directed to Human Resources Director or the Department Head.

R-9/01
R-2/09
R- 11/11

29.6 **Leave Eligibility**

Employees who have been with Hood River County for more than 180 days, working an average of 25 hours per week or more are eligible to take twelve weeks leave within a twelve month period for the same purpose as the Federal Medical leave Act except OFLA covers leave due to a worker's compensation injury. OFLA also includes the care due to serious health condition of parent-in-law, grandparents, grandchild, same sex domestic partner, domestic partner's parents or child, and to care for a sick child with a non- serious medical condition. Two weeks bereavement leave may also be taken for the death of a family member to attend the funeral or alternative to a funeral; make arrangements necessitated by the death of a family member; or to grieve the death of the immediate family member. If an employee experiences the death of more than one family member in a year, the employee may take an additional two weeks for each death. Rev. 1/1/2014

29.7 **Notice requirements:**
Same as for FMLA

29.8 **Medical Verification:**
Same as for FMLA

29.9 **Employee Benefits and Reinstatement:**

The employee and NOT Hood River County is responsible to pay for all of his/her and dependents medical /dental premium payments in order to maintain this benefit during their Oregon Family Leave. Employees may be required to use whatever accrued sick and vacation time they have earned, (in that order), before taking time without pay unless the employee is or could be eligible for benefits under workers compensation. County paid benefits and worker's compensation benefits shall not be collected simultaneously. Sick leave, vacation and compensatory time do not accrue during unpaid leave.

An employee will be returned to his/her former position following an Oregon Family Leave unless the position was eliminated. If the employee's former position has been eliminated, the employee will be reinstated to an available, equivalent position. No employment benefits earned prior to the employee's leave will be lost by taking Oregon Family Leave.

The leave will be limited to 12 weeks for reinstatement rights to occur. Unless the employee is able to provide a fitness for duty release following the 12 week

leave, the employee may be terminated.
Reasonable accommodations may be considered as an alternative to termination based on availability of other County vacant positions, the employee's service record and applicable skills and qualifications.

Questions about this policy should be directed to Human Resources Director or the employee's Department Head.

29.10 Oregon Military Family Leave (OMFLA)

Employees who work an average of 20 hours per week, regardless of how long the employee has worked for Hood River County, may be eligible for this leave. The OMFLA provides spouses of armed service members with 14 days of unpaid leave each time an employee's spouse is deployed for military service. In order to take this leave, the employee must give notice to the employer within five days of receiving official notice of the spouse's deployment. The 14 days count against the employee's 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon's Family Leave Act (OFLA). Benefit and compensation may be continued during OMFLA leave. Upon completion of OMFLA, the employee is eligible to be restored to employment in the position held at the beginning of the leave. No retaliation or discrimination may occur because an employee has requested FMLA/OFLA, OMFLA or Federal military family leave.

Contact the Human Resources Department for filing a complaint.

R-09/01
R- 04/11
R -11//11
R-01/14

SECTION 30
HOLIDAYS

30.1 All employees who regularly work 8 hours or more per week shall be entitled to the holidays listed below, with pay. Full-time personnel shall receive regular pay; part time personnel shall receive pro-rated compensation. To be eligible for holiday pay, an employee must have been employed at least ten (10) days prior to the holiday and in a pay status for the entire regular work day before and after the holiday. Part time employees must have been employed at least ten (10) days prior to the holiday and on pay status for at least 16 hours within the payroll period to qualify for pro-rated holiday pay if a holiday falls within the pay period. Full time temporary employees shall receive the holidays listed below with pay after thirty days of employment.
Non-exempt management personnel who are scheduled to work 10 hour shifts in 24/7 operations receive time and one half for hours worked on designated holidays.

Rev. 9/13

Legal Holidays:	New Year's Day	Labor Day
	President's Day	Veteran's Day
	Memorial Day	Thanksgiving Day
	Independence Day	Day after Thanksgiving
	Martin Luther King Jr. Day	Christmas Day

The designated legal holidays shall be observed in accordance with Oregon State Law. (ORS 187.010 - ORS 187.020).

30.2 Personal Holidays: Subject to the scheduling needs of the Department, employees with regular employee status may select two personal holidays (16 hours) with pay each calendar year.

A new employee, with a hire date after January 1, will receive pro-rated credit for personal holidays based upon the hire date, and will become eligible to use the pro-rated personal holiday hours after working 6 full months.

Full time personnel shall receive regular pay. Part time employees shall receive pay for the applicable pro-rated number of hours.

Personal holidays may not be carried forward from one calendar year to the next calendar year.

At the end of each calendar year or upon resignation, termination, or retirement, an employee will not receive any compensation for unused personal holidays.

Revised July 2011

SECTION 31

VACATION

31.1 Full time and part time employees shall start accruing vacation benefits on the date of employment. Employees shall become eligible to utilize accrued vacation after working six (6) months.

31.2 Vacation accrual shall be based on paid years of work for the County. No credit can be given as hours of service during any period of unpaid leave.

31.3 Temporary and seasonal employees shall not accrue vacation benefits.

31.4 Vacation accrual for full time employees shall be as follows:

a. On 1 year anniversary- ten (10) days accrued at the rate of 6.66 hours per month, 3.33 hours per pay period (after six months and attaining regular status, five (5) days may be utilized).

b. On 5th year anniversary - fifteen (15) days accrued at the rate of 10.00 hours per month, 5.00 hours per pay period.

c. On 10th year anniversary - eighteen (18) days accrued at the rate of 12.00 hours per month, 6.00 hours per pay period.

d. On 15th year anniversary - twenty one (21) days accrued at the rate of 14.00 hours per month, 7.00 hours per pay period.

e. On 20th year anniversary - twenty four (24) days accrued at the rate of 16.00 hours month, 8.00 hours per pay period. Rev 9/17

31.5 Vacation accrual for part time employees shall be prorated.

31.6 Vacation with pay shall accrue to an employee each payroll period. A full time employee must have been on pay status during the entire payroll period to qualify for full vacation accrual for that payroll period. A full time employee on pay status during a partial pay period shall receive pro-rated vacation accrual. A part time employee must have been on pay status for at least 16 hours in a payroll period to qualify for pro-rated vacation accrual for that payroll period.

31.7 Vacation with pay may be used as it is accrued. The minimum vacation with pay that may be utilized at any one time shall be one (1) hour.

31.8 In all cases, vacations shall be scheduled with approval of the Department Head so as to best serve the interests of the office or Department involved.

31.9 Any resignation or termination of an employee within the trial period shall cancel and nullify the employee's right to any vacation with pay based on the partial year's employment.

31.10 County personnel shall be permitted to accumulate vacation with pay to a maximum of double the annual accrual up to 24 days.

10 days annual accrual - 20 days (160 hours) maximum accumulation.

15 days annual accrual - 30 days (240 hours) maximum accumulation.

18 days annual accrual - 36 days (288 hours) maximum accumulation.

21 days annual accrual - 42 days (336 hours) maximum accumulation.

24 days annual accrual - 48 days (384 hours) maximum accumulation.

31.11 Vacation with pay shall not be credited to personnel in excess of the maximum accrual. Any exception must have approval from the Administrator and the Finance Department notified of the exception.

31.12 No extra wages or salary over and above the regular amount paid shall be allowed any employee in lieu of vacation time earned.

31.13 Exception shall be granted only when there are extenuating circumstances involved and an exception must be approved by the Board of Commissioners.

31.14 In the event of resignation or termination of an employee with regular status, the employee shall be compensated for any unused accrued vacation on the date of resignation or termination in accordance with Oregon Law.

31.15 An employee receiving a temporary Worker's Compensation award shall not accrue vacation after being off work for all or part of two consecutive payroll periods.

31.16 Administrative and Executive Leave: Based on availability of the budget, full time, regular, non-represented staff will be provided with additional leave days on the first of each Fiscal year on July 1.

- Leave days must be used as full days. (regularly scheduled hours)

- Leave must be documented on the time card under the "admin.card" column.

- Unused leave at the end of the fiscal year, June 30th, will be contributed to an employee VEBA account based on the employee's hourly rate of pay.

- Administrative and Executive leave will not be cashed out or converted to a VEBA account at termination, regardless if the employee resigned, retired, or was terminated unless June 30 was the final day of work.

- All un-represented salary exempt staff, (those not subject to overtime), will receive 40 hours Executive leave and non-exempt unrepresented staff will be provided with 16 hours of Administrative leave. Any balance that does not equal a full day may be supplemented with any accrued vacation or compensatory time or on June 30th it will roll into a VEBA account.

- Administrative and Executive leave may not be scheduled for use until after six months of employment. New hire staff will be provided with pro-rata hours based on what quarter of the fiscal year they were hired as follows:

July - September	40 hours
October – December	32 hours
January – March	24 hours
April – June	16 hours

New hire non-exempt staff hired	July – December	16 hours
	January – June	8 hours

R-07/15

SECTION 32

SICK LEAVE

32.1 Full time County personnel shall accrue sick leave as follows:

One day - 8 hours - per month
One-half day - 4 hours - per payroll period

32.2 Part time employees working 20 or more hours per week shall accrue pro-rated sick leave.

32.3 As of January 1, 2016, part time employees who are scheduled to work less than 20 hours per week, temporary, seasonal, and on call/extra help employees shall be eligible to use sick time beginning on the 91st calendar day of employment and shall accrue 1 hour of sick leave for every 30 hours of work, beginning with the first day of work, up to a maximum of 40 hours. If temporary, seasonal or on call/extra help employees are laid off or otherwise separate from employment before their 91st calendar day of work and are subsequently re-employed again within 180 days from the separation date, the employee will receive credit for the combined days of work prior to the separation and after the re-employment until 90 calendar days is reached and they become eligible to earn and utilize sick leave. If the employee leaves employment, is laid off or terminated and not recalled or rehired prior to 180 days from any separation date, any accrued sick leave balance or prior working days' credit will be forfeited. R-Jan.2016

32.4 Sick leave shall accrue up to and including a maximum of 2,080 hours. With the exception of full time temporary and seasonal employees, accrual of sick leave shall commence at the start of the first payroll period following the date of employment. An employee must have been on pay status for at least 16 hours in a payroll period to qualify for sick leave accrual for that payroll period.

32.5 Eligible employees may utilize sick leave when unable to perform their duties by reason of illness or injury unless the leave is compensated by other means such as worker's compensation. Sick leave will not accrue during any period of leave without pay and will not be cashed out in the event of resignation or termination.

32.6 Eligible employees may utilize sick leave for medical and dental care if the care is necessary and appointments cannot be obtained except during normal working hours.

32.7 Up to 2 weeks of sick leave may be utilized when there is a death of an employee's immediate family as defined under Oregon Family Leave Act.

32.8 An employee who utilizes more than three consecutive days of sick leave for their or an immediate family health condition may be considered on Family Medical Leave in accordance with Section 29 of this Personnel Code. The Administrator or Department Head may require submittal of a doctor's certificate for utilization of sick leave at any time during or after the use of sick leave.

32.9 In the event an employee is incapacitated by illness or injury for a period which exceeds the accumulated sick leave and vacation with pay, such employee may be granted leave without pay for a period not to exceed six (6) months upon approval of the Administrator.

32.10 When an injury occurs in the course of employment, and the employee receives a temporary Worker's Compensation award, sick leave benefits shall not accrue after the employee has been off work for all or part of two consecutive payroll periods.

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

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

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

32.14 Any violation of an employee of the rules pertaining to sick leave, including the making of any false statement as to the cause of the employee's absence from work, shall subject any such employee to disciplinary action, including loss of sick leave benefits or termination from employment as determined by the Department Head and the Administrator. Performing an intentional act by an employee which causes the employee to be incapacitated and results in injury or illness and loss of time from employment shall not entitle an employee so incapacitated to any sick leave with pay.

32.15 In the event of lay off, resignation or termination an employee will not receive any compensation for unused sick leave. All sick leave accruals shall be forfeited by the employee other than as specified herein for retirement purposes.

SECTION 33

MEDICAL/DENTAL/LIFE INSURANCE

33.1 The County shall provide employees a group medical, dental and life insurance program as follows:

a. Full Time:
Each year, prior to July 1, the County Administrator will determine associated costs for non-bargaining employees, with and without dependent coverage based on proposed premium increases.

Dental insurance for employee and employee with dependents - County's contribution to be determined annually.

$10,000 maximum benefit life insurance on employee only, within the provider's contractual limits - total cost to be paid by County.

b. Part Time: (Works at least one-half the normal work hours.)

Employee only medical insurance - Cost to be paid by County as determined annually.

Employee only dental insurance - Cost to be paid by County determined annually.

$10,000 maximum benefit life insurance on employee only, within the provider's contractual limits - total cost to be paid by County.

A part time employee that is scheduled to work at least 20 hours per week shall have the option for a pay period payroll deduction for the full amount of medical and dental insurance premium for family members.
A part time employee who does not make sufficient earnings in a pay period to cover the full cost of elected dependents will be required to provide a check payable to Hood River County, via the Budget and

Finance Department, for the full amount of the dependent coverage by the 5th day of the first month of coverage.

For payroll deduction of Medical/Dental premiums, an employee must be able to fund 90% of the premium through one payroll deduction. Payment for the balance of the premium is due on the first of each month. Payments will not be accepted if more than 15 days late and nonpayment will result in deletion of dependent coverage and reimbursement by the county to the employee of the payroll deduction for the current month.

If the employee earnings increase sufficiently to cover the full cost of the dependent premium costs with one paycheck, it is the employee's responsibility to notify Payroll, in writing, of the change for the full deduction of the premium.

c. County Commissioners are eligible to participate in the County's group medical and dental insurance plans. Payment shall be through a payroll deduction unless other arrangements are made with the Finance Director.

33.2 Medical insurance, dental insurance and life insurance shall become effective on the first of the month following the date of employment. If the employee begins work on the 1st day of the month, then coverage becomes effective immediately that same month. To retain County paid medical, dental and life insurance benefits, an employee must have worked the preceding month, as follows:

(a) full time employee - a minimum of 80 hours
(b) part time employee -a minimum of 40 hours

33.3 The insurance providers and the actual coverage provided shall be determined by the Board of Commissioners or their designee.

33.4 Additional information pertaining to insurance coverage may be obtained from the agent of record.

33.5 Continuing or conversion of medical/dental insurance when no longer on the payroll due to retirement, resignation, unprotected leave of absence without pay, parental leave or other reasons shall be in accordance with provisions of the contracts for medical and dental insurance and applicable State and Federal law. Information may be obtained from the Finance Department, Human Resources or the agent of record.

33.6 When a an employee and dependent are both employed by Hood River County, and there is a difference in benefits for an employee unit or bargaining unit, the benefits received by the individuals shall be that which is received by the unit with the most comprehensive benefits. The County shall determine the least expensive method of providing the benefit(s) and the payment method. The

employees may elect which benefit plan they will be covered under as employee and dependent(s), but in no case will coverage be provided under two separate plans with double coverage. If one employee resigns or terminates, the remaining employee shall then be eligible for benefits received by the employee's unit or bargaining unit in which employed.

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

R-09/01; R-06/04; R-10/05
R-06/08; R-11/11 R-2014

SECTION 34

RETIREMENT SYSTEM

34.1 All employees who work at least six hundred (600) hours in the calendar year shall be enrolled in the Public Employee's Retirement System upon completion of six (6) months of employment. The contribution to the Public Employee's Retirement System shall be made by the County in its entirety.

SECTION 35

WORKER'S COMPENSATION

35.1 The County shall provide each employee with Worker's Compensation Insurance.

35.2 An employee who receives an on the job injury or a job related illness or disease, shall report to their Supervisor, Manager, or Department Head as soon as the employee is reasonably aware of the job related injury or illness and in no case longer than 5 business days for processing of the proper claim. The department head shall initiate an investigation of the accident that resulted in an on the job injury, or the circumstances causing an on the job related illness or disease, and submit a copy of the report with findings to the Human Resources Director.
Rev 9/17

35.3 An employee who is receiving Worker's Compensation benefits shall contact the immediate supervisor at least once a week and provide a recovery progress report.

35.4 During the period of time any employee is receiving temporary Worker's Compensation benefits, the employee shall continue to receive County paid medical, dental and life insurance benefits.

35.5 An employee who receives a temporary Worker's Compensation award shall not accrue sick leave and vacation benefits after the employee has been off work for all or part of two consecutive payroll periods.

35.6 Any employee receiving Worker's Compensation benefits shall be expected to avail himself/herself of whatever treatment, tests, etc., the attending physician deems advisable.

35.7 An employee who has been receiving temporary Worker's Compensation benefits may not return to work until there is a physician's release.

35.8 The County will encourage early return to work after a job related injury, illness or disease. In the County's sole discretion, light duty work may be offered if work is available within the physician restrictions. This will be limited in most cases to 30 calendar days. The employee may then be placed on medical leave pending a release with no restrictions.

35.9 In the event an employee receives a permanent disability award and/or has exhausted all accrued paid leave, used all Medical Leave entitlement and is no longer able to perform the essential functions of the job, with or without reasonable accommodation, the County paid medical, dental and life insurance benefits shall be canceled, and the employee shall be terminated from County employment.

35.10 Reinstatement of an employee who has sustained a compensable injury shall comply with provisions of O.R.S. 659A-043.

35.11 No employee shall be gainfully employed while receiving temporary Worker's Compensation.

35.12 An employee may not supplement Worker's Compensation benefits with sick leave benefits.

35.13 There shall be compliance with provisions of Oregon State law pertaining to Worker's Compensation.

SECTION 36

OPTIONAL BENEFITS

36.1 The County shall make available to employees and the Board of Commissioners, a deferred compensation program. It is the option of every employee to participate in this program through a payroll deduction.

36.2 The County shall make available to employees and the Board of Commissioners participation in a Credit Union. It is the option of every employee to participate in this program through a payroll deduction.

36.3 Detailed information on the deferred compensation program, flexible spending accounts and the Credit Union may be obtained by contacting the Finance Department or Human Resources.

36.4 The County is a corporate member of a local sports club and membership is available to employees and their families. Detailed information regarding membership and payroll deduction is available at the Finance Department.

SECTION 37

ACCOMMODATION POLICY

37.1 Hood River County is committed to employing individuals based on their ability to perform the essential functions of their job, with or without reasonable accommodation. The county does not discriminate against individuals with a qualified disability.

Disability, as used in these policies, has the same meaning found in state and federal law: Both federal and state laws define a person with a disability as an individual who has a physical or mental impairment that substantially limits one or more major life activities, or has a record of such an impairment, or is regarded as having such an impairment.

An applicant or employee who is or becomes disabled may voluntarily inform his/her supervisor or the Human Resources Director of any physical or mental disability. The employee or applicant is encouraged and welcome to discuss his/her needs and suggest methods of reasonable accommodation if such

accommodation is needed. Note that nothing in this policy is intended to require an employee or applicant to volunteer this information and not volunteering it will not subject the individual to any adverse treatment or penalty.

Reasonable accommodations may include modifications or adjustments that enable an otherwise qualified individual with a disability to enjoy equal employment opportunity, to perform the essential functions of a position, to attain the same level of job performance or to enjoy the same level of benefits and privileges of employment that are available to average, similarly situated employees without a disability.

37.2 Female employees breastfeeding a child 18 months or younger are allowed a 30 minute break during each 4-hour work period or major part of a 4-hour work period for expression of breast milk; the break should be taken by the employee approximately in the middle of the work period. If the employee takes the 30 minute break by adding time to a paid 15 minute rest break, 15 minutes of the break will be paid, the remaining portion will not.

Accommodation for religious observances or practices may also be accommodated unless providing such imposes an undue hardship on Hood River County. This may also include accommodating the wearing of religious clothing. With management approval, an employee may use vacation or compensatory time or if no leave is available, the employee may request to take unpaid leave.

Only if certain accommodations or modifications would impose an undue hardship on the County, would we be unable to provide those specific accommodations to the requesting applicant or employee. A modification or accommodation would impose an undue hardship on the County if it was significantly difficult, expensive or disruptive to our operations.

Nov. 2005
Revised 11/2011

SECTION 38

ACCEPTANCE OF GIFTS

38.1 No County employee shall accept any gratuity for services rendered on behalf of the County, as defined by applicable ORS pertaining to Government Standards and Practices.

38.2 No County employee shall make any personal charge for services rendered on

behalf of the County or as a result of the use of County equipment or materials.

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

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

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

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

SECTION 39

ACCIDENTS/CITATIONS/NEGLIGENCE

39.1 Every elected official, committee appointee, county volunteer and county employee who is involved in an accident while acting within the scope of a County assigned activity, shall immediately submit a written report to the Administrator and the Department Head containing all of the details of the accident. The written report shall contain pertinent information, as follows:

a. Date and time of accident;

b. Location of accident;

c. Names and addresses of all persons involved in and witness to the accident;

d. Names and addresses of all registered owners of property, vehicles and equipment involved;

e. Description and license number of all vehicles/equipment involved;

f. Any personal injury to employee(s);

g. Any personal injury to others;

h. Any damage to County vehicle/equipment/property;

i. Any damage to vehicle/equipment/property of others;

j. Driver's license number of all persons involved;

k. Insurance company name, policy number and effective date.

l. Other information as may be requested by the Administrator or the County Counsel.

m. Description of the circumstances involved;

39.2 Any employee involved in an accident involving personal injury or vehicle/equipment damage of $400.00 or more shall immediately notify the Sheriff's Department.

39.3 The Administrator shall immediately notify the insurance agent of record of any accident involving a County employee while acting within the scope of employment that involves any vehicle/equipment/property damage or personal injury and shall furnish the agent of record with a complete accident report.

39.4 All County employees shall immediately notify the Administrator or the Department Head of any damage to a County vehicle, equipment, or property, regardless of whether other vehicles or equipment are involved.

39.5 Any County employee who receives a traffic citation while driving a County vehicle/equipment or in a personal vehicle during the course of County business, shall be responsible for immediately notifying the Administrator or Department Head and shall also be responsible for immediately settling the matter with the appropriate court and for payment of any monetary penalties that may be imposed by the Court.

39.6 Employees shall abide by all laws and regulations which govern the performance of their duties.

39.7 It shall be the duty of any County employee or County representative, to transmit immediately to the attorney representing the County any and all pleadings against him/her in his/her official capacity or against the County. The same information shall also be submitted to the County's attorney and the County's attorney shall notify the Administrator upon receipt of any such pleading.

SECTION 40

LOST, ABANDONED OR UNCLAIMED PROPERTY

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

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

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

SECTION 41
OUTSIDE EMPLOYMENT

41.1 No County employee shall accept outside employment without first notifying the Department Head.

41.2 For the purposes of this section, outside employment shall mean the performance outside of regular working hours of any trade, profession, business or occupation for any entity, person, firm, corporation, district, governmental body or on one's own behalf.

41.3 No County employee shall engage in any outside employment or activity which:

a. Gives the appearance that the employee is acting on behalf of the County;

b. Is incompatible with the responsibilities of the employee's position with the County;

c. Exceeds twenty (20) hours per week and/or in any way detracts from the efficiency of the employee in performing County work; and

d. In any way conflicts with the interests of the County or is a discredit to the County.

41.4 Any County employee who provides professional services, such as consultation or design, for a fee, shall provide written notice to the recipient of such service stating that the employee is not acting on behalf of the County. A copy of such written notice shall be furnished to the Department Head and placed in the personnel file.

41.5 No County employee shall make use of privileged or confidential information gained in the course of County employment to derive financial gain for himself/herself or others.

41.6 A deputy sheriff or other uniformed employee may provide services in uniform, other than in a capacity as an employee of the County, only with the written permission of the head of the employee's Department. No such permission shall be given for any activity which violates provisions of this section.

41.7 Department Heads may not accept outside employment without a written request to the Administrator outlining the ability of the department to function in the absence of the Department Head.

SECTION 42

POLITICAL ACTIVITY

42.1 A County employee may hold or seek political or appointive office, providing that such activity does not conflict with the equitable and efficient performance of the employee's duties; except in accordance with Section VII (a) of the Hood River County Charter, no person employed by Hood River County as either a regular or temporary employee, shall be eligible to serve as a member of the Board of Commissioners.

42.2 No County employee shall collect any funds, assessments, contributions or services for any political purpose from any employee on County property during working hours.

42.3 During normal working hours, elected officials shall not engage in any political activity, the appearance of a political activity, circulate political petitions, or sign political petitions (candidacy, referendums, etc.).

42.4 No public employee shall solicit any money, influence service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to otherwise express his or her own personal political views.

SECTION 43

ETHICS

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

If you have questions about whether an activity meets Hood River County's or Oregon's ethical standards, please talk with your department Director.

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

43.3 Employees who violate the Ethics Policy or State laws governing ethics as referenced above and in doing so, creates an equally detrimental impact on the organization, may be subject to disciplinary action up to and including discharge.

Revised 11/2011
Revised 08/2012

SECTION 44

WHISTLEBLOWER POLICY

Hood River County requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the County, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Hood River County can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Oregon's code of ethics or suspected violations of law or regulations that govern the County's operations.

No Retaliation

It is contrary to the values of Hood River County for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the County. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Hood River County has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking

with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Department Director, the Human Resources Director, the County Administrator or County's Legal Counsel. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Human Resources Director, who has the responsibility to investigate or initiate a third party to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the County Administrator.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense. An employee's good faith and objectively reasonable belief of a violation of federal, state or local law, rule or regulation by the employer shall be an affirmative defense to a civil or criminal charge related to the disclosure by the employee of lawfully accessed information related to the violation, including information that is exempt from disclosure by Oregon public records laws, if the information is provided to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager employed by the public or nonprofit employer of the employee; or (4) an attorney licensed to practice law in Oregon if a confidential communication is made in connection with an alleged violation of law and in furtherance of the rendition of professional legal services to the employee that is subject to attorney/client confidentiality.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Hood River County Human Resources Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

NEW 09/2017

SECTION 45

RELATIVES IN COUNTY EMPLOYMENT

45.1 No person who is otherwise qualified shall be refused employment by the County, nor shall any County employee be terminated, solely because another member of that individual's family presently works for the County.

45.2 No person shall be employed by the County if such employment would place the individual in a position of executing supervisory, appointment or grievance adjustment authority over a member of the individual's family, or in a position of being subject to such authority exercised by a member of the individual's family.

45.3 "Member of the individual's family" for this section means the spouse or domestic partner, son, daughter, mother, father, brother, sister, in-laws, aunt, uncle, niece, nephew, stepparent, or stepchild of the individual.

SECTION 46

DEPARTMENTAL RULES AND PROCEDURES

46.1 Each Department of the County is encouraged to establish departmental rules and procedures. Such rules and procedures shall be in conformance with the Administrative Code and the Personnel Code and shall be binding on the employee.

46.2 Departmental rules and procedures shall be in writing, a copy of all rules and procedures shall be made available to each employee and each employee shall be made aware of the departmental rules and procedures.

46.3 A copy of departmental rules and procedures and any amendments, revisions, additions, or deletions shall be submitted to the Administrative Office.

46.4 An employee may appeal a departmental rule or procedure through the established grievance procedure. The provisions of the Administrative Code and the Personnel Code shall prevail in the event of conflict with the departmental rule or procedure.

SECTION 47

PERSONNEL RECORDS

47.1 A personnel record shall be maintained for each employee in the service of the County. A duplicate personnel record may be maintained by the Department Head. The original personnel record shall be maintained by the Human Resource department and shall remain the property of the County.

47.2 The personnel record shall indicate the employee's name, title(s), and position(s) held, the Department(s) to which assigned, salary, changes in employment status, training received, all evaluations, disciplinary measures, grievances, conference and school attendance, and other information as may be considered relevant.

47.3 Employee personnel records shall be considered confidential and shall be accessible only to the following:

a. The employee or former employee concerned.
b. Members of the Board of Commissioners.
c. Director of Human Resources
d. The employee's supervisor or Department Head.
e. The Administrator and the Administrative Department Staff as assigned.

47.4 Information from employee personnel records may be given out upon inquiry with exception to those items such as personal, background screening information, discipline, medical, etc., which are maintained in access protected files and considered disclosure exemptions by statute. A signed release will be required to respond to reference inquiries from other parties as outlined in Section 47.4, JOB REFERENCE REQUESTS. This section shall not restrict a Labor Organization's right to request to view and/or obtain information as allowed by PECBA.

47.5 An employee's personnel records may be reviewed by the employee. Negative information may be removed from the personnel file after a three (3) year period, provided no reprimands have been issued during the three year period on the same subject. It shall be the responsibility of the employee to make a specific written request identifying the negative material and requesting its removal and return to the employee.

Revised 11/2011
Revised 08/2012

SECTION 48

JOB REFERENCE REQUESTS

48.1 All employees shall transfer all verbal or written inquiries regarding present and former employees to the Administration Department.

48.2 Employees will be subject to discipline, up to and including termination, if they provide any confidential information regarding a former employee without express authorization of the Human Resource Director or the County Administrator.

48.3 Employees of the Administration Office will provide only position, dates of employment and/or confirm salary data supplied by the individual or firm seeking information. Information may be provided to the Administration Department relating to exceptional accomplishments, awards, or skills for the purpose of a letter of appreciation for public service upon termination.

48.4 Job References regarding a former employee shall only be provided through the County Administrator's office, Human Resources division.

Without a signed release form, the information provided will be limited to the period of employment and in what capacity.

With a release of information form, signed by the former employee, all information pertinent to their employment abilities and why they are no longer employed may be provided.

SECTION 49

SAFETY
LOSS PREVENTION PROGRAM

49.1 The Administrator shall be responsible for the development and maintenance of a loss prevention program.

49.2 All County employees shall be required to participate in an ongoing loss prevention program. Loss prevention programs shall be scheduled during normal working hours.

49.3 The Department Head shall be required to document loss prevention program attendance by all employees in the Department, to document any special instructions given an individual employee pertaining to safety, and all documentation shall be placed in the employee's personnel file.

49.4 All County employees shall be responsible for immediately reporting to the Administrator or the Department Head any unsafe condition in a County building or on County property.

49.5 All County employees shall be responsible for operating vehicles and equipment in a safe manner.

49.6 All County employees shall obey all laws pertaining to operation of vehicles and equipment upon a public highway.

49.7 When traveling in a County vehicle, either as the driver or as a passenger, the seat belts shall be used.

49.8 Failure to operate a vehicle or equipment in a safe manner may be reason for disciplinary action.

SECTION 50

SELLING AMONG EMPLOYEES

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

SECTION 51

TRAINING

51.1 The County shall encourage training opportunities for all County employees in order that services rendered by the County will be more effective.

51.2 Department Heads shall be responsible for being knowledgeable of new technology and recommending to the Budget Committee the purchase of new equipment that will provide improved methods for operation of the Department and serving the general public.

51.3 Employees shall receive whatever training is necessary to operate newly acquired equipment. Training received by an employee shall be documented and placed in the employee's personnel file. Training may consist of, but not be limited to, in-house training, specialized schools, training sessions sponsored by a particular equipment manufacturer. Whenever possible, a limited number of employees will receive formal training to operate equipment and thereafter train other employees.

51.4 Each Department shall have an ongoing program for training of employees in departmental methods and procedures, and the training received by an employee shall be documented and placed in the employee's personnel file.

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

51.6 Employees are encouraged on their own initiative to attend classes, seminars, etc., that will improve their job skills and provide the necessary qualifications for a position in a higher classification. An employee may have pertinent documentation, certificates, etc., placed in the personnel file.

51.7 Mandated attendance of a college, independent or trade school which is required as a condition of the individual’s continuing employment with the County, shall be considered as hours worked. Whenever possible, regular working hours will be arranged to accommodate the training hours in order to avoid overtime.

SECTION 52

TRAVEL AND EXPENSE REIMBURSEMENT

52.1 Whenever any County employee, member of the Board of Commissioners, volunteer or member of any other County authorized Board or Committee is required to travel in the performance of his/her job or official duties, that person will be allowed, in addition to his/her normal compensation, the actual and necessary travel expenses; provided such travel expenditures are in accordance with the County policies covering such travel, the departmental budget and approval by the Department Head for that purpose. As public employees funded by the taxpayers of Hood River County, State or Oregon and Federal Government, it is essential that we are responsible in the use of public funds for any expenses incurred.

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

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

52.3 Employees are responsible for arranging their own itineraries, recording expenses while traveling, and submitting required documentation for reporting expenses and/or requesting reimbursement, which includes the date, place and reason for the travel.

Any request for reimbursement or credit card expense reports must be submitted to Budget & Finance, with approval by the Department Head, within two (2) days of returning from incurring the expense. Late submittal of reimbursement requests incurs the risk of funding for the expense not being available and may result in no reimbursement or the reimbursement submitted beyond the reporting period becoming a taxable transaction based on Internal Revenue Service (IRS) accountable plan rules.

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

approval of that claim by the Department Head is required in writing with any related expense reimbursement form.

Passengers who are not County employees or authorized County volunteers may not be transported via County owned vehicles with the exception of other professional associates traveling for the same business purpose.

In the event a County vehicle is available and the employee requests the approval of their Department Head to utilize his/her personal vehicle, mileage will be reimbursed at 50% of the IRS rate adopted by the Administrator. Administration will verify the availability of car pool vehicles. Tracking the availability of departmental vehicles is the responsibility of the Department Head approving the use of the personal vehicle for business travel.

In certain circumstances, personal vehicle use may be advantageous, i.e. when flying for County business, leaving a personal vehicle in airport parking not a County vehicle. If circumstances are such that personal vehicle use appears to be reasonable and prudent, the Department Head should contact the County Administrator for pre-approval. If approved, the mileage rate will be reimbursed at the full IRS reimbursement rate in effect at the time of the pre-approved personal vehicle use. If approval is not received before the mileage is incurred, the mileage reimbursement may not be approved or may be approved only at the 50% level. All such approvals must be in written form and included with the expense reimbursement form with the authorization of the Department Head.

Personal vehicle use requires a mileage log noting the vehicle mileage at the onset of the trip and resulting ending mileage, date, place and purpose of the trip. Any mileage incurred for personal matters while using a personal vehicle for County business is required to be deducted from the mileage total calculated for reimbursement. The mileage log information is to be entered on the Employee Reimbursement Request form.

Use of a personal vehicle for County business carries the risk of personal liability or financial loss to the employee in the event of an accident or other form of damage. The County is not responsible for any insurance deductible, cost of repairs or any losses from theft or vandalism related to any personal vehicle, or the contents therein, while being used for County business.

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

52.4 **Original itemized receipts are mandatory** for any reimbursement request or credit card expense report; fax copies, summary credit card slips, or statements without itemized information are not acceptable. The receipts must be attached to the reimbursement request form, coded to the proper expense line, accurately totaled to the amount of reimbursement/expense due reported and approved by the Department Head.

The employee reimbursement request and the credit card expense report forms must also include the date, place and reason for any reported expense in order for the expenses to be appropriately accounted for in the County's financial records. A copy of a registration form or meeting agenda must be attached to any expense report that relates to the event.

Per IRS accountable plan rules; expenses reported and not documented appropriately or not reported within the timeframe required, are to be reported as taxable wages. Once recorded as taxable wages, the amount cannot be reversed or credited back to the individual requesting reimbursement.

a. County provided credit cards are to be used mainly for travel expenses with receipts for related charges, documented and approved by the Department Head, submitted to Administration within two (2) business days of returning from travel. If late submittal results in late charges from the credit card company, the department(s) creating the delay will bear those charges. A personal credit card is acceptable for use in County related business only if a County credit card is not available to the staff person or in the event of an emergency. Documentation of the reason for personal credit card use shall be made on the expense reimbursement form.

b. Travel expenses incurred for persons accompanying employees (such as spouse) are not to be incurred on County credit cards or expense reimbursement claims. Room rate charges are to be documented at the single room rate unless two or more County employees are occupying a lodging unit, or condo or suite in the case of multiple county employees.

c. Charges for conference registrations and any related expense reports will include a copy of the completed registration form with the attendee's name noted and/or a conference agenda noting the date, location, and title of the session/meeting.

d. Purchases of alcoholic beverages, tobacco products, coffee drinks, in-house hotel movies, tickets to entertainment/sporting events, candy/snack purchases or other personal expenses will not be reimbursed and shall not be charged to the County.

e. Frequent Flyer miles or other bonus program benefits earned in the course of conducting County business, are the property of the County, not the individual employee.

f. Reimbursement for refreshments or meals for business meetings, or other non-travel expenditures, is subject to the approval of the Department Head prior to incurring the expense in correlation to the guidelines of the source(s) providing the funds. These types of expenditures are subject to the County purchasing policies (see HRC Purchasing Policy for further detail) and are to be incurred at cost levels that are reasonable to the circumstances.

Revised 11/06/06
08/2014

52.5 TRAINING/CONFERENCE PER DIEM ADVANCE / RECONCILIATION

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

PER DIEM RATES:

Full Day: $51.00 *Breakfast:* $12.75 *Lunch:* $12.75 *Dinner:* $25.50

TRAVEL TIMES & QUALIFYING PER DIEM: You will be paid per diem for the days of actual travel based on the time you depart to go or depart to return as shown below.

Initial Day of Travel (Depart):		*Final Day of Travel (Return):*	
Before or @ Start of Work Day	Breakfast	Before or @ Start of Work Day	Breakfast
11:30 AM – 2:00 PM	Lunch	11:30 AM – 2:00 PM	Lunch
After 6PM (6:01PM or later)	Dinner	After 6PM (6:01PM or later)	Dinner

TRAVEL ADVANCE: Requests for per diem should be submitted on the Training/Conference Per Diem Advance/Reconciliation Form as soon as possible. Checks are cut on Friday's – a travel advance will need to be submitted to Budget & Finance no later than 10AM the Wednesday prior to your travel day – with the check being cut Friday that week. For Example: Travel date is August 14, 2017, you will need to submit the travel advance no later than 10AM Wednesday, August 9, 2017 to make the check run August 11, 2017. Budget & Finance will provide you the check prior to your departure date.

NO TIME FOR A TRAVEL ADVANCE: You will need to use your own funds to purchase your meals while away and then submit for per diem reimbursement when you return using the green employee reimbursement form as prescribed by Budget & Finance.

OTHER TRAVEL EXPENSES: Per Diem does not apply to hotels, motels, airfare, parking, taxicabs, bus fare, luggage charges etc., these official county travel expenses should be paid for with the County credit card. *NOTE: Itemized receipts for any credit card expenditures are required.*

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

DOCUMENTATION: Attach a copy of the agenda and registration for the conference/training etc., you are attending, plus any out of state travel approval that applies.

RECONCILIATION: Upon your return from official county travel you are required to reconcile your meal expenditures for any travel advance you received. You will verify that each meal you received an advance for was used and there is no need for you to repay any amount to the County. As noted above, any meal that was part of your conference/training registration or paid for by another entity/person is not eligible for per diem. You will NOT need to provide receipts for per diem meal expenses. The reconciliation document should be completed within 3 days of return from travel.

RETURN OF PER DIEM: This would happen if during a 4 day 3-night conference you return after only 2 nights. You will then be required to return to the County all un-used per diem.
Example1: You were scheduled to be gone for 3 nights and therefore received the full per diem amount of $51 for day 3 and the breakfast per diem for your return travel day, but you returned to Hood River the evening of day 2. You are required to repay the $51 for day 3 and the breakfast ($12.75) per diem for the morning of day 4 to the County since those funds were not used for official county travel. Attach cash or check in the amount of repayment to Hood River County.

WHEN WOULD PER DIEM NOT APPLY: *Example1:* You travel to Salem to testify on a Bill and have lunch with your counterparts to discuss the bill, this is considered a business expense the county credit card can be used in this instance.
Example 2: As part of your normal duties you must transport a prisoner to and from a location – this is considered a business expense and the county credit card is available to purchase meals as necessary. The current county credit card usage rules apply (reasonable meal prices, itemized receipts, no alcohol, snacks etc.), apply to these and other similar examples.

09/2017

SECTION 53

USE OF COUNTY OWNED VEHICLES, EQUIPMENT AND SUPPLIES

53.1 No County owned vehicles or equipment shall be used for other than official use by any County employee.

53.2 Special use of a vehicle may be granted by the Board of Commissioners. Special use is defined as the use of a vehicle by an employee who serves in an emergency capacity and who might be subject to call at any hour or any day of the week. The Administrator may approve a short-term special use in an emergency situation.

53.3 No County equipment, supplies or facilities shall be used by any County employee, volunteer or private person for any political or commercial activity or for any unauthorized personal activity for which a charge is made to any other party.

53.4 County equipment may be loaned to other agencies or non-profit organizations for a specific short-term purpose. The County Administrator shall approve such loans of County equipment. Loans shall be subject to the equipment being operated by a qualified County employee on volunteer time and the loan of the equipment shall not interfere with the normal operation of the Department.

53.5 No County supplies shall be sold to any agency, non-profit organization or individual unless the Board of Commissioners determines that there is not another source in the immediate area and selling the supplies would not constitute a conflict with private enterprise. This shall not apply to providing services for an established fee.

53.6 When an emergency necessitates the immediate loan of County equipment or the immediate loan of County supplies, the Administrator may approve such loan and make whatever arrangements that are deemed suitable under the circumstances.

53.7 The County Administrator may authorize and approve the use of county vehicles to county volunteers or private person subject to the equipment being operated by an individual with the appropriate operator’s license and the timely notification to the County’s insurer.

53.8 Workstation computers shall not be used for employee's personal use, i.e. computer games, typing social letters to family & friends, etc.
(Refer to HRC Policy on Computer use.)

53.9 Personal use of County office phones should be limited to making appointments,

conferring with a child's school and other matters that can only be handled during regular business hours. Employee shall not make personal long distance calls unless using a personal calling card or calling collect.

53.10 Employees may not purchase a cellular phone for personal use through the County.

53.11 County cellular phones shall be used by employees to specifically facilitate county business only. County cellular phones shall not be used by employees for personal routine communications but the following exceptions may be made on an emergency basis:

1. Contacting a spouse or childcare giver to advise that the employee is going to be late getting home or picking up children for a reason directly related to official duties.
2. Receiving an incoming call regarding a family emergency.

Oregon law prohibits the use of cell phones while driving, unless use of the cell phone is (A) a one-way communication device used within the scope of their employment; or (B) employees are using a “hands-free accessory”. Please note, the use of a speaker phone is not considered a “hands-free” accessory. Employees found to be in violation of this policy may be subject to discipline. Second hand observations may be investigated.

53.12 The Department Head may utilize a surplus computer for employee's personal use in a designated break room area or may authorize any use of equipment that is not clearly defined herein.

Revised 11/2011
Revised 08/2012

SECTION 54

USE OF PERSONAL EQUIPMENT

54.1 Any employee who wishes to use personal equipment of their own for County business shall request prior approval from the Department Head. Any Department Head wishing to use personal equipment for County business shall request prior approval from the County Administrator.

54.2 Wear and tear on employee owned equipment is the employees’ responsibility and will not be reimbursed by the County. No maintenance, repair, or replacement costs will be reimbursed by the County with exception of personal vehicles as stated in Travel and Expense Reimbursement of this Personnel Code.

54.3 County owned and/or licensed software may not be installed on an employee owned computer without purchase of appropriate licensing and prior approval of Department Head. No employee owned and/or licensed software shall be installed on a County computer without purchase of appropriate licensing and subject to the approval of the Department Head.

SECTION 55

FIREARMS/WORKPLACE VIOLENCE

55.1 The possession or carrying of firearms or any destructive device by Hood River County employees is strictly prohibited on the job site or in any County building unless required by the job description, and approved by the Department Head. Any questions concerning this policy should be referred to the County Administrator.

55.2 It is the policy of Hood River County to provide a workplace that is free from violent acts or threats of the same against another person's life, health, well-being, family or property. Such acts or threats of violence by words, gestures, or symbols are entirely unacceptable.

Violence in the workplace may occur between one co-worker and another or between any member of the public and a County employee. Violence in the workplace includes, but is not limited to: striking, stabbing, shooting or otherwise causing bodily harm; making an oral (including by telephone) or written threat to cause any such bodily harm; displaying weapons or devices, or accessories clearly associated with weapons or devices, in such a manner as to imply a direct threat to cause any such bodily harm; any other harassment or intimidation between co-workers which implies the threat of or potential for bodily harm to a co-worker's life, health, well-being, family, or property; or including, but not limited to any criminal conduct prescribed by state statute as offenses against persons, offenses against public order, and offenses against general welfare and animals.

SECTION 56

RESPONSIBILITY

56.1 It shall be the responsibility of every County employee to comply with provisions of the Personnel Code and Administrative Code and established departmental rules and procedures.

SECTION 57

APPLICABILITY

57.1 The provisions of the Personnel Code shall apply to all employees of Hood River County except where provided otherwise in a contract with a legally defined bargaining unit.

SECTION 58

DISCLAIMER

58.1 This Personnel Code spells out the objectives, standards, values, beliefs and benefits that Hood River County Administration believes are important and that management expects. Standards of conduct govern all employees, including management personnel, and are intended to help us all get along in a friendly and productive atmosphere. Hood River County's policies are also designed to promote your personal productivity and career advancement.

58.2 This Personnel Code serves only as an informational tool and general guideline to what we can reasonably expect from each other in the conduct of doing business. Therefore, neither this personnel code book nor any of its provisions constitute an employment agreement or contract of any kind or a guarantee to continued employment. Because circumstances and situations change, we may have to change or amend these guidelines from time to time. We will make every effort to notify you in writing whenever this happens.

EMPLOYEE ACKNOWLEDGEMENT

By my signature below, I acknowledge receipt of the Hood River County Personnel Code with revisions as of November 10, 2015.

I understand that I am expected to familiarize myself with the contents of the Personnel Code and that it serves only as an informational tool and general guideline of reasonable expectations and does not constitute an employment agreement or contract of any kind or a guarantee to continued employment.

Name (print)_____ Date_____

Signature_____