



**CROOK COUNTY PARKS
& RECREATION
DISTRICT (CCPRD)
EMPLOYEE HANDBOOK**

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INTRODUCTION

PURPOSE OF PERSONNEL POLICIES

These policies provide rules and regulations for all employees of the Crook County Parks and Recreation District (which is referred to as “the District” throughout these policies) relative to matters of personnel administration. These rules and regulations are intended to set a general framework for effective personnel administration.

OBJECTIVE

This manual contains statements of personnel policies and procedures. It is designed to inform every one of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District to provide employees an understanding of what is expected of them, and to ensure consistent, fair and uniform treatment of District employees.

The District reserves the right to change these policies and procedures at any time. These policies and procedures do not confer any property right in continued employment, and are not intended to constitute an express or implied contract, or to give rise to a binding past practice under any collective bargaining agreement.

Employees and the District reserve the right to end the employment relationship, at-will, with or without cause, at any time. Further, except as might be approved in writing by the Board, no employee or representative of the District has the authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to Board-approved policies.

Each employee can assist in keeping the District personnel program up to date by notifying the Director whenever problems are encountered or improvements can be made. When the need for a new or revised policy presents itself, a recommendation should be submitted to the Director for consideration by the Board.

The Board may vary or modify any District personnel policy, on a case-by-case basis, if it is found that strict application of the policy is impractical or if it would result in hardship. Exceptions granted in any instance will not be binding in the future.

VISION STATEMENT

Crook County Parks & Recreation District will to the best of its ability furnish recreational and leisure opportunities to all people living in the Prineville community.

DISTRICT MISSION

It is the mission of the Crook County Parks and Recreation District to acquire, develop, operate, and maintain a park and recreation system that will enhance the quality of life in our community by providing diverse recreation programs, beautiful facilities and excellent customer service.

1. PERSONNEL ADMINISTRATION GENERALLY

The Board of Directors and the director shall have authority over all matters of personnel administration through adoption and implementation of the District budget, pay plans, collective bargaining agreements, and ordinances and resolutions adopting and/or amending the personnel rules and regulations.

- The Board is charged with responsibility for the interpretation and application of the policies.
- The Board may specifically delegate in writing the authority for the enforcement of rules and policies.

The Director shall be responsible for insuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify administrative rules and regulations pursuant to Board policies and shall advise the Board on any changes concerning these rules and regulations. The Board delegates to Director broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Board.

- When there is an exception that affects the Director, the Board has to approve.

1.1 TERMINOLOGY

A list of relevant terms and their definitions used in this manual is included in the index.

2.EMPLOYMENT

2.1 EMPLOYEE STATUS/CLASSIFICATION

There are three classifications of employees: salaried full time, regular part time, seasonal, and temporary.

2.1.1 SALARIED FULL TIME (exempt & non-exempt)

An employee who is salaried, works a minimum of 40 hours weekly on an annual basis, and has satisfied the introductory period. Full time employees are eligible for all district benefits. Exempt employees are not governed by wage and hour requirements of the Fair Labor Standards Act (FLSA) concerning overtime and compensatory time. (See section 5 paragraph 5.1 for listing of exempt employees.)

2.1.2 REGULAR FULL TIME (non-exempt)

An employee who is paid hourly, works a minimum of 40 hours weekly on an annual basis and has satisfied the introductory period. Full time employees are eligible for all district benefits. Non-exempt employees are governed by wage and hour requirements of the FLSA concerning overtime and compensatory time.

2.1.3 REGULAR PART TIME (non-exempt)

An employee who is paid hourly, works a minimum of 20 hours weekly on an annual basis, and has satisfied trial service. Part-time employees are eligible for some district benefits (see specific benefits). Non-exempt employees are governed by wage and hour requirements of the FLSA concerning overtime and compensatory time.

2.1.4 TEMPORARY / SEASONAL WORKER

An employee who is paid an hourly wage and works on a seasonal basis.

2.2 DUTIES AND RESPONSIBILITIES

Every position shall be set forth in writing and every employee shall be given a copy of his/her job description.

2.3 SALARY SCHEDULE

A salary schedule shall be maintained. The Business Manager is responsible for preparing, maintaining, and updating the salary schedule. The Board of Directors has sole responsibility to adopt or adjust the salary schedule.

The salary schedule shall consist of minimum salary, maximum salary and a raise policy that recognize efficiency and increased value over a period of time. Cost of living adjustments may also be considered. All salary increases will be considered during the budgeting process and are dependent on available funds.

New appointments shall usually be made at the beginning of the salary schedule. See section 7.1.1 for exceptions

3. NON-DISCRIMINATION AND HARASSMENT

3.1 EQUAL EMPLOYMENT OPPORTUNITY

It is the District's policy to employ, retain, promote, discipline, discharge, and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, veteran status, or any physical handicap, which can be accommodated reasonably.

The District recognizes that it has a responsibility to comply with the provisions of the Immigration Reform and Control Act of 1986 by employing only citizens of the United States of America and lawfully authorized alien workers.

The Director is the coordinator for the District's procedures for the implementation of this policy. It is the intent and desire of the District that equal employment opportunity will be provided in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment.

3.2 HARASSMENT / VIOLENCE IN THE WORKPLACE

3.2.1 STATEMENT OF CONCERN

The District will work to eliminate and prevent harassment, including threats, intimidation, and violent acts, and to alleviate any effect harassment may have on the working conditions of an employee. All harassment is forbidden, including unsolicited remarks, gestures or physical contact, any menacing behavior, verbal confrontations, name-calling or profanity directed against anyone personally, explosions of anger, and any other actions that cause others to feel unsafe, harassed, or threatened. Display or circulation of derogatory written materials or pictures regarding either gender or racial, ethnic, or religious groups, and personnel decisions on an employee's response to such harassment is prohibited. Off the job harassment, threats, unwelcome advances or stalking of a co-worker, which causes workplace consequences, will be dealt with the same as on the job harassment. The District regards job related harassment as a serious transgression and reason for discipline or discharge.

3.2.2 POLICY

The policy of the District is that every employee has a right to be free of harassment. In response to formal reports of harassment, the District will protect all parties involved from retaliation, false accusations, or future harassment, and where indicated, will take prompt and adequate remedial measures.

Should an issue of harassment be raised, all related matters will be kept confidential to the extent possible throughout the investigation, counseling and disciplinary stages. Any department head receiving notice of harassment shall notify the Director who will direct an investigation and insure that the charge is resolved appropriately.

3.2.3 REPORTING HARASSMENT

Any employee who feels harassed or is aware of harassment of another employee is urged to report this to an immediate supervisor, department head, or the director. The report may be informal or formal. A formal report shall include a written statement, which may be a grievance under a labor agreement.

3.2.4 RESPONSE TO REPORTS OF HARASSMENT

Written reports concerning harassment will be forwarded to the Board unless there is an allegation against that person, and if so, then written reports will be forwarded to the Chairman of the Board who will delegate the matter to the District's Attorney. This procedure will apply to written statements received from reporting employees or written records made by supervisory employees, including department heads. Whenever supervisory employees become aware of allegations of harassment, they will make a written record of the allegations and will forward the record to the District in accordance with this policy.

3.2.5 INVESTIGATION

The director or the District's legal counsel or other person designated by the [Chairman] of the Board will begin an investigation if necessary. The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will be conducted promptly on a priority basis.

The investigation will be directed at ascertaining the facts concerning the allegations. If, in the course of investigation, evidence of harassment is found, the District shall initiate separate investigations.

The investigator shall cause the person reported to have harassed an employee to be advised of the allegations and to afford such person an opportunity to reply orally or in writing. The employee shall also be advised that any retaliatory conduct will be subject to disciplinary action regardless of allegations of harassment.

The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for disciplinary action. Nothing in this section shall limit the authority of the District to modify policies or practices to correct any appearance of sexual harassment without finding reasonable cause for disciplinary action or taking any disciplinary action. The report will also include any recommendations to remedy any harm that was suffered if the evidence shows that the employee alleged to have been affected by sexual harassment was injured or harmed.

A report, which finds reasonable cause for disciplinary action, will be maintained in the personnel file of any employee subject to discipline. The employee may have placed in the personnel file a statement of rebuttal or correction. For the purpose of this section, a former employee may present such statement.

3.2.6 SEALING OF RECORDS RELATING TO HARASSMENT

Records relating to harassment, including written reports regarding alleged harassment, memos between District employees concerning investigation of such allegations and District recommendations in response to allegations will be retained by the District for a minimum of six (6) years, ten (10) years if the employee was terminated. All such records will be retained in a sealed file. There will be a cross-reference to the sealed file of the reporting employee, the allegedly affected employee, and the employee who was reported to have harassed another. Once the material in the sealed file is determined to have no reasonable bearing on job performance or on the efficient and effective management of the District, reference to it in one or more individual personnel files may be removed.

No information from the sealed file or any indication of the cross reference to the sealed file will be disclosed to persons who do not have confidential access to the personnel affairs of the District, provided that there are two exceptions which permit some disclosure. First, an employee who reported harassment and/or an employee who was allegedly affected by harassment may request that the District provide information to another regarding the investigation of harassment. On a case-by-case basis, the District, in its own discretion, may agree to release specified information. Secondly, whenever the District would provide general information to persons who are not officers or

employees of the District regarding an employee or former employee from the District's personnel file and the employee's personnel file reflects a finding of reasonable cause for disciplinary action, then the District will also see that no readily identifiable reference to other parties involved may be included, and any statement which the employee had requested be held in the file will accompany the disclosure. Information about the finding of reasonable cause for disciplinary action would not be given in response to a request for verification of dates employed.

3.2.7 HIV NON-DISCRIMINATION AND HARASSMENT

For a complete policy concerning Acquired Immune Deficiency Syndrome, (AIDS) See Appendix 'E'

3.2.8 WHISTLEBLOWER PROTECTIONS

The District encourages any employee with knowledge of an illegal or dishonest company activity to report it to the District Director or Business Manager. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for good not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the District Director or Business Manager.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact his/her direct supervisor the District Director or Business Manager. If the employee feels there is illegal or dishonest fraudulent activity being conducted by the District Director, they are to go the Board of Directors. The employee must exercise sound judgement to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the District Director or Business Manager, or the Board of Directors if the concerns involve the District Director, immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrong doing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the District Director or Business Manager, or the Board of Directors if the concerns involve the District Director, who is responsible for investigated and coordinating corrective action.

4. ORIENTATION / INTRODUCTORY PERIOD

SALARIED FULL TIME & REGULAR PART TIME

Upon appointment the Director, or Parks Supervisor (depending on position being filled), and Business Manager shall be responsible for orientation of new employees. Orientation shall include but not limited to, organization and services of the District, work rules, personnel policies and procedures, safety training, completion of payroll forms, and introduction to other District personnel.

All new full time salaried or regular part time employees will have an introductory period of six months. During the introductory period, an introductory employee may be terminated at any time without appeal. During the introductory period, an introductory employee may accrue vacation & sick leave, but not use it until completion of the introductory period. Upon completion of the introductory periods, the employee shall be considered as having satisfactorily demonstrated qualifications for the position, shall gain regular status, and shall be so informed through the Director.

In the case of promotional appointments, the promoted employee may be demoted at any time during the introductory period without appeal, provided that the introductory employee is reinstated in the class designation from which he/she was promoted, even though this necessitates the layoff of the employee occupying the position.

TEMPORARY / SEASONAL

Upon appointment the supervisor of the position being filled shall be responsible for orientation for new employee. Orientation shall include but not limited to, organization and services of the District, work rules, personnel policies and procedures, safety training, completion of payroll forms, and introduction to other District personnel. Payroll forms are to be filled out in a timely basis and turned into either the Office Manager or Business Manager.

5. POSITION CLASSIFICATION

The classification plan is herewith adopted. Each position in the classified level of its duties and responsibilities, in the same class are sufficiently alike to permit the use of a single descriptive range. A class may contain one or more positions. Each class has a specification, which includes an appropriate title, a description of the duties and responsibilities and a statement of minimum or desirable requirements of training and experience. Any proposed amendment to the classification plan shall be submitted to the Director for approval.

New and rehired full time salaried or regular part-time employees shall serve an introductory period of [six (6) months] commencing with their first day of employment. Upon promotion, probation is six (6) months unless otherwise specified in the position or at the time of the promotion opportunity.

The District can extend the duration of the introductory period up to six (6) months if, in its discretion, it determines that such an extension is appropriate. The employee or the District can terminate the employment relationship at any time during the introductory period for any reason. An employee who successfully completes the introductory period will be notified in writing that he/she has become a salaried full-time or a regular part-time employee of the District.

5.1 JOB CLASSIFICATIONS

Crook County Parks and Recreation District full-time salary positions:

- Director (E)
- Business Manager (NE)
- Park Supervisor (NE)
- Maintenance - Mechanic (NE)
- Maintenance – Irrigation (NE)
- Recreation Coordinator (NE)

Crook County Parks & Recreation District regular part-time positions (all NE):

- Office Assistant / Front Desk / Receptionist (NE)
- Maintenance – Grounds (NE)
- Crook County Parks and Recreation District temporary / seasonal positions (all NE):

Pool (All NE)

- Pool Manager
- Pool Assistant Manager
- Pool Office Manager
- WSI Coordinator
- Swim Instructor
- Head Lifeguard
- Lifeguard
- Cashier

Park Maintenance (All NE)

- Laborer

Skate Rink (All NE)

- Manager
- Assistant Manager
- Cashier/Attendant

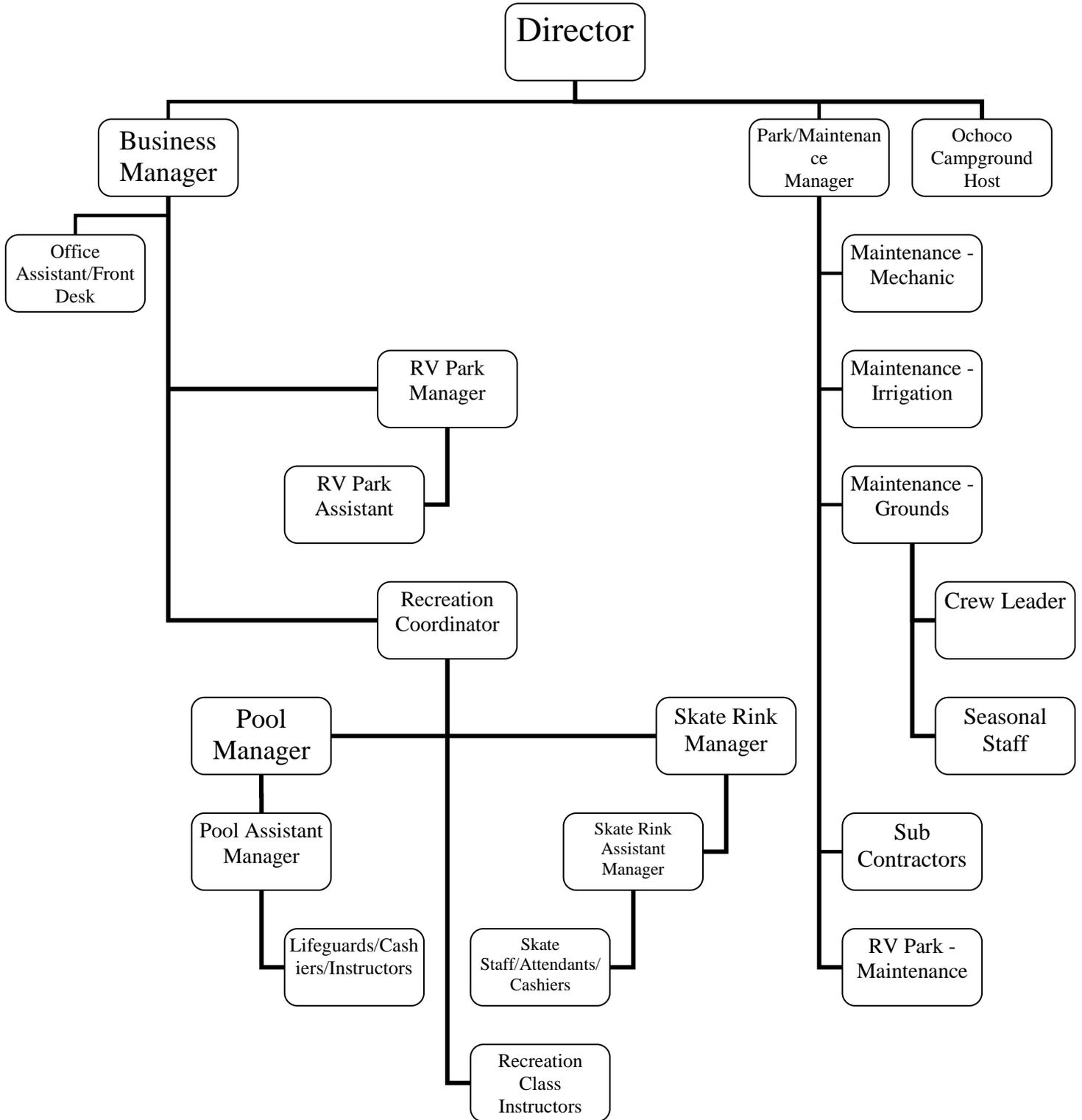
Recreation (All NE)

- Instructors

5.2 VOLUNTEERS

Volunteers are not employees of the District. Volunteers receive only those benefits expressly conferred in writing or by law. Workers' compensation insurance will be provided to volunteers. The service of a volunteer may be discontinued at any time for any reason. Volunteers must abide by all applicable rules, policies, and practices of the District, and are held to the same standard of performance as applies to regular employees. Volunteers who may be required to drive fall under the same rules and regulations as stated for employees in section 10.8. Volunteers serve at the pleasure of the District and the volunteer, and either may end the volunteer arrangement at any time.

5.3 DISTRICT JOB CHAIN OF COMMAND



6. DURATION OF EMPLOYMENT

All employees except temporary employees are hired for an unspecified duration. The District may not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can end the employment relationship at any time, in accordance with District procedures and applicable collective bargaining agreements. Discipline and discharge may occur subject to the policies and procedures set forth in Section 22.

6.1 ANNIVERSARY DATES

The anniversary date used to determine vacation for an employee hired before the 15th of the month shall be the first day of the month. The anniversary date of an employee hired on or after the 15th shall be the first day of the following month. All budgeted salary increases for full time employees will occur on July 1st to accommodate the budgeting process. A new employee that was hired between July 1 and December 30th would receive their evaluation in June and receive any budgeted increases accordingly. If an employee is hired between January 1st and June 30th it will be up to their supervisor and/or Director as to whether they are eligible for any increase before July 1 of the following year.

7.PAY SCHEDULE

7.1 OPERATION OF THE PAY PLAN

7.1.1 BASE RATE

A 10-step pay grade has been established for each job classification, hiring rates will start at step 1 for a particular classification. All Seasonal employees can be started at a higher point in the pay schedule if approved by the Director. If it is difficult to recruit qualified personnel or if an applicant has considerable experience and training to fill a full time salaried vacant position, the Director may authorize hiring at a higher amount than the beginning wage for that position. To increase a beginning wage more than 4%, approval must be given by the Board of Directors.

7.1.2 YEARLY INCREASE

Salary increases for Full Time Salaried and Regular Part Time employees will be based on a policy approved by the board of directors. Starting and ending wages should be re-evaluated on a regular basis to keep up with inflation. Adjustments must be reviewed and ratified by the District Board of Directors.

7.2 TIMEKEEPING AND PAYROLL PROCEDURES

Non-exempt employees will write hours worked daily on a time sheet. This information will be turned in to the payroll department on a monthly basis, it provides a permanent record of the time spent on the job, indicating the exact time worked, pay will be calculated from this record. It is imperative that the hours on the time sheet are correct and verified by their immediate supervisor or person designated in charge.

Exempt employees will write only hours taken for sick leave, holiday or vacation leave daily on a time sheet. No pay deduction will be made for hours worked fewer than 8 hours per day, unless authorized by law, however because Crook County Parks & Recreation District does have benefits programs (paid time off, vacation, sick pay, etc.), if you have earned time in these bank(s) you must use this time first to cover any time off that is less than your normal work day.

7.3 PAY PERIODS AND PAY DAYS

The pay period at the District for full time salaried employees is the last day of each month. All other employees pay period ends the 24th of the month. Paychecks will be issued the last working day of the month.

Mid-month draw pay may be requested by any full time salaried and regular part time employee in an amount not to exceed eighty percent (80%) of wages earned prior to the fifteenth (15th) day of that month and issued at day's end.

7.4 PAYROLL DEDUCTIONS

7.4.1 FEDERAL AND STATE LAWS

Federal and state laws require the following deductions from every paycheck; Federal withholding tax, State Withholding tax, Social Security taxes (FICA), State Accident Insurance-Employee Surcharge, and Court Ordered Support Payments or Garnishment.

7.4.2 OTHER DEDUCTIONS

Other deductions may be made from the employee's paycheck with the employees written request, including, but not limited to; insurance contributions and Deferred Compensation.

7.5 PAY UPON SEPARATION

A regular employee terminating employment with the District will be paid any earned and unpaid wages then due for work hours, and earned vacation and sick leave which the employee is eligible for (see 8.4 and 16.1.8). An employee who is involuntarily terminated will be paid no later than the end of the first business day after a discharge or termination. If an employee resigns and fails to give at least a forty-eight (48) hours advance notice prior to quitting District employment, pay upon separation shall be paid within five (5) days of termination.

8. VACATION LEAVE

8.1 CLASSIFICATIONS

8.1.1 FULL TIME SALARIED EMPLOYEES

After salaried employees successfully meet the six month introductory requirement, they shall be considered full time employees. Employees will start earning additional hours the first month after their 3rd, 5th, 10th, & 20th anniversary date (See section 6.1).

Vacation shall be earned monthly at the following rates:

Years of Service	Vacation/Year	Vacation/Month
1 - 3	10 days	6.75 hours
4 - 5	13 days	8.67 hours
6 - 10	15 days	10 hours
11 - 20	20 days	13.5 hours
21 - Up	25 days	16.67 hours

8.1.2 REGULAR PART-TIME EMPLOYEES

Regular part-time employees may accrue vacation leave in an amount proportionate to that which would be accrued under regular full-time employment.

8.1.3 TEMPORARY EMPLOYEES

Temporary and seasonal employees shall not earn vacation leave.

8.1.4 CONTINUOUS SERVICE

Continuous service shall be service unbroken by separation from the District service, except that time spent by an employee on military reserve (National Guard, Army Reserve, etc.) leave, vacation leave, sick leave or other authorized leave with pay. Time spent on other types of authorized leave without pay will not count as part of continuous service except employees returning from such leave or employees who were laid off, shall be entitled to credit for service prior to the leave.

8.2 SCHEDULING AND PAYMENT

8.2.1 SCHEDULING VACATION

Requests, in writing, shall be made no more than 12 months prior to departure and in all cases except emergencies at least four (4) weeks prior to departure. It shall be a policy of the District that, due to staff size, no more than one person from any one department shall be on vacation at the same time. Vacation days attached to holidays should be divided fairly. Because of this policy, it is suggested by the District that requests, in writing, are made far enough in advance to avoid denial of time off and loss of employees accumulated vacation time over the allowable two week calendar year carryover.

Also, vacation can be taken as follows:

1. In one (1) hour increments
2. Over two (2) days (long weekend)
3. But only one week between June 1 and Sept. 15
4. No vacation can be taken prior to 6 months of service
5. Vacation time is deducted from total hours at Eight (5-day work week), or Ten (4-day work week).

8.3 ACCUMULATION OF VACATION CREDIT

Accumulation of vacation leave may be made up to a maximum of four (4) weeks (160 hours). The Director must approve all vacation requests.

- A maximum of 80 hours of vacation may be carried over to the new calendar year.
- Vacation leave for all employees shall not accrue during a leave of absence without pay.

Any employee who is granted a leave of absence without pay for a period in excess of sixty (60) calendar days normally shall first be scheduled for any vacation leave that has accrued to his credit before he is placed on leave without pay.

8.4 TERMINAL VACATION PAY

If the employee has served twelve (12) consecutive months, and is separated from the District service, he/she shall be entitled to cash compensation for accrued vacation leave up to a maximum of 160 hours. In case of death, compensation for accrued vacation leave shall be paid in the same manner that salary due to the decedent is paid. Payment for accrued vacation time upon termination of employment shall be calculated at the average regular rate of pay for the final two years of employment, or the final regular rate received by the employee, whichever is higher.

9.OVERTIME

9.1 ELIGIBILITY

Exempt full time salaried employees are not eligible for overtime pay. Non-exempt employees will be paid overtime in accordance with the Bureau of Labor and Industries rules. Any hours over 40-hours in a work week is considered overtime. (See section 12.1 for the definition of a work week.) Overtime is authorized in times of emergency situations, defined as life or property threatening, a public nuisance, or requiring a skilled ability or technique. Except for extreme emergencies, all overtime hours must be approved by the employee's immediate supervisor and the Director.

A list of employee categories and their employment status is included in section 5.1.

9.2 ON CALL

During the busy season, from approximately May 1 to September 31, all full time and regular part time park maintenance employees may be asked to share being on call from 6 p.m. Friday to 6 a.m. Monday. The responsibility will rotate. The person on call will carry their employer provided cell phone at all times during the weekend, and not plan any out of area trips. Their telephone number will be given to the police dispatch center, weekend staff, pool staff and office staff as the first number to be called if there is an emergency.

If non-exempt employees are required to respond physically to an emergency they will earn per hour pay from the time they leave their home to the time they return. If the hours worked take place Friday evening through Sunday and employee has already worked 40 hours, employee will be paid overtime (1 ½).

10. RULES, REGULATIONS AND STANDARDS

Rules, regulations, and standards are essential to the efficient operation of any organization. They are the cornerstones of any successful operation. The following rules have been established for the common guidance of all of us at the District. They are fundamental in character and are designed for the convenience and protection of all of us and to give us a more efficient and successful operation. It is obvious that written policies of discipline, rules and formal procedures are necessary. The goal, in most cases, is to save the offender and protect the interests of the District.

No employees are allowed to sign or incur charges of the district other than those covered in a specific policy such as those management personnel who have authorization.

The District has established and defined what services are available to the public. Such definition is in the form of the listings of recreational services available. At no time is any District employee, regardless of job status, authorized to alter any of our service offerings to the public, without written consent of the Director.

The District has established a chain of command through its organizational chart (see section 5.3). All employees, regardless of their job status, are required to strictly adhere to reporting levels within the organization. The District requires that all employees conduct themselves as professionals servicing a first class operation. Regardless of the job status of the employee, the employee is required to maintain good conduct above reproach, both personally and professionally, while on duty. While off duty but using District facilities, this same level of personal and professional conduct is also required. Professional employee conduct is imperative and those not adhering to such conduct may be terminated.

Personal visitors in working areas cause safety hazards and disrupt normal work. Visitors are not allowed in work areas.

10.1. POLITICAL ACTIVITY

Under Oregon law, any District employee, while on the job, may not:

- solicit money, influence, service or anything else of value;
- aid or promote any political cause or the nomination or election of any person to public office;
- assist with the adoption of a measure or the recall of a public office holder.
- See ORS 260.432; Restrictions on Political Campaigning by Public Employees.

Employees are not restricted in their right to express personal political views and/or to participate in ballot counting and election work when off the job.

10.2 PERSONAL CONDUCT

Positive attitude, proper courtesy, and conduct on the job are important to the individual as well as to the District. Neatness of work performed is also important. All employees are engaged in public relations. Some deal directly with the public; others, while not in direct personal contact, do perform work under the public eye. Employees of the District, regardless of whether contacts are direct or indirect, are expected to be courteous, efficient, and helpful in all their work assignments. Favorable impressions created by employees' public behavior help develop good will and support for District services.

10.3 TOBACCO USE

Crook County Parks & Recreation District is a non-smoking facility at all buildings, parks and facilities. This includes the use of electronic cigarettes and vaping devices. Places outside the office may be designated as smoking areas. Smoking is limited to these areas. Please do not smoke or use any vaping

devices including electronic cigarettes, within 10 feet of any entrance, exit or air intake device. If any employee has a concern about the areas designated, they should speak with their supervisor.

10.4 PARK GUESTS

10.4.1 COMMITMENT TO PARK DISTRICT GUESTS

Public relations are an integral part of each District employee's job. Employees should take pride in friendly, efficient service and should strive to do the best job possible for the public.

10.4.2 SERVICE

Understand that no matter what the job is you are to serve the Park District guest. Always appropriately acknowledge a guest through eye contact, a wave, greeting, or smile. Maintain a smile and positive tone when responding to Park District guests. Treat guests courteously and respectfully, using "please" and "thank you" often. Be observant and anticipate, offering to help even before being asked. Perform your job efficiently in primary consideration of service to the guest. Ask for cooperation and understanding when explaining a rule of policy.

10.4.3 ATTITUDE

Be positive about your job and CCPRD. Treat Park District guests as individuals, being respectful of cultural, ethnic, and ability difference. Never complain or comment on problems in front of guests. Remember that guests are not always right, but that they are always guests.

10.4.4 KNOWLEDGE

Be familiar with district mission and vision statements. Be well informed about the district department's operation to which you are assigned. Answer questions accurately and helpfully or offer to find the answer. Realize that although you may be asked the same question many times each day, each district guest is asking that question for the first time and should be responded to politely and patiently.

10.4.5 APPEARANCE

Understand that your appearance is a reflection of the Park District image. Wear your uniform or appropriate attire, and present yourself in a positive and professional manner. Keep your work area neat, clean, and presentable to guests.

10.4.6 GIFTS AND GRATUITIES

Due to the nature of service of the District, the occasion may arise when a person or group wishes to express appreciation by presenting a gift to an employee or group of employees. The maximum gift value in any calendar year that a public employee can receive from someone having an interest in the business of the district is \$50.00. In no case shall an employee accept money from a person or organization of any type that receives financial gains from association with the District. See appendix C.

10.5 SOLICITING

No peddling, solicitation or sale for charitable or other purposes is allowed on District property during working hours without the approval of the District.

10.6 TELEPHONE USE

10.6.1 PERSONAL TELEPHONE USE

District telephones as well as District cell phones are for official business. Staff outgoing and incoming calls for personal business should be limited in number and in length of time. Staff use of phones for personal long distance calls will only be allowed with approval from the Director. Friends and relatives should be discouraged from calling during working hours except in emergencies.

10.6.2 PERSONAL CELLULAR PHONES

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phone (i.e., personal telephone calls are to be kept to a minimum). Some departments will require that all personal cellular phones are used only during break time, and not carried by the individual during working hours. Excessive personal calls during the workday, regardless of the type of phone used, can interfere with employee productivity and be distracting to others. All employees are asked to make any personal calls on non-work time where possible and to ensure that friends and family members are aware of the Districts policy. Flexibility will be provided in circumstances demanding immediate attention. If an employee chooses to use their personal phone for work related business they do so with the understanding that there is no financial reimbursement, and with the understanding that any work related use falls under the "Public Records Law" (see appendix F). The district will not be liable for the loss of personal cellular phones brought into the workplace.

10.6.3 EMPLOYER PROVIDED CELLULAR PHONES

If an employee has been issued a business cellular phone, such phones are to be used for business reasons only. Exempt employees, due to the nature of their job description and the necessity of being on call, may be given the written authorization to use the employer provided cellular phone for limited personal use. Texting is not allowed on any employer provided cellular phone. Phone logs will be audited regularly to ensure no unauthorized use has occurred. Personal long distance calling from the District provided phones is not permitted. Employees in possession of a cellular phone are expected to protect it from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the cell phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of replacement.

10.6.4 SAFETY ISSUES FOR CELLULAR PHONE USE

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone or carry a personal cell phone are expected to refrain from using their phone while driving. Safety must come before all other concerns. If an employee does not have a hands-free device they must pull off to the side of the road and safely stop the vehicle before placing or accepting a call. When using a hands-free device employees should refrain from complicated or emotional discussions and keep their eyes on the road. All laws concerning cellular phone use while operating a vehicle will be strictly followed. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest form of disciplinary action, up to and including termination of employment.

10.7 ACCEPTABLE USE OF COMPUTER & INTERNET

10.7.1 PUPOSE

To set forth procedures and guidelines with regard to the proper use of the agency's computers and electronic mail (e-mail) system including access, review, and disclosure of e-mail records and information; to provide guidelines for the use of the Internet for e-mail and information search functions.

10.7.2 APPLICABILITY

The provisions of this policy are acceptable to all employees who have access to a computer and, use the agency's e-mail system, and have access to the Internet.

10.7.3 IN GENERAL

All computers, the electronic mail and internet access is provided to employees at the sole discretion and expense of Crook County Parks & Recreation District (hereinafter called District) to assist in electronic communications for agency business and to use as a tool for information research.

10.7.4 COMPUTER USE

- If for security purposes a log in (password) is deemed necessary, such password shall be on file at the District office.
- Passwords necessary to access programs/software used for District business shall be on file at the District office.
- It is the employee's responsibility to inform the district office immediately of any changes to passwords.

10.7.5 INTERNAL AND EXTERNAL MAIL:

- E-mail communications are the property of the District and are subject to Oregon's Public Records Law (ORS 192.410 to 192.505).
- E-mail correspondence is discoverable material that can be used in litigation including employment discrimination and wrongful termination.
- E-mail files are subject to search and review at any time by the District Director without prior notice.
- E-mail communications will be held to the same standard as all other agency business and professional communications.
- Personal and incidental employee use of the e-mail system should be kept to a minimum and will be subject to the same standards as identified in this policy.

10.7.5 INTERNET UTILIZATION

Use of the Internet shall be primarily for research and information gathering for agency-related projects and issues.

Personal and incidental personal use of the Internet will be strictly kept to a minimum.

Use of the Internet to access pornographic, slanderous or other inappropriate material is forbidden, and can result in disciplinary action, up to and including termination.

10.7.6 SOCIAL MEDIA

Crook County Parks & Recreation District (hereinafter called District) recognizes the increasing popularity and usefulness of social media as a rapidly evolving means of communication. This policy provides employees with important standards and guidelines when using social media. This policy shall apply to all District Board of Directors, employees, and volunteers. It is each individual's responsibility to comply with this policy. Failure to do comply will result in disciplinary action, up to and including termination.

- "Social Media" is an umbrella term for various forms of communication consisting of user-created text, audio and video published in a shared online environment, such as over the internet or through mobile telephone networks (i.e. using personal cell phones, Smartphones, etc.) including, but not limited to, social network services (i.e., Facebook, MySpace, etc.), blogs, texts, forums or message boards, audio/video content commodities (i.e., YouTube, Flickr, etc). The differing forms of social media generally have the common characteristic of allowing for personal participation and feedback in a very fast and informal way. Social media is also typically open to vast multitudes of people to observe, copy, and use, with few, if any, access restrictions.
- There are many potentially beneficial District business uses of social media, including industry related research; networking; and knowledge building. Employees who use social media for business purposes are to always conduct themselves in a professional manner according to this policy and other applicable company policies and procedures including, but not limited to, the District's Acceptable Use of Computers (section 10.7), and Non-Discrimination/Harassment

Policy (section 3). Additionally, if you are unsure as to whether or not a particular social media activity is appropriate you must consult with your supervisor before participating in it.

- Each employee is responsible for any on-line activity conducted using a District issued E-mail address or other access method that can be traced back to the District's domain, computer equipment or other devices and equipment, all of which can only be used to access social media if related to a valid business purpose directly related to your specific job duties with the District and/or in a manner consistent with the District's Acceptable Use of Computer Policy (section 10.7). Employees should have no expectation of privacy while using the District's e-mail addresses, computer systems and other devices to access social media, and the District will monitor and investigate the use of its equipment as necessary.
- The following standards are to be followed when using social media for business purposes:
 - Do not portray yourself as an official spokesperson for the District, or suggest you represent the District's position, unless specifically authorized to do so in writing by the Director. If you are not an official spokesperson, be clear that any social media comments you make are your own and not on behalf of the District.
 - Speak/write in the first person voice not the third person voice when using social media (i.e., "I believe . . ." rather than "we believe . . .").
 - Disclose your true identity and affiliation with the District at all times when using social media for business purposes. It is inappropriate to hide behind false identities, pseudonyms, or partial names when utilizing social media.
 - Adhere to all applicable District policies concerning confidentiality when using social media. Most significantly, do not discuss or otherwise disclose non-public information learned through your work with the District including, but not limited to, confidential medical information about employees or members of the public.
 - Identify any copyrighted or borrowed material with citations and links. When publishing any authorized materials online through social media that include someone else's direct or paraphrased quotes, thoughts, ideas, photos or videos, always use citations and links to the original material where applicable.
 - Evaluate the accuracy and truthfulness of anything you write or produce before posting. Do not post any information that has not been verified and/or confirmed relative to accuracy and truthfulness.
 - Follow the terms and conditions of use established by the venue used for any social media activities (website, blog, discussion forum, etc.) It is your responsibility to review all such rules and to conform all of your social media activity to the applicable terms and conditions of each site.
 - Do not post any audio, video or photographic images taken at any of the District's work locations, unless specifically authorized to do so in writing by the Director.
 - Always be respectful when referring to the District's employees, business partners, service providers, vendors, and members of the public, including their privacy. This applies to both the type of information posted and the manner and context in which it is presented. Do not identify such individuals by name, post their pictures or provide other specific information without securing their approval.
 - Obey the law. Do not post any information or engage in any online conduct that may violate applicable local, state or federal laws or regulations.
 - The District respects the rights of employees to use social media as a medium of personal self-expression and conversation and does not want to discourage such self-expression and discussion. The District does not disapprove of employees who use these mediums for non-work related personal interests or other lawful purposes. Social media sites have nearly unlimited communication potential, duration and retention, and generally can be accessed by anyone around the world. Thus, to protect the District's legitimate interests, and consistent with the District's responsibilities, employees who maintain or contribute to social media sites are prohibited from engaging in certain activities:
 - Using the District's facilities and equipment, including computers and software, during working time to engage in personal social media activities in a manner that is inconsistent with the District's Acceptable Use of Computers Policy.

- Posting social media that purports to represent the position, viewpoint, statements, opinions or conclusions of the District. When necessary to be clear, indicate that your posts represent your views and not necessarily the opinions of the District. Supervisors should take special note that by virtue of their position, they must consider whether the personal thoughts they choose to publish may be misunderstood as expressing the District's positions.
 - Using social media to threaten physical violence against the District's employees, business partners, service providers, vendors or members of the public we serve, or to harass such individuals based on their color, race, creed, national origin, religion, sex, age, disability, marital status, veteran status, sexual orientation, or other status protected by applicable law, which includes, but is not limited to, inappropriate posts, blogs, videos and pictures of a sexual nature (i.e., "sexting").
 - Using social media to post intellectual property, trademarks, logos or copyrighted materials owned by the District or any business partners, service providers or vendors.
 - Posting proprietary or other confidential information learned through work with the District, including, but not limited to, confidential medical information regarding employees or members of the public we serve.
 - Using photographs, recordings, marketing materials or other materials owned by the District for personal social media activities.
 - Using social media to engage in libelous, defamatory, obscene, violent, maliciously false or otherwise egregious behavior directed at the District, its employees, business partners, service providers, vendors, or members of the public we serve.
- These limitations are not intended to infringe upon any rights employees may have under applicable local, state and federal employment and labor laws.
 - Employees who are aware of potential violations of this policy should report such conduct to a Supervisor or the Director. Employees who violate this policy are subject to disciplinary action, up to and including discharge. In addition, the District reserves the right to take any appropriate legal action necessary to stop or remedy improper or unlawful conduct involving social media.

10.8 DRIVING RESPONSIBILITIES

Driving is among the most hazardous tasks performed by employees and volunteers of the District. Therefore, it is the policy of District that employees and volunteers will follow safe driving practices. Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, and not operating a vehicle when the driver's ability to react is impaired. Drivers are expected to follow defensive driving principles, Oregon laws and regulations to prevent accidents in spite of unsafe driving by others and/or adverse driving conditions.

Supervisors are responsible for enforcing this policy, and shall ensure all employees and volunteers who drive are notified of this policy and the potential consequences of policy violations.

District shall allow only drivers that meet the following eligibility criteria to drive on their behalf.

10.8.1 JOB APPLICANTS

When any position is being filled for which driving is an essential function, the driving record for the previous three (3) years shall be evaluated according to the following procedures:

- Any certification of eligible applicants sent to supervisors for selection process shall contain a reminder to conduct a driving record check through DMV prior to finalizing an employment offer.
- Hiring personnel may offer employment contingent upon receiving a successful driving record check.
- If the applicant being considered for hire is from outside the State of Oregon, the hiring Director must request a copy of the applicant's driving record to be sent by fax or mail.
- District will complete the driving record check. If the driving record does not meet District's standards, the recommendation not to hire the applicant will be made.

- A record of DUII, moving violations and/or accidents shall be considered in determining whether an applicant is acceptable, see Appendix L.

10.8.2 DISTRICT EMPLOYEES / VOLUNTEERS

Any District employee/volunteer must meet the following criteria in order to be allowed to drive on District business:

- Must possess a valid Oregon driver's license.
- Must be 18 years old.
- Possess a valid Commercial Driver's License if driving a vehicle requiring such.
- If in possession of an Oregon driver's license, sign a release form allowing District to access to his/her motor vehicle records.
- Upon assigning driving privileges or responsibilities to an employee/volunteer, District shall provide pertinent information by email to Director for "flagging" purposes. District shall establish a DMV account and monitor the employee driving record by reviewing and "flagged records". If a violation that occurs on work times falls into the categories noted in Appendix G, as well as a pattern of violations, along with other factors, if relevant, will be used to determine if the employee/volunteer has an acceptable driving record.

10.8.3 CORRECTIVE ACTION

Employee/volunteers who are found to have violated this policy or find any indications of misconduct involving vehicles may be grounds for disciplinary action up to and including termination. It is the intent of this policy that unsafe behavior be identified and corrected. Should discipline become necessary, it shall follow District discipline policy.

10.8.4 DRIVER RESOPNSIBILITIES

The following responsibilities apply to anyone who drives any vehicle on District business.

- Drivers and passengers are required to wear seatbelts at all times when vehicle is in motion.
- Drivers shall inspect vehicles at the beginning of each shift to ensure that the vehicles are in safe operating condition prior to their use.
- Drivers shall comply with all applicable state and local driving laws.
- Drivers will drive according to the road conditions during inclement weather. Drivers will be prepared in advance of bad weather/adverse weather road conditions.
- Drivers shall be held personally responsible and liable for any tickets received while driving a District vehicle on District business. All tickets for moving violations and/or parking fines received while driving District vehicles shall be paid or otherwise resolved promptly by the driver. Drivers shall notify their supervisor within 48 hours of receiving any citation while in a District vehicle.
- For photo radar or other citations issued against the vehicle's registration, the employee/volunteer's will complete the "Affidavit of non-liability" or similar document issued with the citation to identify the driver. The driver shall be personally responsible and liable for promptly paying the fine or otherwise resolving the citation.
- In the event of an accident on District business, drivers shall immediately contact their supervisor, and, if driving a District vehicle, follow all District instructions, procedures for reporting accidents.
- A driver whose license has been suspended or revoked shall immediately notify his/her supervisor.
- For employees who are required to drive or maintain a valid driver's license as part of their official duties, driving record convictions may be considered as grounds for disciplinary action up to and including dismissal, whether the offenses and infractions occurred during or outside work hours.
- Drivers shall insure that any passengers, who ride with them, are wearing safety belts or other restraint devices in accordance with Oregon Revised Statutes.
- Drivers shall not drive District vehicles or private vehicles for District business when they are required to take medication that may impair their ability to safely operate a moving vehicle. If in doubt, the employee/volunteer should first obtain approval from his/her physician that it is safe to

drive while taking medication. If the employee/volunteer comes to work but due to the medication cannot drive, the employee/volunteer shall immediately inform their supervisor ask for an alternate work assignment. If there is no work available, the employee/volunteer may be assigned to another department or sent home.

- Employees/volunteers are expected to use good judgment at all times while driving on behalf of the District. In circumstances where the employee/volunteer is uncertain if he/she should be operating or continue to operate a vehicle (such as prescription or over-the-counter medication, extended or continuous shifts, end of long distance travel, fatigue, poor weather or road conditions) the employee/volunteer is expected to contact their supervisor to assist in making the safest determination, or whether to continue to drive or not.
- Employee/volunteers will refrain from smoking while in a District owned vehicle.

10.9 VEHICLE USE

10.9.1 DISTRICT OWNED / SUPPLIED VEHICLES

The District provides vehicles for use by qualified drivers to conduct official District business in the course and scope of their job and/or to maintain the ability to respond to District business outside the employee/volunteer's normal work hours when special equipment or tools are available in or on the vehicle.

10.9.2 PRIVATELY OWNED MOTER VEHICLE

The District allows use of privately owned motor vehicles to conduct official District business. A privately owned motor vehicle used for District business must be a conventional, at least four-wheel vehicle, and be in safe mechanical condition that is adequate to provide safe transport for the road and weather conditions. Vehicle equipment must conform to the State of Oregon requirements. If a District owned vehicle is available, it is to be used before use of a privately owned vehicle.

10.9.3 INSURANCE REQUIREMENTS

- The driver of a privately owned motor vehicle used to conduct official District business must be insured against liability (person and property) in an amount not less than the minimum requirements of the State of Oregon.
- Mileage reimbursement for the use of a privately owned motor vehicle falls under 11.2 Mileage/Expense Allowance in this policy manual.
- The vehicle owner is responsible for any comprehensive and collision coverage the owner may elect to carry.

10.9.4 PASSENGERS

- Only authorized passengers are allowed to ride in District vehicles and or other vehicles while in use for District business. Authorized passengers are:
 - District employees conducting District business;
 - Officers and agents representing the District;
 - Volunteers acting on behalf of the District;
 - Vendors and contractors working on behalf of the District;
 - Participants in official District business, tours and programs;
 - Representatives of other governmental agencies with the District;
 - Anyone with prior authorization by the Supervisor or Director.

11. SPECIAL ALLOWANCES

11.1 UNIFORMS

Positions required to wear uniforms generally interact with the public, which helps the public to identify staff and/or have duties that would cause unusual wear on personal clothing or require specialized protection

- Employees required to wear a uniform shall have said uniform(s) furnished in accordance with the district's agreements and pursuant to annual budget appropriation, (pool employee swim suits will be paid for by the employee).
- Employees required to wear uniforms are to be in uniform at the start of their shift.
- Employees are required to pay for all cleaning of uniforms.
- Uniforms are for business use only and should not be worn outside of work other than lunch breaks, going to work, and coming from work. Some departments may have additional regulations as to where and when the uniform can be worn.
- Each department shall determine which positions require uniforms. Each department shall determine the uniform style and color.
- Employees working special events may be provided with temporary clothing by the district. The recreation department will determine which events require temporary clothing.
- Upon separation of service, employees are required to return district uniforms

11.2 MILEAGE/EXPENSE ALLOWANCE

When an employee is required to use his/her personal vehicle for District use, and that use has been approved by the Director, that employee will be compensated at the current IRS rate allowable on tax forms for mileage compensation. Statements for compensation shall show dates of use and number of miles traveled during the calendar month, and be approved by the Director.

NOTICE:

Subsistence allowance for authorized official overnight trips will be compensated on the basis of reasonable actual expense with receipts and must be approved by the Director.

11.3 TRAINING

The District will pay 100% of the cost for all approved conferences, workshops, and seminars. The District Director will approve such training for all employees, before such funds will be committed. Some training may be a requirement of the job. Many conferences and trainings require overnight stay, or are offered on employee's days off. If an employee attends a conference or training they do so with the understanding that overtime is not paid or compensatory time is not given.

11.4 USE OF DISTRICT PROPERTY

As a benefit an employees can use District equipment on approval of the Director. Use of District vehicles for personal use is discouraged, but the Director can approve such use in emergency situations. Use of any District supplies, materials, equipment, or vehicles for the employee's permanent private use is prohibited. Employee is responsible for damage or replacement of borrowed district equipment.

11.5 RECREATION ALLOWANCES

Working for the District offers a unique experience of those who enjoy the out-of-doors and beauty that Central Oregon can provide. The recreational facilities that we have to offer are open for your enjoyment.

The District offers, as a benefit to its employees and board members, spouses, and children free or reduced rates for recreational programs offered by the District, except for those programs offered by contract providers.

11.6 STAFF USE OF FACILITIES

A benefit of employment allows use of shop facilities by employees during off duty hours when authorized by the District's Director only.

12. ATTENDANCE

12.1 MONTHLY COMPENSATION

Monthly compensation shall be based on a 40-hour workweek. Either eight (8) hours shall constitute a day's work and five (5) days shall constitute a week's work (Monday through Sunday) or ten (10) hours shall constitute a day's work and four (4) days shall constitute a week's work (Monday through Sunday). Work days and work weeks of a different number of hours may be established by agreement, separate written policy or resolution of the Board in order to meet the varying needs of the District.

12.2 WORK HOURS

Daily hours of work (or shifts) for employees with departments shall be assigned by the Director as required to meet the operational requirements of said department. An employee will be given adequate advance notice of any change in his regular hours of work except where an emergency exists.

12.3 HOURS OF OPERATION

The parks office is open from 8 a.m. to 5 p.m. Full time salaried office personnel work a five (5) day work week. These jobs often require hours that do not fall in that time slot such as morning and evening meetings or special events and recreation activities that may take place in the evenings or on the weekend. The extra requirement constitutes the 40 hours work week. Employees will not be paid overtime or compensatory time unless they work more than the 40 hour work week.

12.4 TARDINESS AND ABSENTEEISM

Tardiness and absenteeism detract from the efficiency and service level of the District. An employee who cannot report to work at their regular starting time or is unable to attend work must notify his/her supervisor before their work shift begins via a phone call. Failure to report for work and/or excessive tardiness is grounds for disciplinary action.

12.5 JOB ABANDONMENT

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization. Poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. **If an employer fails to call in or show up for work, it will be considered job abandonment and a voluntary resignation after the third day of absence.**

12.6 BREAKS

Rest periods of at least 15 minutes will be provided during each four hours (or major portion) of work time.

12.7 MEALS

Employees shall be granted an unpaid meal period not to exceed one hour during each work shift greater than six hours. Consistent with operating requirements, meal periods shall be scheduled at or about the middle of the work shift. Employees who have their meal period interrupted by the District to perform required work shall be compensated for their meal period time worked.

13. PERSONNEL RECORDS

All employees of the District shall have a personnel record maintained by the District. This record shall show the employee's name, title of position held, the department to which assigned, salary history, hours worked, change in employment status, promotions, and any disciplinary action taken. Employee personnel records are considered confidential and shall be accessible only to the Director, Business Manager, Payroll Clerk, the Board, and the employee concerned.

Your personnel file is available for review by making advance arrangements with the Business Manager. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

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

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

A Change in Personal Data form is available for your use in reporting any changes in your personal information.

13.1 REMOVAL

Documents shall not be removed from a personnel file, except pursuant to a determination by the Business Manager that each particular document is not accurate, or is no longer relevant or timely to any personnel or performance matter. Any document which is removed shall be maintained in a separate file containing all such documents, not indexed under the name of any employee, until such time it can be disposed of according to the retention schedule.

13.2 MEDICAL RECORDS

Documents containing medical information shall be kept in a separate, confidential file that is not part of the employee's personnel file. While these records shall be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and necessary accommodations. First aid and safety personnel may be informed, when appropriate, of an employee's disability, if the disability might require emergency treatment. Government officials investigating compliance with discrimination laws shall be provided relevant information on request.

14. EVALUATIONS

Regular employees may be evaluated by their supervisor at the end of their introductory period and thereafter annually. Seasonal employees may be evaluated appropriately during their working season by their supervisor.

15. LEAVE OF ABSENCE

15.1 AUTHORIZATION FOR LEAVE

No leave of absence with or without pay shall be granted unless a request is submitted by the employee and approved by the Director. Approval of leave shall be obtained prior to the beginning of leave period.

15.2 BEREAVEMENT LEAVE

You are eligible to take a Bereavement Leave in the event of death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, adoptive or foster child/stepchild
- Parent
- Grandparent/Grandchild
- Parent-in-law

If you are not eligible for OFLA or you need leave for a person not listed above, the length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need. For scheduling time off, you will need to make arrangements with your manager.

If you are eligible for OFLA (work 25 hours per week and have 180 days of continuous employment), you may take up to two weeks of leave per death of a family member, up to a maximum of 12 weeks per leave year. The leave must be completed within 60 days after the date of which you receive notice of the death of your family member.

The leave may be taken to attend the funeral (or alternative) of the family member, make arrangements necessitated by the death of a family member, or to grieve the death of a family member.

Request Procedure

You are required to provide oral notice within 24 hours of taking leave. Someone else can do this on your behalf. You must provide written notice of the request for time off within 3 days of returning to work.

Pay While on Leave

This is an unpaid leave of absence. You may use any paid time available.

15.3 CIVIC DUTY LEAVE

15.3.1 JURY OR WITNESS DUTY

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay for up to two weeks, if you are an hourly employee. For exempt employees, a partial day or partial week worked will be paid in full.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

15.3.2 VOTING LEAVE

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

Request Procedure

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

Pay While on Leave

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

15.4 CRIME VICTIMS' LEAVE

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

Safety Measures

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

Eligibility

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

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

Status of Benefits

Benefits are not affected by crime victims' leave.

15.5 DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, sexual assault, or stalking, or is a parent or guardian of a minor child or dependent who is a victim, may be entitled to take unpaid protected leave from work or obtain services or treatment.

Eligibility

All regular Crook County Parks & Recreation District employees are eligible to take domestic violence leave.

Types of Services/Treatment

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

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization.

Request Procedure

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

Safety Measures

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

Pay While on Leave

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

Status of Benefits

Benefits are not affected by domestic violence leave.

15.6 LEAVE TO DONATE BONE MARROW

Eligibility

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

Length of Leave

An employee may use up to 40 hours of already accrued paid leave. In extenuating circumstances, approval to take more time off (paid or unpaid) may be granted by the supervisor or manager.

Request Procedure

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

Status of Benefits

Benefits are not affected by this leave.

15.7 UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

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

Eligibility

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before commencement of the leave and are otherwise eligible to use such benefits. You must request and obtain approval to receive vacation pay during military leaves of absence.

Status of Benefits

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

Reinstatement

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

1 to 30 days: You are expected to report to work on the first regularly scheduled workday following completion of training and you will be reinstated to the same position you held at the time the service leave began.

31 to 180 days: If you are a Reservist or National Guard member returning from initial active duty for training you must submit an application for re-employment within 14 days after honorable release from service. You will be reinstated to the same position held at the time the service leave began, provided the leave has

been for less than 91 days in length. If the leave is 91 days or longer, when you return you will be reinstated to the same job, or comparable job in terms of like seniority, status and pay, as long as you are qualified to perform the duties.

181 days or longer: If you are returning from active duty in the armed services, you must submit an application for re-employment within 90 days after completion of satisfactory service. You will be reinstated to an equivalent position as long as you are qualified to perform the duties and the organization's circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment. When returning, you must provide documentation to verify your rights to re-employment, including your separation papers. Time limits for application for re-employment are extended for up to two years for disabled veterans.

Failure to file an application within the required time period forfeits the right to re-employment.

15.8 COMMITTEE ASSIGNMENTS

All monies received while sitting on a committee must be signed over to the District, unless such fees were earned on his/her days off or during other authorized leave with pay.

15.9 LEAVE OF ABSENCE WITHOUT PAY

In instances where the work will not be seriously hindered by the temporary absence of an employee, the Director may grant a leave of absence without pay not to exceed ninety (90) calendar days.

15.9.2 LEAVE OF ABSENCE EXCEEDING 90 DAYS

Leaves of absence without pay for periods in excess of ninety (90) days must be approved by the Board of Directors.

15.9.3 REQUESTING A LEAVE OF ABSENCE WITHOUT PAY

Request for a leave of absence without pay must be in writing and must establish reasonable justification for approval of the request.

15.9.4 CONTINUED INSURANCE

In instances where such leave is beyond 30 days, the employee will be required to pay premiums for continued insurance. Depending on the circumstance, the Director could make an exception.

15.9.5 INSURANCE ENROLLMENT AFTER A LEAVE OF ABSENCE

When insurance has been discontinued an eligible employee and previously enrolled dependents may enroll if the employee returns from approved leave of absence (including leave under Family Medical Leave Act) of not more than three months.

15.9.6 401A PENSION

No 401A pension would be paid by the district during a leave of absence without pay, and it would be up to the employee if they wanted to continue to contribute to the 457. If not 100% invested time spent on a leave of absence without pay would not count toward vesting requirements.

15.9.6 SICK AND VACATION ACCRUANCE

During leave of absence without pay, the employee shall not accrue sick and vacation time.

15.10 FAMILY AND MEDICAL LEAVE

Purpose

Our Family and Medical Leave policy allows you to take a leave of absence for your own serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, grandchild, grandparent, spouse or same sex domestic partner, parent, or parent-in-law with a serious health condition, and for the care of a sick child. This policy is intended to comply with state laws regulating this practice.

Eligibility

You will be eligible to take a family and medical leave if you meet the following requirements:

- You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption, or placement of a child (parental leave), there is not hours-worked requirement.

You are eligible to take family and medical leave in the following situations:

- To care for an infant or a newly-placed adopted or foster child under the age of 18, or older than 18 if incapable of self-care due to mental or physical disability, within 12 months of the event (parental leave);
- To care for a family member with a serious health condition or your own serious health condition (serious health condition leave). Oregon covers child, parent, parent-in-law, spouse, same-sex domestic partner, grandparents and grandchild;
- For a pregnancy disability or prenatal care (pregnancy disability leave), female employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks of parental leave;
- To care for a sick child who does not have a serious health condition, but requires home care (sick child leave). Medical certifications of Sick Child Leave will be required after the third leave occurrence in each leave year. Crook County Parks & Recreation District will reimburse, upon request, any out-of-pocket costs for medical certification.
- For a spouse involved in call to active duty or immediate deployment, please see Oregon Military Family Leave Policy for information about possible OFLA implications. If you are eligible for OFLA, this 14 day period available to you may run concurrently with OFLA.
- To attend the funeral (or alternative) of the family member; make arrangements necessitated by the death of a family member; or to grieve the death of a family member, up to 2 weeks of leave is available in each such case (not to exceed 12 weeks per leave year), which will run concurrent with OFLA. The leave must be completed within 60 days after the date on which you receive notice of the death of your family member (see Bereavement Leave for details that may apply to those employees not eligible for OFLA leave.)

Length of Leave

You may take up to 12 weeks of family and medical leave during a 12-month period. A week is defined as your normal work week schedule. The 12-month period will be measured forward from the date of leave. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the certifying health care professional on the Health Care Provider Certification form.

Under OFLA, an employee who takes leave for a disability related to pregnancy may qualify for up to 12 additional weeks of leave for disability in the same year. Additionally, an employee who takes a full 12 weeks of Parental Leave may be eligible to take up to an additional 12 weeks of Sick Child Leave in the same year.

Request and Certification Procedure

In situations where the need for medical leave is known, you must give thirty (30) days written notice to take family and medical leave by filling out and turning in the Request for Family and Medical Leave form and the Health Care Provider Certification form.

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all benefits to which you are entitled; however, you are expected to call us as required by our call-in policy and make every effort to communicate your situation. In an emergency situation where there is no opportunity to give notice, you must notify your supervisor of your intent to take immediate family and medical leave. You also must deliver the completed Request for Family and Medical Leave Form and the Health Care Provider Certification Form within 15 days of your request for leave.

All requests for family and medical leaves must be verified by a health care professional by using the Health Care Provider Certification form, which needs to be returned within 15 days of a request for leave. Furthermore, if you are taking family and medical leave to care for a family member with a serious health condition, you will be asked to provide proof of your relationship to this person. Please check with the Director or Business Manager to discuss how best to provide this proof.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any medical information provided on either a personal health condition or the health condition of a family member is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the Director or Business Manager.

In certain instances, we may need to directly contact your health care provider. When we feel such direct contact is necessary or beneficial, it will be done by the Director or Business Manager. Those instances include:

- Recertification if a serious health condition is continuing and open-ended;
- When a request is made to extend a leave;
- Circumstances change from the current certification; for example, the pattern of necessary absences changes;
- Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

When direct contact is made, our questions will focus on the need for the leave and the pattern of the absence, not the specific medical condition. You are expected to assure your health care provider that he or she is to be responsive to our contact so that we can best and most efficiently make a determination regarding the status of continuing your leave.

Employees with chronic or indefinite condition will be required to provide a new certification form at the beginning of their new leave year.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

You may use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid. You may be required to provide periodic status reports to the organization while on a family and medical leave. You may continue your insurance benefits (medical, dental, life, etc.) by paying the full cost of the premium for any leave in excess of our workweeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

You are entitled to return to the same job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave. If your job has been eliminated but there is an available equivalent position, you will be restored to that job. You will be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the Director and Business Manager.

15.11 LACTATION

Crook County Parks & Recreation District promotes and supports the practice and need for female employees to express breast milk on its premises, and will support female employees' continuation of expressing breast milk upon their return to work.

Until the babies are 18 months old, female employees may use up to 30 minutes of unpaid time during every four-hour work period to express milk. Unpaid meal periods may also be used. Flexibility regarding timing of these scheduled breaks or additional time required will be discussed with the supervisor/manager. The employee will be responsible to make up any additional time taken, in consultation with the manager.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, he or she should inform the supervisor/manager immediately.

Crook County Parks & Recreation District will endeavor to provide private space, with an electrical outlet, within the office building to express breast milk. This space may vary according to available empty rooms, check with the Director or Business Manager. Hand washing facilities and a refrigerator will be available at all sites. Appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk may be stored in the refrigerator provided and must be clearly labeled with the employee's name. Since breast milk is a bodily fluid, and as such could harbor certain communicable diseases, it is important it be labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

16. SICK LEAVE

16.1 PAID SICK LEAVE

Sick leave may be taken for personal or family member illness, injury, preventative health and dental care or a qualifying absence under ORS 653.616. Immediate family means those qualifying under OAR 839-007-0000. The District's Director may approve other absences or family members based on individual merit.

16.1.1 FULL-TIME SALARIED

All full-time salaried employees shall earn sick leave at the rate of 8 hours for each full month of service. Sick leave may be accumulated without a maximum cap.

16.1.2 REGULAR PART-TIME

Regular part-time employees will accrue sick leave in an amount proportionate to that, which would be accrued under regular full-time employment, but at a rate of no less than 1 hour earned per 30 hours worked.

16.1.3 TEMPORARY

Temporary worker and seasonal employees shall earn sick leave accumulatively, at a rate of 1 hour per 30 hours worked, with a cap of 40 hours earned per year. Up to 40 hours of unused sick leave can be carried over to the next calendar year, however no more than 80 hours will be in the Employee's sick leave bank at any time. No more than 40 hours of sick leave can be used in any one calendar year. Sick leave cannot be used until 90 days of employment has been completed and only for scheduled work hours.

16.1.4 SICK LEAVE USAGE AND COMPENSATION

Any sick leave shall be for no longer period that the employee has sick leave credit, except under 16.1.9. No compensation for accrued sick leave shall be allowed for any employee when he is separated from the District Service except under 16.1.8. Sick leave shall not accrue during any period of leave of absence without pay.

16.1.5 NOTIFICATION OF INABILITY TO WORK

Employees who are unable to report to work due to personal illness or injury must contact the immediate supervisor on or before scheduled starting time via a phone call. If an employee becomes sick during the day, the supervisor must be notified before the employee leaves work.

16.1.6 VERIFICATION OF ILLNESS

The District may require, verification of illness by a Doctor's certification, if believed by the management that the policy is being abused. Violation of sick leave privileges will be cause for dismissal.

16.1.7 LEAVE CREDIT FOLLOWING RE-EMPLOYMENT

An employee who is re-employed following a layoff or an expiration of leave without pay shall have sick leave credits accrued during the previous employment restored.

16.1.8 RETIREMENT

Employees' who retire at age 59½ or older shall be paid for 100% of accumulated sick leave hours up to a maximum of 1000 hours. If an employee discontinues employment before age 59½, but has completed 20 years of continual service they shall be paid 75% and after 25 years of continual

service 100% of accumulated sick leave hours up to a maximum of 1000 hours. The employee's rate per hour at the time of retirement or discontinuing employment will be used to calculate the benefit amount.

16.1.9 TRANSFER OF SICK LEAVE

Employees who have exhausted their sick and vacation leave benefits may receive a gift of sick leave from other District employees if they require extended time off for illness or injury. In such event, the District's only involvement shall be to transfer an employee's sick leave credit in accordance with the employee's "written" request and add it to the sick leave balance of another employee. Employees may donate up to 10% of their accrued sick leave balance. Only employees who have accumulated more than 240 hours may make a contribution and no employee may contribute more than 40 hours per year to other employees.

17. HOLIDAYS

17.1 FULL TIME SALARIED AND REGULAR PART-TIME EMPLOYEES

The following holidays shall be designated as official holidays for the District employees.

- New Year Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving, Friday after Thanksgiving
- Christmas Day, Friday after Christmas when Christmas falls on a Thursday

Full Time Salaried employees whose work schedule requires them to work on a holiday will be entitled to 1-1/2 days off in lieu of the holiday, as arranged by the Director. Regular Part Time employees, whose work schedule requires them to work, will be entitled to a different day off with pay. Payments will not be made in lieu of days off. When not scheduled to work at least 32 hours per week during the month in which a holiday takes place regular part time employees are not eligible for holiday pay.

17.2 TEMPORARY AND SEASONAL EMPLOYEES

Shall not qualify for paid holidays.

18. WORKERS COMPENSATION INSURANCE

18.1 POLICY

If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state workers' compensation law. The district carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled. It is the responsibility of the employee to immediately report work related injuries.

18.2 BENEFITS

Benefits include payment for medical expenses and wage loss due to lost time suffered from injuries. Wage payments are a percentage of regular pay. Full time salaried employees will continue to receive normal wages, accrue vacation and sick leave up to 90 days. However, payments received from compensation insurance for lost time wages will be surrendered to the District or retained in exchange for earned vacation time (one vacation day equals one day salary).

18.3 OTHER FRINGE BENEFITS

Health insurance and pension benefits will continue for six months from date of lost time accident.

18.4 RETURN-TO-WORK POLICY

The following procedures must be followed by employees who wish to return to work following an on-the-job injury which has resulted in the employee's being off work:

All requests to return to work must be made in writing, dated and signed by the employee

All requests to return to work must be accompanied by a dated, written release signed by the employees attending physician. This release must clearly specify whether employee is released for his/her former job or are restricted in any way.

Requests to return to work must be made no later than the seventh (7th) calendar day following the date of the physician's signature on the written release. Except where, in the District's opinion, extenuating circumstances exist, failure to make a timely request terminates the employee's right to reinstatement or reemployment. Failure to seek a written release upon employee becoming able to return to work may constitute abandonment of his/her right to reinstatement or reemployment. However, if the District has 20 or fewer full time equivalent employees both at the time of the injury and at the time of the request to return to work, the District has no obligation to reinstate the injured worker.

Requests to return to work must be brought in personally or mailed to the District Director. Requests brought in personally will be deemed made the date on which the written request is given to the Director. Mailed requests will be deemed made on the date of receipt.

If a suitable job is not available at the time of the request, the individual must contact the Director in person or by telephone once a week to renew his/her request. If a period of 10 days elapses without such a contact, the District will consider that the individual has abandoned his/her right to return to work.

18.5 REINSTATEMENT

When the Return-To-Work Policy has been followed, the District will make an effort to reinstate an employee to his/her former job. If the employee is disabled from performing his/her former job, but is able to perform some other job with the District that is available and suitable, he/she will be reinstated and

assigned to that job. If the employee refuses to accept the job offered, the District will consider that the employee has voluntarily terminated his/her employment and abandoned his/her right to reinstatement or reemployment. If job is seasonal and is no longer available, consideration will be given upon the next occurring season.

If an employee signs a waiver and release in full settlement agreement that agreement overrides this policy.

19. MEDICAL, DENTAL & VISION INSURANCE

Open enrollment dates are 6/1 and 12/1. Initial eligibility, marriage, birth and adoption are the exceptions to the open enrollment dates.

19.1 MEDICAL INSURANCE

All full time salaried employees of the District plus one dependent shall be covered under the group medical policy at District expense, starting the first day of the month following 30 days of employment.

19.1.1 REGULAR PART-TIME

Regular part-time employees shall receive coverage under the group medical policy at the District expense for them only, starting the first day of the month following 60 days of employment.

19.1.2 RV PARK MANAGERS

R.V. Park managers shall receive coverage under the group medical policy at the District expense for them only, starting the first day of the month following 60 days of employment.

19.2 DENTAL INSURANCE

All full time salaried employees of the District plus one dependent shall be covered under the group dental plan carried by the District at District expense. Starting date is same as medical.

19.2.1 REGULAR PART-TIME

Regular part-time employees will receive dental coverage under the group dental plan carried by the District at District expense for them only. Starting date is same as medical.

19.2.2 RV PARK MANAGERS

R.V. Park managers shall receive coverage under the group dental plan carried by the District at the District expense for them only. Starting date is same as medical.

19.3 VISION INSURANCE

All full time salaried employees of the District plus one dependent shall be covered under the group vision plan carried by the District at District expense. Starting date is same as medical.

19.3.1 REGULAR PART-TIME

Regular part-time employees shall be covered under the group vision plan carried by the District at District expense for them only. Starting date is the same as medical.

19.3.2 RV PARK MANAGERS

R.V. Park managers shall receive coverage under the group vision plan carried by the District at the District expense for them only. Starting date is the same as medical.

20. LIFE & DISABILITY INSURANCE, PENSION PLANS

20.1 LIFE INSURANCE

Full time salaried employees, regular part-time employees and RV Park Managers are provided coverage of \$50,000.00 for life and accidental death and dismemberment by the District. Starting date for each classification is same as the medical insurance.

20.2 LONG TERM DISABILITY INSURANCE

Is available as a group to full time salaried and regular part time employees at employee's expense (will be reevaluated annually). Starting date is the same as medical insurance.

20.3 PENSION PLAN

20.3.1 FULL-TIME SALARIED EMPLOYEES

- All full time salaried employees of the District shall receive a retirement benefit.
- The benefit is a 401-(A) plan administered by AIG Valic.
- The district board of directors determines the percentage of contribution by the district. See 'District Retirement Program' handout.
- The 401A plan only allows contributions by the employer. However, an additional plan 457 is available for direct employee contribution via a payroll deduction (monthly). There is an incentive plan in force, see 'District Retirement Program' handout.
- A copy of the 401A prototype plan is kept on file in the district office. Every new full time salaried employee will be given information to enroll in both plans. See 'District Retirement Program' handout for basic information.

20.3.2 VESTING PROVISIONS

One year – 0%, two years – 25%, three years 50%, four years – 75%, and Five or more years – 100%.

20.3.3 PENSION VESTING CREDIT FOLLOWING RE-EMPLOYMENT

An employee who is re-employed following a layoff or an expiration of leave without pay, or an employee who is reinstated within one (1) year after voluntary separation may, at the discretion of the Director, be reinstated at the same vested percentage that they were when separated from the district.

20.4 EXCEPTIONS

- Staff employed through grant funded programs are not eligible for pension benefits. However, the Director has the discretion to offer benefits.
- The Crook County RV Park managers will not be eligible for pension benefit due to the fact that they are employed on a yearly contract basis.
- Regular part-time employees do not receive pension benefits. However, the Director has the discretion to offer benefits.

21. TENURE (RIGHT OF HOLDING A POSITION)

The tenure of salaried full time and regular part time employees shall be conditioned on continued satisfactory behavior and performance of duties after completion of the introductory period.

21.1 REDUCTION IN WORK FORCE

Whenever there is a lack of work, or lack of funds requiring reduction in the number of employees, the required reduction shall be made as the Board of Directors designate.

22. DISCIPLINE

22.1 CODE OF ETHICS

An employee must know what the employer expects of him/her before disciplinary procedures can be administered. Employees of Crook County Parks and Recreation District shall strive to do the following.

22.1.1 EMPLOYEE CONDUCT

- At all times conduct themselves to reflect credit upon the District, the people they serve, the profession, and themselves.
- At all times by all actions and implications be loyal not only to all persons to whom they have responsibilities but also to the District as a whole, and shall at all times be governed by the highest ideals of honor and integrity.
- At all times render efficient, honest, and economical service in performing their duties on a non-partisan basis.
- At all times be pleasant and tactful in contacts with the public and fellow employees and be tolerant of the opinions of others.
- The Board of Directors shall deal only with the Director and respect all matters for which he/she is responsible. The Board of Directors may discipline or dismiss the Director. The dismissal of regular personnel is the responsibility of the Director.
- You are expected to be at work on time, stay until your workday ends, and to do the work assigned or request of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
- You are expected to regard your workplace with respect and attention. Crook County Parks & Recreation District records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.
- You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Crook County Parks & Recreation District or outside regulatory bodies
- You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol consumption when representing Crook County Parks & Recreation in a business or social capacity.
- You are expected to maintain the confidentiality of organization information or customer information in your possession (i.e., personnel information, trade secrets, etc.)
- You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression made on customers, visitors, and other employees and the need to promote organization and employee safety. Good individual judgement is the best guideline, but management retains the right to decide what dress is appropriate.

22.2 CORRECTIVE ACTION

Our high performance expectations reflect our belief that everyone benefits when we work together and conduct ourselves in a manner that reflects the best interest of both the organization and its employees. It is the philosophy of Crook County Parks & Recreation District to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

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

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

Correction actions may be taken at the discretion of management and include any of the following:

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

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

23. SAFETY (Also see Appendix B Loss Prevention Policy)

Employees shall guard the safety of them-selves, fellow employees, and the public. Employees are required to be familiar with general safety policy and District safety procedures.

23.1 SAFETY METHODS, PRACTICES AND EQUIPMENT

Employees are expected to use proper safety methods, practices, and equipment necessary for their job. Safety wear, ie: goggles, gloves, ear plugs and safety glasses will be furnished by the District. See Section 10.6.4 for Cell Phone Safety

23.2 ACCIDENTS

Accidents, faulty equipment, unsafe practice, and/or unsafe conditions in your work area should be promptly reported to the employee's immediate supervisor and the director. Report all unsafe conditions.

23.3 EARLY RETURN TO WORK PROGRAM

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

The Return-to-Work program consists of a team effort by supervisors, injured employees and their treating physicians, management, and our worker's compensation insurance carrier. All team members will take an active role in returning injured employees to productive work.

Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

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

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

24. OUTSIDE EMPLOYMENT

Permission to work at outside employment while an employee of the Crook County Parks and Recreation District will be granted by the Director, providing the following conditions are met:

- There shall not exist a conflict of interest between outside employment and district work.
- The outside employment shall in no way discredit district employment.
- Outside employment shall in no way distract from the efficiency of the employee in his district work.
- It shall be understood that district work and necessary overtime shall take preference over any outside employment.
- No employee shall perform any service or employment during his/her district working hours for which he receives additional outside compensation.

25. INTELLECTUAL PROPERTY POLICY

This policy is applicable to all full- and part-time employees, seasonal employees, board members and volunteers.

'Intellectual Property' includes but is not limited to the creations of the mind; such as inventions (products and processes), literary and artistic works (novels, films, music, architectural designs, web pages, graphic designs), symbols, names, images, designs, proprietary formulas and ideas, industrial designs and geographic indications of source.

'Intellectual Property' can be classified as patents, trademarks, copyrights or trade secrets.

Any Intellectual Property created using District property or resources or creating during District time cannot be patented, trademarked, copyrighted or used personally by employees, board members or volunteers; the Intellectual Property is the property of the District, it cannot be used otherwise without prior permission of the District.

26. VIDEO RECORDINGS

COMPANY MONITORING

Crook County Parks & Recreation District reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

1. Crook County Parks & Rec may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The company will do so only after first ensuring that such action is in compliance with state and federal laws.
2. Employees should not have any expectation of privacy in work-related areas.
3. Employee privacy in nonwork areas will be respected to the extent possible. Crook County Parks and Rec's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where nonwork-area privacy must be compromised.
4. Employees should contact their supervisor or the human resource (HR) department if they have questions about this policy.

USE OF RECORDING DEVICES DURING WORK

Crook County Parks & Recreation District discourages the use of any type of recording devices while on the job; this includes but is not limited to Go Pros, drones, dash cams, cell phones, body cameras and helmet cams.

Recordings taken while on the job may be subject to Public Records rules. If recordings are taken while on the job, they could be in violation of HIPAA rules and subject to penalty.

Certain circumstances during our work do require us to use recording devices. If an employee is found to be using recording devices inappropriately while on the job, they may be subject to Section 22.2 for Corrective Action.

27. SOCIAL MEDIA POLICY

This policy governs use of social media by Crook County Parks & Recreation District (CCPRD) employees during work time on CCPRD equipment and provides recommendations for CCPRD employees' personal use of social media as it relates to the way employees discuss their CCPRD employment on social media. This policy applies to all CCPRD employees.

Although social media can mean many things, social media for purposes of this policy, includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with CCPRD, as well as any other form of electronic communication.

USES OF SOCIAL MEDIA:

- **Authorized and unauthorized use** – Refrain from using social media while on work time or on equipment CCPRD provides unless it is work-related as authorized by your supervisor. Do not use CCPRD email addresses to register on social networks, blogs or other online tools utilized for personal use.
- **No expectation of privacy** – CCPRD employees do not have an expectation of privacy in their use of CCPRD equipment. This includes, but is not limited to, Internet use of CCPRD servers, creation and storage of documents on CCPRD servers, communications through CCPRD email accounts and use of all CCPRD issued electronic equipment.
- **Inappropriate postings** – Inappropriate postings, including but not limited to, discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated. Posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion or any other status protected by law or company policy are strictly prohibited. Any inappropriate postings made on CCPRD equipment during work time may subject you to disciplinary action, up to and including termination.
- **Confidentiality** – Maintain the confidentiality of private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications. If contacted by news media about your social media activity related to CCPRD, you should speak to the Executive Director before responding.
- **Retaliation is prohibited** – CCPRD prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation may be subject to disciplinary action, up to and including termination.

GUIDELINES AND RECOMMENDATIONS FOR PERSONAL USE OF SOCIAL MEDIA:

At CCPRD, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. A large part of your life is your work, so discussion of workplace issues through social media is natural. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, especially as it pertains to your use of social media that discusses your employment with CCPRD, we provide the following guidelines and make the following recommendations.

Ultimately, you are solely responsible for what you post online. Just as inappropriate postings are prohibited at work, inappropriate postings regarding fellow employees, customers or people who work on behalf of CCPRD are prohibited when you use social media on your own time. In addition, you always have an obligation to maintain confidentiality of CCPRD information that is private or confidential. Keep in mind that any of your conduct that adversely affects your job

performance, the performance of fellow employees or otherwise adversely affects CCPRD clients or people who work on behalf of CCPRD or CCPRD's legitimate business interests may result in disciplinary action, up to and including termination, even if the conduct does not occur at work.

- **Be respectful** – Always be fair and courteous to fellow employees, customers or people who work on behalf of CCPRD. Also keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. If you decide to post content regarding work-related issues, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating or that disparages employees, clients or people who work on behalf of CCPRD. Do not post content that might constitute harassment, intimidation or bullying. Example of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion or any other status protected by law or company policy.
- **Be honest and accurate** – Make sure you are always honest and accurate when posting information or news and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about CCPRD, fellow employees, clients or people working on behalf of CCPRD or competitors.
- **Post personal opinions only** – Do not create a link from your blog, website or other social networking site to a CCPRD website unless you receive expressed permission from CCPRD. Express only your personal opinions. Never represent yourself as a spokesperson for CCPRD. If CCPRD is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of CCPRD, fellow employees, clients or people working on behalf of CCPRD. If you do publish a blog or post online related to the work you do or subjects associated with CCPRD, make it clear that you are not speaking on behalf of CCPRD.

APPENDIX 'A' DISTRICT DRUG AND ALCOHOL POLICY

DRUG AND ALCOHOL

STATEMENT OF CONCERNS

- The District has a responsibility to its employees, and the public to ensure safe working conditions for its employees and a productive workforce unimpaired by chemical substance abuse. The District has a responsibility pursuant to the Drug Free Workplace Act of 1988. To satisfy these responsibilities, the District must preserve a work environment free from the effects of drugs, alcohol, or other performance-impairing substances.
- The misuse of alcohol and other drugs can impair employee performance, as well as physical and mental health, and may jeopardize employee safety as well as the safety of the public.

POLICY

- The District is committed to maintaining a safe and healthy work place for all employees by assisting employees to overcome drug or alcohol related problems through appropriate treatment and, if necessary, disciplinary action.
- An employee whose position has been classified as "safety sensitive" may be asked to submit to pre-employment, random controlled substance testing, reasonable suspicion testing and post-accident discovery testing to confirm that they are drug or alcohol free. Testing includes a urinalysis or blood serum, or both. An employee who is returning to safety-sensitive functions after engaging in conduct prohibited by this policy concerning alcohol may also be required to undergo a return-to-duty alcohol test.
- Each employee is responsible for meeting performance, safety, and attendance standards.
- Employees shall not report to work under the influence of intoxicating liquor or illegal drugs.
- The use, sale, possession, manufacture, distribution, and/or dispensing by an employee of an intoxicating liquor, controlled or illegal substance, or a drug not medically authorized, or any other substances which impair job performance, or pose a hazard to the safety and welfare of the employee, other employees or the public, is strictly prohibited. The use of alcohol or medically prescribed controlled substances off-duty is not controlled by this policy. Conduct in violation of this policy may result in disciplinary action and/or criminal investigation, if appropriate.
- Employees may obtain counseling and rehabilitation through the Employee Assistance Program ("EAP").
- Laboratory tests relied upon shall be highly accurate and reliable.
- Positive test results may only be disclosed to the employee, the appropriate EAP administrator, the appropriate management officials necessary to process an adverse action against the employee, or a court of law or administrative tribunal in any adverse personnel action.
- All medical and rehabilitation records in an EAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, authorizing court order, or other-wise as permitted by Federal law implemented at 42 CFR Part 2.
- This policy will be enforced and administered in a manner which is consistent with the value statements set forth in this section, and with the advice and concurrence of the District's Board of Directors.

PERMITTED USE

It is the employees' responsibility to determine from a physician whether or not a prescribed drug can impair job performance. An employee whose impairment may affect job performance should take

sick leave or other steps consistent with advice of a physician. If an employee reports to work under the influence of prescription medication and endangers self or others, the employee may be disciplined. Any failure to report the use of such drugs or other substances following an event of concern to the District, or failure to provide evidence of medical authorization, can result in disciplinary action.

REPORT OF DRUG CONVICTION

Each employee must report facts and circumstances to the Director no later than five (5) days after conviction for violating any criminal drug statute.

EMPLOYEE EDUCATION

The District will afford employees an opportunity to deal with drug and alcohol related problems. The Business Manager maintains information relating to the hazards of and treatment for drug and alcohol related problems. Proactive training and information shall be sponsored by the District periodically. Any District employee may seek advice, information, and assistance voluntarily. Medical confidentiality will be maintained, consistent with this policy.

EMPLOYEE ASSISTANCE

- Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. The Director / Business Manager will assist employees who wish to identify and select an appropriate treatment program.
- If an employee seeks drug treatment voluntarily and not under adverse employment circumstances, accrued sick leave benefits may be used while attending rehabilitation. After such accommodation, the discontinuation of any involvement with alcohol or drugs may be an essential requisite for employment and is consistent with the District's policy of maintaining a drug free workplace.

DISCIPLINE RELATED TO ABUSE

An employee may be found to use illegal drugs on the basis of any appropriate evidence including, but not limited to:

Direct observation;

- Evidence obtained from an arrest or criminal conviction;
- A verified positive test result; or
- An employee's voluntary admission.
- In such a case, the employee may be subject to disciplinary action, up to and including immediate dismissal. As part of the disciplinary action arising from current use of illegal drugs or job-related alcohol problem, an employee may be directed to consult with health care providers. Such an employee may be required to participate in a drug or alcohol treatment program as a condition of continued employment.
- A supervisor, based on reasonable suspicion that substance abuse is a factor in employment, may require an employee to be evaluated for illegal drug and alcohol use and treatment by an employee assistance program or a doctor. An employee may be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program based upon medical advice.
- When an employee is required to undergo treatment under the policy, the employee may be required to authorize the following as a condition of continued employment:
 - Monitoring of the treatment program and the employee's participation by the Director or the Business Manager.
 - Submission to random blood and/or urine screening for alcohol and/or drugs for a specific period of time not to exceed thirty-six (36) months.

NOTICE:

When an employee voluntarily enters a treatment program, which is not associated with District intervention, testing and monitoring by the District will not be required.

Medical confidentiality will be preserved, subject to rights granted by the employee to the [supervisor] and [department head] to monitor treatment and program compliance with a health care provider in order to ensure compliance with conditions of employment and ability to return to or remain at work.

DRUG TESTING UPON REASONABLE SUSPICION

Where a supervisory employee has a reasonable suspicion that an employee is under the influence of alcohol or illegal drugs, including unlawful use of a controlled substance without a valid prescription, the employee in question will be asked to submit to discovery testing. This may include urinalysis or a blood screen, or both, to confirm involvement with alcohol or illegal drugs or that the employee is drug or alcohol free at the time in question.

CONSEQUENCE OF A POSITIVE TEST

An employee who is found to be under the influence of or impaired by alcohol or illegal drugs as a result of a test requested by the District, based upon reasonable suspicion, will be subject to disciplinary action including suspension or termination.

CONSEQUENCE OF REFUSAL TO SUBMIT TO TESTING

An employee who refuses to submit to discovery testing for alcohol and illegal drugs will be subject to suspension or discharge, or both. Alleged lack of reasonable suspicion is not grounds to refuse to submit to a test; however, it is reason to challenge discipline if discipline is imposed based on the test result alone.

TESTING PROCEDURE

EMPLOYEE REPRESENTATION

When the employee is notified that he or she is required to consent and submit to such tests, he or she may request the presence of a representative to witness the test. The test may not be delayed unreasonably in order to wait for a representative. The absence of a representative shall not be grounds for the employee to refuse to consent and submit to such tests or searches. The presence of a representative shall not disrupt or interfere with the tests or searches.

AUTHORIZATION TO TEST

Before a supervisor, acting on behalf of the District under this policy, may require an employee to consent and submit to any test, the supervisor must first obtain concurrence from the Director or the Business Manager that the information available to the District about the subject employee is sufficient to determine reasonable suspicion that prohibited conduct will be established as a result of the test.

PROCEDURE FOR CONSENT

The employee shall give consent to a blood, urine, or breathalyzer test, or any combination, upon request, by signing a consent form. The form shall contain the following information:

- Employee's consent to release tests results to the District;
- The procedure for confirming an initial positive test result for a controlled substance, including marijuana;
- The consequences of a confirmed positive test result for a controlled substance, including marijuana;
- The consequences of a positive test for alcohol, under the circumstances;

- A listing provided by the employee of legally prescribed and over-the-counter medications, which may be in the employee's body;
- The right to explain a con-firmed positive test result for a controlled substance, including marijuana, or a positive test for alcohol; and
- The consequences of refusing to consent to the blood, urine, or breathalyzer test.

CONFIRMATORY TEST

In the event that the blood or urine test results are positive for controlled substance(s), including marijuana, the District shall require that a second confirmatory test from the same sample be conducted, using gas chromatography/mass spectrometry methods performed by a laboratory certified by the National Institute on Drug Abuse. This test also must be positive before concluding the employee has such substances(s) present in the body.

EMPLOYEE REQUESTED TEST

If a blood or confirmed urine test is positive, the District will instruct the laboratory to retain the blood or urine sample for a period of not less than thirty (30) calendar days from the date the tests are complete for the purposes of allowing the employee to conduct an independent test at his or her own expense at a laboratory approved by the District.

CHAIN OF EVIDENCE

The procedures to obtain, handle, and store blood and urine samples and to conduct laboratory tests shall be documented to establish procedural integrity and chain of evidence. Such procedures shall be administered with due regard for the employee's privacy and the need to maintain the confidentiality of tests results to an extent which is not inconsistent with the needs of this policy.

NOTIFICATION

The employee shall be notified of the results of all tests conducted pursuant to this policy. Employees who test positive shall be afforded an opportunity to provide medical or other information that may explain the positive test result. If a question exists, the available information will be reviewed by a licensed physician with training in forensic drug testing.

RANDOM DRUG TESTING

The District will perform random alcohol testing and random controlled substance testing for employees whose positions have been classified as "safety sensitive." The dates for the tests will not be announced and will be spread throughout the calendar year. An employee who is notified of selection for random testing must proceed to the test site immediately.

POST ACCIDENT TESTING

In the event of an accident involving a commercial motor vehicle, the District will test each driver who was performing safety-sensitive functions with respect to the vehicle if the accident:

- involved loss of human life;
- the driver receives a citation under state or local law for a moving traffic violation arising from the accident and one or more motor vehicles incurs disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and/or bodily injury to a person who as a result of the injury receives medical treatment away from the scene.

DEFINITIONS

"Reasonable suspicion" is defined as specific observations by a supervisory employee concerning the work performance, appearance (including noticeable odor of an alcoholic beverage), behavior, or speech of the employee. Any accident or incident involving physical injury to any person may be considered as constituting reasonable suspicion for discovery testing for drugs and alcohol where

human factors contribute to the incident and a question of sobriety short of reasonable suspicion exists.

Reasonable suspicion testing may be based upon, among other things:

- Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
- Information provided either by reliable and credible sources or independently corroborated;
- Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard.

- "Under the Influence" is defined as any detectable level of a controlled substance (in excess of trace amounts attributable to secondary exposure) in an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties. With respect to alcohol, a blood alcohol content of .04% constitutes under the influence while on duty.
- "Controlled Substances" are defined as all forms of narcotics, depressants, stimulants, hallucinogens, cannabis, and other controlled substances of which the sale, purchase, transfer, use, or possession is prohibited or restricted by The Federal Controlled Substances Act. "Illegal or controlled substances" means a controlled substance as defined by Section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that Title. The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.
- "Over-the-Counter Drugs" are those which are generally available without a prescription from a medical doctor and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform his or her duties.
- "Prescription Drugs" are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

SEARCHES

Employees have no expectation to be free from search of a locker, desk or contents of other similar District controlled spaces. A search for contraband within personally controlled spaces on District property (purses, garments, brief cases, or a personal vehicle, for example) shall be based on reasonable grounds or consent of the employee. In accordance with the provisions of this policy prohibiting drugs in the work place, or based upon legitimate concerns for the possession of other unauthorized materials (such as firearms, explosives, or stolen property), this policy constitutes formal notice of the District's intent to search premises, persons and secured spaces, including vehicles parked on District property, based upon reasonable grounds or consent. Searches shall be approved by the Director or his/her designee, and, if possible, notice to the employee and an opportunity to be present shall be given.

REFUSAL

Failure to appear for testing with-out a deferral will be considered refusal to participate in testing, and will subject an employee to the range of disciplinary actions, including dismissal, and an applicant to the cancellation of an offer of employment. If an individual fails to appear at the collection site at the assigned time, the collector shall contact the Director or Business Manager to obtain guidance on action to be taken.

APPENDIX 'B' LOSS PREVENTION POLICY

Crook County Parks & Recreation District are committed to providing and maintaining a safe and healthy work place for employees and visitors. We believe that accidents can be prevented and every employee is entitled to work under the safest possible conditions.

Crook County Parks & Recreation District will make every reasonable effort to promote loss prevention activities and will provide safe working equipment, necessary personal protection and, in the event of an injury, secure immediate emergency first aid and/or medical services.

It is the responsibility of every employee, manager, and Board Director to provide for a safe and healthy work area, safe equipment and safe work practices. We need the full cooperation and effort of everyone to integrate loss prevention activities into both normal and non-routine business operations.

ASSIGNMENT OF RESPONSIBILITIES

GENERAL RESPONSIBILITIES

It is the responsibility and a specific job duty of all district employees to work in a manner which will not create safety hazards for himself/herself, fellow employees or the public. Employees need to cooperate in helping to promote safety and to prevent accidents.

Hazardous conditions, equipment, or unsafe work practices accidents and injuries must be immediately reported to the appropriate supervisor. Pre-accident and post-accident investigations and surveys require everyone's cooperation and assistance to effectively protect the best interests of all persons. Cooperation with accident investigations and hazard surveys is necessary for maintaining a safe environment. Requests for occupational safety and health loss prevention assistance will be made to Parks Supervisor.

SPECIFIC RESPONSIBILITIES

- District Administrator
- Safety Coordinator
- Supervisor - Department Head
- Individual Employee
- Management Loss Prevention Committee
- Employee Safety Committee
- Area Specific Safety Policies

RESPONSIBILITIES

ADMINISTRATOR LOSS PREVENTION AND CONTROL RESPONSIBILITIES

The Director is responsible for the day-to-day administration of the Crook County Parks & Recreation District loss control/prevention program and activities.

- Implementing necessary loss prevention and risk control policies and programs including the following:
- Participation and accountability for all supervisors and employees for loss prevention activities.
- Hazard assessments and control
- Accident investigations
- Personal Protective and Safety Equipment Programs
- Safety Training Programs
- Worksite evaluations with necessary engineering, ergonomic or administrative controls.

- Claim management and Early Return to Work efforts
- Legal compliance with all federal, state and local safety and health regulations. Providing supervisors with needed resources to ensure compliance with the districts loss prevention and control policies.
- Appropriate and timely response to requests regarding imminent danger and other suspected hazards.
- Review of district loss data and accident investigation findings; evaluating loss prevention activities with current needs; setting responsibility for corrective action measures and maintaining necessary records of district activities.
- Creating and managing an Early Return to Work Program for injured employees.
- Ensuring personnel policies, manuals, job descriptions, and job placement practices are in place and follow current approved practices.

DESIGNATED SAFETY COORDINATOR RESPONSIBILITIES

The designated Coordinator oversees the administration of the Crook County Parks & Recreation District loss prevention program as directed by the Director.

The Coordinator is responsible for:

- Informing management of the status of the organization's loss prevention and loss control activities.
- Coordinating and implementing loss prevention programs.
- Maintaining and evaluating risk and loss investigations and reports. Advising the Director of findings.
- Necessary safety training, hazard surveys, and safety committee activities, requests for safety and health information, materials and personal protective equipment. Maintaining records for these activities and reporting results to the Director.
- Explaining safety and health standards.
- Compliance with Oregon Administrative Rules - Safety and Health Codes and liaison with government agencies.
- Assisting in accident investigations when necessary and maintenance of findings and corrective action records. Training in and maintenance of records.
- Evaluation and recommendations for securing needed personal protective equipment.

SUPERVISORS/DEPARTMENT HEAD RESPONSIBILITIES

Supervisors and department heads are responsible for implementing the safety and health programs and the following specific loss prevention activities:

- Setting an example for safe work procedures, and behavior.
- Maintenance of a safe work environment. Enforcing safe work procedures and the use of safety equipment and materials.
- Use of established company policies, procedures, and safety rules. Employees training and compliance.
- Orientation training in safe work practices and procedures for new employees and follow up sessions in accident prevention, hazard recognition and reporting. Involvement of work groups in safety and health issues and problem solving.
- Investigations of accidents to determine cause, systems errors, contributing factors and necessary corrective action to prevent recurrence. Documenting findings and recommending corrective action. Taking authorized corrective action (written investigation reporting submitted within 24 hours).
- Monitoring employee work practices, in a positive manner. Reinforcing safe work procedures and taking immediate action to correct unsafe practices.
- Providing for regular work place hazard assessments, including tools, equipment, physical and chemical hazards. Taking immediate action to control hazards and items not in compliance with Oregon occupational safety and health rules.
- Follow-up on employee notifications of safety and health hazards requests for information or assistance. Providing feedback information to employee on actions taken.

- Communicating safety and health needs to the appropriate upper management or the Director.
- Assisting in the development of safety rules for the work place.

EMPLOYEE LOSS PREVENTION AND CONTROL RESPONSIBILITIES

Employees are responsible for insuring that their conduct, work methods and work area environment are free of safety hazards for themselves, fellow employees or the public. Employees need to carry out established policies, procedures and health and safety prevention programs, and:

- Report accidents, injuries and near accidents immediately to supervisors. If supervisor is not available, report to other management personnel before medical treatment is sought, unless injured person requires immediate attention. Complete an incident/injury report.
- Immediately report hazardous conditions and unsafe work practices to supervisor. If possible, safely and properly correct hazardous conditions.
- Be knowledgeable of and observe safe work precautions and procedures. Follow safety rules, regulations and policies.
- Assist supervisors in accident investigations to understand causes and to ensure corrective action is taken to prevent future occurrences.
- Report to work and remain free from the influence of alcohol or drugs on duty or during on-call status.
- Avoid thoughtless actions, which may cause injury or damage.
- Promote and support health and safety in the work environment.

DESIGNATED COMMITTEES

The committee's mission in loss prevention and control is to support these programs through information, policy development, and guidance.

Management Loss Prevention Committee:

- This management group is responsible for providing information and policies on loss prevention and control programs and their progress. Managers and department heads serve as members or have direct input into the functions and actions of this committee.
- The Management Loss Prevention Committee includes the Director, department heads, and other members as selected. Any designated Safety Coordinator serves as a consultant to committees to keep them informed on the status of the organizations loss prevention efforts.

Committee duties:

- Review loss reports, accident investigation findings, safety committee reports and minutes, and assess costs associated with losses, and loss prevention and control programs.
- Suggest policies and programs to insure a safe and healthy work environment for employees and the public.
- Review normal day-to-day- loss prevention efforts of the organization and the measures and evaluations of the success of programs and current needs.
- Insure that managers and work groups know the procedures for requesting loss prevention assistance.

SAFETY COMMITTEE RESPONSIBILITIES

The safety committee reviews accidents, safety suggestions, and promotes a safe and healthy work environment. The committee may consist of employees only or a joint employee management group. This committee makes loss prevention's and corrective action recommendations.

The committee should meet on and be conducted based on OSHA guidelines including having written minutes for review by the Director. Committee members should be rotated and represent district departments.

Specific duties may include:

- Review reported accidents, near-miss incidents, and accident investigation reports.
- Recommend corrective action where authorized.
- Recommend Hazard inspections
- Review current accident trends and issues; suggest loss prevention recommendations.
- Provide input, and support for policies, safety rules and procedures.
- Perform other duties as assigned by the Director.

AREA SPECIFIC SAFETY POLICIES

Area specific safety policies include parks and grounds maintenance guidelines, the pool, and the skating rink. These individual safety manuals are an extension of this policy manual and serve as the primary reference for each individual site. The parks and shop safety manuals are located in the Parks Maintenance Office. The pool and skating rink safety manuals can be found at their respective activity sites as well as at the Parks and Recreation District Office.

- For information regarding Parks Maintenance safety policies, see the Maintenance Safety Manual.
- For information regarding Pool safety policies, see the Pool Safety Manual.
- For information regarding Skating Rink safety Policies, see the Skating Rink Safety Manual.

CROOK COUNTY PARKS & RECREATION DISTRICT SAFETY AND HEALTH PROGRAM

The safety and health of all workers/employees is a shared goal of all who work for this District. The District's policy is that manager, supervisors, and all other employees share responsibility for taking reasonable steps to engender a safe and healthful workplace.

The District has a safety committee consisting of management and labor representatives that meet on a monthly basis. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention, and evaluating the District's safety program.

The District expects all management and hourly employees to focus on the following:

- Striving to achieve zero accidents and injuries.
- Taking reasonable steps to improve safety and health rules.
- Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards.
- Identifying reasonable and appropriate mechanical and physical safeguards.
- Conducting reasonable safety and health inspections.
- Training workers as needed in safe work practices and procedures.
- Providing employees with personal protective equipment as appropriate to specific job tasks, and training employees in its appropriate care and use.
- Using appropriate personal protective equipment.
- Reporting hazards, unsafe work practices, and accidents.
- Assisting in the identification of the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences.
- Supervising workers in safe work practices.
- Enforcing applicable safe work rules.
- Disciplining workers that fail to work safely.
- Participating in and supporting safety committee activities.
- Reviewing the District's safety and health program annually or as needed.

Discipline up to and including termination could result from a failure to pay reasonable attention to any of the above.

IF LOSS PREVENTION ASSISTANCE IS NEEDED AT ANY TIME, CONTACT:

Scott Neufeld, Loss Control Manager

SDAO: 1-800-285-5461

sneufeld@sdao.com

CROOK COUNTY PARKS & RECREATION DISTRICT LOSS PREVENTION PLAN

Pursuant to 437-001-1055 and 437-001-1060, districts self-insured for workers' compensation through Special Districts Association of Oregon shall implement a loss control plan.

1. How has management conveyed its commitment to health and safety? (i.e. written policies, funding safety equipment, training, etc.) District has written policies regarding the Districts commitment to safety. See policy manual page 51 and appendix B.
2. How are the employer and employees held accountable for conducting work in a safe manner? (performance appraisals, verbal reprimands, disciplinary procedures, etc.) Annual performance evaluations are done in June and safety is part of the evaluation. See policy manual for disciplinary actions, page 32.
3. What training practices has the district implemented regarding safety and health hazards? What follow-up is provided? See training modules at Park Maintenance office Safety Plan binder. A test is also required for each piece of equipment trained on. Investigations preformed when accident occurs.
4. What system is utilized to identify hazards and control those hazards? Monthly inspections are performed and reports are on file in Parks Maintenance Office. Hazards are identified and removed in a timely manner.
5. How are accidents and injuries investigated? What efforts are made to address corrective actions in a written format to prevent future incidents? Investigation reports are done immediately by Park Director and/or Maintenance Supervisor and reviewed by Safety Committee. See appendix B.
6. How does the district evaluate, obtain and maintain personal protective equipment? All PPE's are checked regularly by Park Maintenance Staff and kept in clean dry environment. They are checked at time of monthly inspections also.
7. What health and safety evaluations are used to detect hazards in the workplace? All employees are required to work in a safe manner. Supervisors and Safety Committee members evaluate all hazards in the workplace. See policy appendix B.
8. Describe how ergonomic exposures have been addressed through workplace design, layout and operation modification: Each employee is evaluates and are aware of their own work space.
9. How are employees involved in the district's safety and health efforts? See appendix B. Monthly safety meets are conducted in the Main office, Park Maintenance Shop, Pool and Skate Rink.
10. In what manner are the district's loss prevention efforts evaluated based on existing needs and injuries? SDAO does yearly inspections of the District.

APPENDIX 'C' GUIDE FOR PUBLIC OFFICIALS CONCERNING GIFTS

A public official cannot accept a gift in excess of \$50.00 in a calendar year if the gift giver has a legislative or administrative interest.

DEFINITION OF A PUBLIC OFFICIAL

A public official includes board members, employees, and volunteers of special districts. The definition of a public official can be found in ORS 244.020(13)

DEFINITION OF LEGISLATIVE OR ADMINISTRATIVE INTEREST

An economic interest, distinct from that of the general public, in one or more bills, resolutions, regulations, proposals or other matters subject to the action or vote of a person acting in the capacity of the public official. The definition of legislative or administrative interest can be found in ORS 244.020(8)

DEFINITION OF A GIFT

A gift is something given to a public official, a relative of the public official or a member of the public official's household when there is no payment or payment is for a discounted price, and the opportunity (gift) is not available to others who are not public officials on the same terms and conditions. The definition of gift can be found in ORS 244.020(5)(a) and it includes food and beverage.

A relative is:

- the spouse or domestic partner of the public official
- any children of the public official or of the public official's spouse
- siblings, spouses of siblings or parents of the public official or of the public official's spouse
- any individual for whom the public official has a legal support obligation
- any individual for whom the public official provides benefits arising from the public official's public employment or from whom the public official receives benefits arising from that individual's employment.
- A member of the public official's household is any person who resides with the public official.

DEFINITION OF WHAT IS NOT A GIFT

A gift is not a:

- campaign contribution
- gift from a relative or member of the public official's household
- an unsolicited award for professional achievement
- plaques, trophies, etc with a resale value of less than \$25
- publications, subscriptions and other informational material related to the public official's duties
- waivers or discounts for registration or materials related to continuing education to satisfy a professional licensing requirement
- entertainment (e.g. golf, theater tickets, sporting event tickets) that is incidental to the main purpose of the event
- food, beverage and admission for a public official (includes household member or staff) when the public official is scheduled to speak or answer questions at an organization's reception, meal or meeting
- food and beverage consumed at a reception where the food and beverage is an incidental part of the reception and no admission was charged
- food, lodging or travel expenses if a public official is scheduled to speak, make a presentation, participate on a panel or represent a government agency at a convention or meeting if the expenses are paid from another government agency, tribe, organization to

which a public body pays membership dues or certain tax-exempt not-for-profit organizations.

NOTICE:

Special District board members, employees, and volunteers do not have to file Statement of Economic Interest.

APPENDIX 'D' NEPOTISM

PURPOSE

Describes when family members may and may not be hired by Crook County Parks & Recreation

DEFINITION

Family member:

- Wife
- Husband
- Son
- Daughter
- Mother
- Father
- Brother
- Brother-in-law
- Sister
- Sister-in-law
- Son-in-law
- Daughter-in-law
- Mother-in-law
- Father-in-law
- Aunt
- Uncle
- Niece
- Nephew
- Stepparent or stepchild of the individual.

POLICY

- District will make appointments, transfers, and promotions to positions based on job related qualifications
- Discrimination in favor of candidates who are family members is prohibited
- No District manager, or supervisor, shall employ, by appointment, promotion, or transfer, a family member over whom she/he exercises authority. No team lead, or lead worker shall influence the work schedule or give input into the performance evaluation of a family member.
- Employment of a family member is allowed when at least two organizational levels of supervision separate the supervisor and the family member.

APPENDIX 'E' HIV CONCERNS

THE DISEASE

Acquired Immune Deficiency Syndrome (AIDS) is a disease caused by spread of the AIDS virus, Human Immunodeficiency Virus (HIV). Because of the increase of AIDS, AIDS Related Complex (ARC), and (HIV), the District has investigated AIDS concerns and has consulted with experts on this subject. According to current medical evidence available, casual work place contacts among employees and citizens infected with HIV will not result in the transmission of the virus. The nature of the disease and its presence in society warrants a District policy.

PURPOSE OF POLICY

The District recognizes that its employees are entitled to a safe working environment. Employees and job applicants who are HIV carriers or are afflicted with ARC or AIDS are entitled to compassion and legal protection against unlawful discrimination. Based on these principles, the District has formulated this AIDS policy to:

- Prevent unlawful discrimination;
- Educate employees about the ways HIV is, and is not, spread;
- Designate a person to whom concerned employees can go for information;
- Insure the confidentiality of information about any employee who contracts the virus;
- Address employment concerns of infected employees;
- Assure that the public is accommodated and that risks to health are minimized;
- Protect the health and safety of all employees through a program of universal precaution; and
- Avoid disruption or interference with District business that could result from unfounded health concerns.

This policy addresses the work place and shall be supplemented with any additional protocols found appropriate.

NON-DISCRIMINATION IN HIRING

The District will not unlawfully discriminate against persons with AIDS, ARC, or HIV on the basis of their handicap. The following practices are to be followed:

- Job applicants are not to be asked whether they have AIDS or are infected with HIV. They may be asked if they are able to perform all functions of the job, both essential and marginal, with or without reasonable accommodation. Only after extension of an offer of employment (which may be made conditional on ability to perform essential job functions) may the applicant's condition be discussed or the need for any reasonable accommodation be discussed.
- Job applicants who voluntarily disclose that they have AIDS or are HIV infected shall be asked if they can perform all job functions, but may not be asked about their disability or need for accommodation before extending an offer of employment. The reasonableness of any requested accommodation shall be determined by management.

Any applicant known by the District to be handicapped or disabled but capable of performing the duties of the job sought, with or without reasonable accommodation, shall be given the same consideration as other equally qualified applicants.

EMPLOYEE EDUCATION

Employees who are educated about the actual medical risks posed by AIDS and HIV will be safer and more comfortable at work. The District will strive to provide the following sources of education about the transmission of HIV:

Informational materials designed to answer specific questions;

- Videotaped and/or live presentations; and
- Confidential access to a designated contact person trained to answer questions or obtain additional in-formation.
- Employees are strongly urged to take advantage of these resources.

THE DESIGNATED CONTACT PERSON

The District will have a designated contact person, who will be trained to address AIDS concerns. At present this person is the Director.

CONFIDENTIALITY

The District recognizes that an employee's health concerns are confidential. Employees who have been infected with or exposed to HIV may contact the designated contact person confidentially. Medical information will be kept confidential in separate medical files apart from personnel files, consistent with legal, medical and management practices.

Employees who obtain knowledge that an employee, guest, or other individual utilizing District services is an HIV carrier or is afflicted with ARC or AIDS shall maintain the confidentiality of such information. Failure to do so will result in discipline if the circumstances warrant.

EMPLOYMENT CONCERNS OF INFECTED EMPLOYEES

Employees who are infected with HIV or afflicted with ARC or AIDS may contact the designated contact person for confidential information about the potential impact of their condition on their employment. The District will make reasonable accommodations for employees infected with HIV or afflicted with ARC or AIDS, unless it would be an undue hardship to do so or would result in a direct health or safety threat to the individual or other persons. The reasonableness of any proposed accommodation will be determined by management and shall take into consideration the health and safety of all employees. Supervisors are to consult the designated contact person and obtain District authorization before making any employment decision on the basis of an employee's actual or perceived infection with HIV. Unlawful discrimination against such employees on the basis of their disability will not be tolerated.

Upon request, the designated contact person will assist concerned employees in obtaining information about community resources and psychological counseling available to persons with AIDS or HIV and their families.

INFECTED CITIZENS

As a public service organization, the District may not discriminate against citizens on the basis of disability. If uniform body fluid precautions are followed rigorously and routinely, then the risks of accidental infection when rendering aid to an infected person is minimized. The routine activities of citizens in dealings with the District pose no measurable risk of HIV infection to employees. Unlawful discrimination against citizens with or suspected of HIV or AIDS will not be tolerated.

BUSINESS DISRUPTIONS DUE TO UNFOUNDED HEALTH CONCERNS

If an employee refuses to work with an HIV infected co-worker or serve an infected citizen, and a supervisor decides that the co-worker or citizen poses or posed no threat to the health and safety of others, continued refusal or a failure to work or other disruption of District services may result in discipline including discharge. Harassment of known or suspected HIV carriers is expressly prohibited and may result in discipline, including discharge.

OVERSIGHT

Supervisors are charged with insuring that this policy is adhered to. Complaints concerning any employee's failure to comply with this policy should be brought to the attention of a supervisor, and may be raised by following procedures relating to harassment or to complaints.

APPENDIX 'F' PUBLIC RECORDS

OREGON PUBLIC RECORDS LAW ORS 192.410-192.505

Every person has a right to inspect any non-exempt public records of a public body in the state. The intent, identity, motivations, or need of the person requesting the records are irrelevant.

Public Records Law applies to all public bodies, but may also apply to private bodies established by public agencies or other groups which are the functional equivalent of a public body

What is a Public Record: HB 2244 (2011) "Any information in any form capable of retention by a custodian that: (a) Relates to an activity, transaction or function of a public body; and (b) is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the public body." Public records can be in the form of paper, tape, film, photographs, discs, pictures, sounds, symbols, or any other physical medium used to record information. Many public bodies use electronic mail (e-mail) for communications. Electronic mail is a public record. Even after individual e-mail messages are "deleted" from a computer, the messages generally continue to exist on computer back-up tapes, which are also public records. As with any public record, a public body must make all nonexempt e-mail available for inspection and copying regardless of its storage location

Records do not need to be created by a district to be considered public records. If an outside body, such as a private contractor, prepares a document for a district that contains information that can be considered public information, the records are considered public and fall within Public Records Laws.

GENERAL POLICY

Crook County Parks & Recreation District (hereinafter called District) shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505. As district employees we are the "custodian" of public records. As custodians it is the responsibility of all employees to have a basic understanding of safeguarding public records.

MAINTAINING RECORDS

The District will follow the Secretary of State, Archives Division Special District retention schedule. The District also has its own retention policy that in some cases is stricter than the Secretary of State policy. All employees regardless of position should keep safe and secure any records they are responsible for.

RECORDS STORAGE

Records of enduring value should be stored in a secure, fire-resistant structure and in an areas in which the temperature and humidity are maintained at the levels required to ensure optimum longevity of the paper, film or medium on which they are recorded. Adequate ventilation and protection against insect or mold invasion should be provided. All public records should be shelved above initial flood level of any source of water. Agencies shall store security copies of essential electronic records systems off premises where the system is used, along with any system documentation necessary to enable recovery of the system in event of an emergency.

DESTROYING RECORDS

It is the responsibility of the Business Manager to be aware of the retention policy and to properly destroy records when needed. No records should be destroyed unless the destroying of such records has been approved by the Business Manager using the retention guide.

OBTAINING PUBLIC RECORDS

The District Manager or Business Manager will handle all public records requests. See Public Records Policy.

APPENDIX 'G' REQUIREMENTS OF AND ACCEPTABLE DRIVING RECORD

- No class "A" infraction convictions during the past thirty-six (36) months and no more than one (1) class "A" infraction conviction between the past thirty-six (36) and sixty (60) months.
- No more than one (1) class "B" infraction conviction during the past twelve (12) months and no more than two (2) class "B" infraction convictions during the past thirty-six (36) months
- No more than two (2) class "C" infraction convictions during the past twelve (12) months and no more than three (3) class "C" infraction convictions during the past thirty-six (36) months.
- Demonstrated ability to maintain a driver's license without suspensions for the past sixty (60) months.
- No felony or misdemeanor driving convictions within the past sixty (60) months.

EXAMPLES OF VIOLATIONS LISTED BY CLASSIFICATION

Class "A" Infraction

- Failure to obey a traffic flagger
- Driving while suspended (infraction)
- Careless driving (accident involved)
- Speed racing
- Speed (30 + MPH over posted limit)
- Failure to stop for school bus

Class "B" Infraction

- Passing in a no pass zone
- Failure to drive on right side of road
- No operator's license
- Careless driving (no accident involved)
- Failure to obey a traffic control device
- Driving uninsured

Class "C" Infraction

- Failure to use traction devices
- Defective headlights
- Illegal U-turn
- Failure to yield to pedestrian in crosswalk
- Speeding (11-20 MPH over limit)

Class "D" Infraction

- Impeding the flow of traffic
- Failure to signal lane change
- Failure to display license plates
- Speeding (1-10 MPH over the limit)
- Failure to use seatbelts
- Failure to change information on driver's license

Class "A" Misdemeanor

- Reckless endangerment of a highway worker
- DUII
- Providing false information to a police officer

- Hit and run (property damage)
- Reckless driving
- Driving while suspended

Class “B” Misdemeanor

- Providing false information regarding liability insurance
- Providing false information on accident report

Class “C” Misdemeanor

- Failure to display a driver's license
- Failure to return suspended license

Class “C” Felony

- Hit and run (injury)
- Attempting to elude a peace officer
- Driving while suspended/revoked



Handbook Receipt Acknowledgement Form

As an employee of Crook County Parks & Recreation District, I acknowledge the following:

I have received a copy of the Employee Handbook, I understand that the Handbook contains important information about the organization's policies, work rules, and my benefits. I understand that I have the responsibility to read and understand the information in the Handbook, and to ask my supervisor and/or Human Resources for clarification of any information I do not understand.

I understand that this Handbook is not a contract of employment or a guarantee of specific treatment in specific situations. I understand that this Handbook supersedes all prior Handbooks, policies, and understandings on the subjects contained in it.

I understand that unless stated in an employee contract, the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply in its sole judgement, the policies, rules, and benefits described in this Handbook. I understand that should any content be changed in any way, the organization will require an additional signed acknowledgement from me to indicate that I am aware of the changes.

Unless otherwise stated in a written employment contract, I understand that my employment relationship with the organization is at-will – either the organization or I can terminate the relationship at any time, with or without reason or notice.

I understand that the Director or Business Manager, with the Board of Director's approval, are the only people who are authorized to make changes in the policies, rules, and benefits described in this Handbook and that all such changes must be in writing to be valid. I also understand that he/she is the only person who will ever have the authority to enter into an employment contract, and that all such contracts must be in writing and signed by both parties to be valid.

I am aware that I may be given confidential information during the course of my employment, including customer lists, proprietary organization plans, and other information. I understand that this information is critical to the success of the Crook County Parks & Recreation District and I agree not to disseminate or use it outside of the organization. In the event of my termination, either voluntary or involuntary, I agree not to use this information or communicate it to any other individual, organization, or entity.

Non-Exempt Employees Only: I understand that I am entitled to a break period of 15 minutes for each morning and each afternoon shift I work, and am required to take those breaks. I understand that I am further entitled to a lunch period of 1 hours for every 6 hour shift I work. If, on the rare occasion that my workload prohibits taking a 30-minute lunch period, or if my lunch period is interrupted by work activity, I will record the period as time worked on my time report. I will not return work-related phone call or email messages during my lunch period, and if work-related interruptions are common, I understand that I may be required to leave my work area during my lunch period.

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

Printed Name & Signature _____

Date _____

REVISION AND REVIEW HISTORY

The District Director is the curator of this document and is responsible for annually reviewing this Policy Manual and its effectiveness and for recommending updates as needed.

Adopted Date: _____
 By: _____

Table 2. Document Revision History

Revision	Date	Description
	1989	Appendix "A" Job Descriptions established. Revised July 1, 1994, 2004, 2006 and January 2009
	05/30/1990	Appendix "C" Affirmative Action. Adopted by the District Board of Directors. Appendix "E" Loss Prevention Policy established. Revised February 26, 2009. (Original signed copies of both are in district office)
	1991	Appendix "B" District Retirement Plan established – Revised June 5, 1996
		Appendix "F" Crook County RV Park established by intergovernmental agreement (found in the Operational Procedures manual) between Crook County and Crook County Parks and Recreation District
	01/01/1996	Appendix "D" District Drug and Alcohol Policy established. Revised January 26, 2009
	07/01/1994	Revised
	07/14/1998	Revised
	04/12/2000	Revised
	03/08/2004	Revised
	07/19/2004	Revised
	05/24/2006	Appendix "K" Salary Increase Policy approved by the District Board of Directors.
	06/30/2006	Revised
	2007	Appendix "G" Guide for Public Officials Concerning Gifts established in accordance to Senate Bill 10 (2007 Ethics Reform Package)
	04/2009	Appendix "J" Nepotism established April 2004. This policy applies from established date forward but in no way effect current employees.
	08/20/2009	Major rewrite to job descriptions and update content throughout document. Reformat document.
	12/07/10	Add Safety and Health Plan. Add Loss Prevention Plan to Appendix "E"
	04/26/2012	Added Appendix's M – Public Records, N – Social Media, & O – Requirements of and Acceptable Driving Record. (These requirements became effective February 22, 2012) Made minor updates throughout the manual. Updated the employee job titles and added Front Desk Receptionist job description. Added Employee to the policy title. Reformatted. Appendix "K" under revision
	7/13/16	Revised Page 5, 10, 11, 13, 16, 26, 28, 31, 33, 35, 36, 38, 50, 109 and Table of Contents
	9/30/16	Add Capitalization Policy and Intellectual Property Policy
	01/18/2017	<ul style="list-style-type: none"> • Corrected title from 'Policy Manual' to 'Handbook' • Amend Table of Contents accordingly • Section Introduction: Objective – Added correct wording in 3rd paragraph to "at-will"

		<ul style="list-style-type: none"> • Section 2.1.1 – Corrected Trial Service to Introductory Period and amended section reference • Section 2.1.2 – Added • Section 2.3 - Removed appendix reference • Section 3.2.7 – Amended appendix reference • Section 5 – Removed 3rd paragraph, subject covered in Section 4 • Section 5.1 – Corrected job classifications of Exempt and Non-Exempt • Section 5.2 – Amended section reference • Section 5.3 – Changed title from District Job Descriptions to District Job Chain of Command • Section 6 – Amended section reference • Section 7.1 – Added information of how base rate is determined and removed appendix reference • Section 7.1.2 – Removed appendix reference • Section 7.2 – Designated how exempt and non-exempt employees are to track their time • Section 7.4.2 – Removed appendix reference • Section 7.5 – Removed section reference • Section 9.1 – Removed comp time statement • Section 9.1.1 and 9.1.2 - Removed • Section 9.2 – Amended wording in 2nd paragraph to read appropriately • Section 10.3 – Amended to current version of policy • Section 10.4.6 – Amended appendix reference • Section 10.6.2 – Amended appendix reference • Section 10.7.6 – Moved Appendix N-Social Media to this section • Section 10.8.2 – Amended appendix reference • Section 10.9.1 – Amended appendix reference • Section 10.9.2 – Amended appendix reference • Section 10.9.3 – Corrected title from ‘Discipline’ to ‘Corrective Action’ • Sections 10.9.1 thru 10.10.4 – Amended heading numbers accordingly • Section 12.1 – Amended work week • Section 12.5 – Added, renumbered sections 12.5 and 12.6 accordingly • Section 13 – added paragraphs 2 and 3 • Section 14 – Amended wording from “will” to “may” • Section 15.2 – Removed “Leave of Absence with Pay” • Sections 15.2.1 and 15.2.2 – Removed, replaced with Section 15.2 • Section 15.2.3 – Removed, replaced with 15.3, 15.3.1 and 15.3.2 • Section 15.2.4 – Moved to Section 15.3.2 and amended to updated version • Section 15.2.5 – Moved to Section 15.7 and amended to updated version • Section 15.2.6 – Moved to Section 15.8 • Section 15.4 – Moved to Section 15.10 and amended to updated version • Section 15.4 – Added • Section 15.5 – Added • Section 15.6 – Added
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		<ul style="list-style-type: none"> • Section 15.11 – Added • Section 20.3.1 – Amended appendix reference • Section 21.1 – Removed • Section 21.2 – Renumbered accordingly • Section 22.1.1 – Added bullet points 6-11 • Section 22.2 thru 22.4.10 – Removed and replaced with Section 22.2 • Section 23 – Amended appendix reference • Section 23.3 – Added • Section 24 – Removed • Section 26 (Capitalization Policy) – Removed • Section 26 (Video Recordings) - Added • Appendix A- Removed • Appendix B – Removed • Appendix C – Removed • Removed Appendix F-Crook County RV Park • Appendix H – Removed • Appendix I – Removed • Appendix K – Removed • Page 63 – Amended section and appendix reference throughout page • Handbook Receipt Acknowledgement Form – Amended to updated version
	11/29/17	<ul style="list-style-type: none"> • Add Social Media Policy

Table 3. Document Review History

Date	Reviewer
04/27/09	Jeannie Searcy, Maureen Crawford
12/07/10	Jeannie Searcy
02/17/12	Jeannie Searcy, Maureen Crawford and Duane Garner
7/13/16	Duane Garner and Cassy Sykes
9/30/16	Duane Garner and Cassy Sykes
1/18/17	Duane Garner and Cassy Sykes, as per recommendations by HR Answers
11/29/17	Cassy Sykes, as per Board of Directors