

**BEFORE THE BOARD OF DIRECTORS OF THE  
KLAMATH 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT**

**IN THE MATTER OF UPDATING POLICY            )  
CHAPTER 2 PERSONNEL                            )**

**RESOLUTION 26-07**

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**BE IT RESOLVED** that Klamath 9-1-1 Emergency Communications District operates under its adopted District Policy and Procedures.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Klamath 9-1-1 Emergency Communications District do hereby authorize and adopt the added and updated policy language to district policy chapter two.

- Add red-letter language and remove strikethrough language throughout the entirety of Chapter 2.
- Add red-letter language and remove strikethrough language from Appendix J Personnel Investigation Notice.
- Add *Appendix K: Outside Employment Confidentiality Document.*
- Add *Appendix L: Notice and Acceptance of Audio-Recorded Interview*
- Add “Uniformed Services Leave and Reemployment” following “District Military Caregiver Leave,” and remove it from the section following “Jury Duty.”
- Relocate “Whistleblower Protection” to follow “Steps to Solution” under the Problem Solving Process, and remove it from “Non-Discrimination and Harassment” under Additional Employee Support Services.
- Add “Extended Leave Without Pay” under Time Off following “Oregon Insurance” and remove it from its prior placement before the Union Labor Agreement.
- Add “Employee Assistance Program” under “Non-Discrimination and Harassment” following Additional Employee Support Services, and remove it from its prior placement before the Union Labor Agreement.

Attachments:

- Chapter 2 Personnel with changes identified
- Appendix J - Personnel Investigation Notice
- Appendix K - KECD Outside Employment
- Appendix L - Notice and Acceptance of Audio-Recorded Interview

This matter having come before them at their meeting on March 18<sup>th</sup>, 2026.

ATTEST: \_\_\_\_\_  
Amanda Rose, Executive Director

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Sandra Fox, Board Chair

# Employee Records, Personnel Policies and Procedures

(Chapter 2)

Revised: ~~OCTOBER 15, 2025~~ **March 18, 2026**

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**INTRODUCTION**

This chapter is designed to inform ~~every one~~ **all** of the ~~working guidelines for supervisory and staff personnel in the District~~ **of the working guidelines** and to provide employees **with 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 revise, modify or eliminate** these policies and procedures at any time. These policies and procedures do not and are not intended to confer any property right in continued employment, to constitute an expressed or implied contract, or to give rise to a binding past practice under any collective bargaining agreement. These policies are intended to provide guidelines and procedures, not substantive contractual or property rights.

Employees and the District reserve the right to end the employment relationship, with or without cause, at any time. Further, except as might be approved in writing by the Executive Director, 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.

The Executive Director 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.

## PERSONNEL ADMINISTRATION

The board of directors and Executive 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 Executive Director is charged with responsibility for the interpretation and application of the policies.

The Executive Director shall be responsible for ensuring 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 Executive Director broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the board.

In the event of a conflict in language, interpretation or application of a collective bargaining agreement, where specific collective bargaining agreement language differs from these policies and procedures, the language contained in the collective bargaining agreement shall take precedence over the Agency policies and procedures for any employee covered by such collective bargaining agreement.

## APPOINTMENTS, QUALIFICATIONS, AND SEPARATION

### Job Announcement

For each vacant position to be filled, the district will review the duties and responsibilities, and the FLSA designation, prior to posting notice inviting applications. A job announcement will be made for any vacant position within the District and shall be initiated by the Executive Director. The announcement shall specify the title of the position, the salary range offered, the nature of the general duties and responsibilities performed, summary of benefits offered, qualification requirements, veterans' preference statement, and specifics of how to apply. Job announcements shall be posted on appropriate bulletin boards, and may be published in newspapers or newsletters. Job announcements will be posted a minimum of 2 weeks prior to the closing date.

### Veterans Preference

Oregon law requires all public employers provide employment and promotion preference to veterans, including national guard members, and disabled veterans who qualify for civil service positions.

- Eligibility - Preference is afforded only to veterans and disabled veterans who:
  - Successfully complete the initial screening, application examination, or civil service test;
  - Meet all minimum qualifications and any special qualifications for the position;
  - Provide required documentation to confirm eligibility:
    - Veterans (non-disabled): +5 percentage points
      - Applicants must provide:

- Copy of Form DD-214 or 215 (Certificate of Release or Discharge from Active Duty)
    - Must show honorable discharge or general discharge under honorable conditions.
  - Disabled veterans: +10 percentage points
    - Applicants must provide:
      - A copy of Form DD-214 or 215, and
      - Official documentation from the U.S. Department of Veterans Affairs (VA), or military branch, certifying service-connected disability.
      - Examples: A VA disability rating letter or summary of benefits.
- Eligible veterans and disabled veterans receive additional preference points as follows:
  - **Scored Examinations:** Add the applicable points to the total applicant score, regardless of how the score is composed.
  - **Unscored Evaluations** (e.g., ranking, or qualitative review): Use a structured method to give special consideration. For example, elevate qualified veterans by one level and disabled veterans by two levels in the ranking.
  - **Interviews:** If an interview is part of the hiring process, the agency must interview every veteran or disabled veteran who:
    - Meets minimum and special qualifications, and
    - Demonstrates transferable skills relevant to the position

When final scores are equal or the ranking places veteran and non-veteran candidates at the same level after applying preference, the veteran (or disabled veteran, if applicable) will be selected.

Documentation is required throughout the recruitment process to ensure compliance. Hiring managers must document all evaluation steps, including how veterans' preference was applied and, if applicable, reasons for not advancing or hiring a veteran

Upon a written request by a veteran not appointed to a position, Klamath 911 Emergency Communications District will provide a written explanation. The decision may not be based solely on veteran status; it must relate to qualifications

If the applicant feels this policy has been violated, they may contact Klamath 911 Emergency Communications District or may file a verified written complaint with the Oregon Bureau of Labor and Industries (BOLI).

## Applications

~~Appointment to positions is through an open competitive process and will be based on merit and qualification. Promotional appointments may be made exclusively from employees if it is determined that a sufficient number of employees are interested and qualified to compete~~

~~through an internal selection process. Ordinarily, all vacancies will be posted internally and advertised externally, in order to hire the most qualified applicant.~~

Applications shall be available in the District's office **and on the Districts website online.** Applications will be accepted only for advertised openings. ~~Applicants will complete the application form and any supplemental materials required by the District for positions within the time period specified in the job announcement.~~ **An individual will follow the job posting instructions and submit application materials within the designated time-period. The district has the right to exclude or disqualify applicants for failing to follow job posting instructions and timelines.**

Applicants for employment shall furnish complete information requested as to education, special training, experience, and skills, as well as a chronological schedule of employment, references, and other pertinent information. **Any materials containing the applicant age, date of birth, when the applicant attended school or graduated, all dates must be redacted prior to submittal. If dates are not redacted from the submitted materials this will be done by the Business Manager prior to being reviewed for qualification or shared with decision makers. Confirmation of dates, as needed, may be requested following a conditional job offer. Employers shall not require an applicant to provide a valid driver license unless the ability to legally drive is an essential function of the job or is related to a legitimate business purpose.**

Applicants shall submit themselves to required testing and background investigations as depicted in the position announcement and application packet. The Executive Director makes all appointments to positions authorized by the board.

### **Internal Job Posting**

~~Ordinarily, all vacancies will be posted internally and advertised externally, in order to hire the most qualified applicant.~~

~~We may post internally to internal applicants as promotional opportunity for 30 working days. Everyone's application materials will be assessed for minimum qualifications; veterans' preference, as applicable; and possessing the experience and ability to perform the job. The most qualified candidate will be selected.~~

### **External Job Posting**

~~We may post a job vacancy externally, at the same time as an internal posting, or at the conclusion of an internal posting and will require the same application materials for consistency in process.~~

### **Eligibility**

At the time of application all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.

## **Interviews or Screening Process**

All questions, practical exercises or interviews will be performed in a fair, equal opportunity manner to all job applicants' race, color, religion, sex, national origin, age, disability, or genetic information. Discrimination in hiring is prohibited.

## **Reference Checks**

We may require verification of statements contained in an application or statements made in an interview and secure further information concerning the applicant's qualifications and suitability prior to making an offer of employment. This information is gained from previous employers or personal references provided. Applicant consent will be gained at time of interview.

## **Conditional Job Offer**

We will provide a conditional job offer letter to the successful candidate outlining additional conditions to be satisfied before a final job offer is extended.

- Information requiring confirmation related to age may be confirmed with the applicant only after the conditional job offer is extended. If we are unable to verify the additional information, the conditional job offer may be rescinded.
- Background checks, drug screening, and other requirements may not be conducted prior to the interview and will proceed after the conditional job offer is extended, if all conditions are not satisfied, the job offer may be rescinded.
- For candidates who meet all verifications and conditions, employers may extend a final job offer letter.

## **Final Job Offer**

The final job offer letter affirms the satisfactory completion of all conditions and official job offer is extended. The job offer letter contains the following information:

- Title of position
- Start date
- Location of report on first day
- Work hours
- Employment relationship – "at will"
- Introductory period
- Pay and pay periods
- Performance review dates
- Benefits

## **Selection**

The agency shall grant a preference in hiring and promotion to qualifying veterans and disabled veterans when the hiring decision is based on the results of a merit-based, competitive process.

Selection criteria and procedures will be based solely on job-related knowledge, skills, abilities, experience, education, training, and, when appropriate, prior demonstrated performance, aptitude, and character. The Executive Director shall design selection criteria based on the classification specifications and job requirements. Based on the results of the selection process, applicants will be selected by the Executive Director for an employment background investigation and employment consideration.

All agency employees will be required to consent to a pre-employment drug screen, psychological evaluation and extensive background investigation, due to the sensitive nature of the information available within the agency and the job tasks performed.

The District will decline to extend a final offer of employment to any applicant with a verified positive test result, and such applicant may not reapply to the District for a period of twelve months.

### **New Employee Orientation**

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

### **Probationary Period**

New and rehired employees shall serve a probationary period of twelve (12) months commencing with their first day of employment, unless otherwise stipulated in a bargaining agreement. Upon promotion, probation is six (6) months unless otherwise specified in the position or at the time of the promotion opportunity.

Probation is part of the selection process used to confirm the initial employment decision and to reject those whose performance is not satisfactory. During this evaluation period, the employee and the District will have an opportunity to determine whether further employment with the District is appropriate.

During the probation period, an employee's employment may be terminated without recourse and without appeal under these policies and procedures. An employee who successfully completes the probationary period will be notified in writing that he or she has become a regular full-time or a regular part/half-time employee of the District.

No employee will be deemed a "regular" and no longer a probationary employee until the District has so determined and notified the employee in writing.

~~Employee Status~~

## Employment Classifications

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

### Regular Full-Time Employees –

An employee who regularly works a minimum of thirty-seven and one-half (37 1/2) hours a week, and who has completed the probationary period.

### Regular Half-Time Employees –

An employee who regularly works more than eighty (80) hours a month is considered a regular half-time employee once the probationary period is successfully completed. Regular half-time employees who work more than one hundred and twenty (120) hours in a calendar month shall receive health and welfare benefits. The District shall pay a proportion of other benefits, based on the regular hours of work.

### Regular Part-Time Employees –

An employee who regularly works twenty (20) hours a week is considered a regular part-time employee once the probationary period is successfully completed. Part-time positions shall not be eligible for benefits.

### Temporary Employees –

Temporary employees are defined as those employees' holding jobs of limited duration arising out of special projects, abnormal work-loads or emergencies for the duration of six (6) months or less. Temporary employees are ineligible for any employer-paid benefits.

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

Exempt Full-Time – This category includes those employees scheduled to work an established workweek on a regular basis, who meet the criteria established for exemption (not eligible for overtime or compensatory time) through applicable federal and state wage and hour laws, and who are designated as exempt. The exempt full-time classifications are:

- Executive Director
- Operations Manager

Non-Exempt Full or Half-Time – This category includes those employees scheduled to work an established normal workweek on a regular basis and who are eligible for overtime pay in accordance with the overtime provisions of applicable federal and state wage and hour laws. The non-exempt classifications are:

- Communications Supervisor
- Lead Dispatcher

- Telecommunications Specialists
- Call Taker
- Business Manager
- Administrative Assistant
- Support Specialist

Non-Exempt Part-Time – This category includes those employees scheduled to work less than 20-hours per week on a regular basis. These employees are eligible for overtime pay in accordance with the overtime provisions of applicable federal and state wage and hour laws.

The non-exempt classifications are:

- Part-Time Telecommunications Specialists

### **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, except these shall not apply to a probationary employee.

### **Anniversary Dates:**

Employees hired as Telecommunications Specialists or Call Takers may have separate dates to be taken into consideration. First, will be the date of hire into a specific status or classification which becomes their anniversary date used to determine vacation accrual and seniority consideration. The second date is the date they attain “solo status” in their classification and complete their basic in-house training requirements. This date is used to establish pay step increases and probationary status.

### **Volunteers**

Volunteers are not employees of the District. Volunteers receive only those benefits expressly conferred in writing or by law. Workers' compensation insurance will not 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 serve at the pleasure of the District and the volunteer, and either may end the volunteer arrangement at any time. For the purpose of this section, elected Board Members are not considered volunteers.

### **Employment of Relatives**

Relatives of employees may be hired by the District only if individuals concerned do not work in a direct supervisory relationship or otherwise create a potential conflict of interest that would interfere with the normal operation of the District. “Close family members” include current spouse, children, parents, grandparents, brothers, sisters, grandchildren, aunts, uncles, first cousins, and corresponding in-laws and “step” relations. Present employees who marry will be permitted to continue work if they do not work in a direct supervisory relationship with one

another or otherwise create a potential conflict. Employees will be allowed to accept a transfer including a demotion to an available and suitable position to avoid direct supervision by a relative. If this cannot be accomplished, one of the employees may be terminated.

### **Physical Examinations and Psychological Evaluation**

An offer of employment may be contingent upon an applicant's successful completion of a medical examination and psychological evaluation to determine if the applicant is able to perform the essential functions of the job, with or without reasonable accommodation and without direct threat to the health or safety of the applicant or other persons. If required, these examinations will be provided by the District at District expense. Any information gathered will be treated as a confidential medical record. The scope of the post-offer examinations need not be limited to the ability to perform essential job functions and may include a base-line physical exam, mental evaluation and other inquiries into the applicant's physical and/or mental condition.

Medical examinations may be required to support family medical leave situations, including requests for second or third opinions and fitness for duty certifications, as provided by family medical leave laws and the District's policies.

### **Driving Record and Insurance**

Employees who may be required to drive must possess a valid Oregon driver's license and must comply with any operator's license restriction. All employees who may be required to drive on District business may at any time have their driving record checked by the District as permitted by applicable law. If the record indicates violations, the employee may be subject to appropriate warnings or disciplinary action.

Job applicants' driving records are checked prior to being hired as a condition of employment. Employees must provide a copy of valid liability insurance to the District.

Employees who may be required to drive shall notify the Executive Director of any change in license or insurance status. Failure to report a change in license or insurance status to the Executive Director is viewed as a violation of District policy.

### **Separation from Employment**

Separation from employment with Klamath 911 Emergency Communications District occurs when you voluntarily resign, are laid off, or are discharged by the organization.

### **Voluntary Resignations**

Employment with us is "at-will," which means you are free to resign at any time, with or without cause or notice. However, to achieve an orderly transition, we would appreciate receiving written notification of your resignation at least 10 working days before the intended date of departure. For supervisors and management-level personnel, at least 30 days' notice of a resignation is requested. Failure to submit a timely written resignation may preclude the individual from future employment opportunities with the District.

## **Job Abandonment**

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

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

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

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

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

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of 6 months. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the job available and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in the offer, you waive any re-employment privileges.

~~Layoffs may be implemented on a District-wide basis or in one or more departments, work groups, or job classifications depending on the needs of the District. Once it is determined what the scope of the layoff will be, employees generally will be laid off in the following order:~~

- ~~• Temporary and on-call employees;~~
- ~~• Probationary employees;~~
- ~~• Part-time employees; and~~
- ~~• Half-time and Full-time employees, according to knowledge, skills, and abilities as determined by the District and within the duty section by seniority~~

In lieu of layoffs the District may reduce the hours of work of District personnel. The District will make available medical and dental insurance as required by COBRA.

### ~~Voluntary Resignations~~

~~To voluntarily resign in good standing, an employee must submit a written letter of resignation to the department head allowing at least ten working day's advance notice. Failure to submit a timely written resignation may preclude the individual from future employment opportunities with the District.~~

### **Discharge**

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

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

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

### **Exit Interview**

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

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

### **Return of Organization Property**

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

### **EMPLOYEE RECORDS**

Employee records shall be maintained for all employees, documenting performance, transfers, promotions, commendations, corrective actions, and all other job-related information as determined by the administration.

Personnel File: The District shall maintain personnel files for each employee. The records maintained in these files will pertain to hiring, payroll changes, promotions or demotions, written evaluations, disciplinary corrective action, and commendations.

Working File: A working file will be maintained on each employee allowing one cumulative location for supervisors to maintain notes on an employee's job performance for the explicit purpose of preparing employee performance evaluation reports. The working file will be purged no later than one (1) year subsequent to the occurrence of the underlying event. ~~pertinent information related to employee conduct and job performance as it occurs throughout the evaluation year. These~~ When the annual evaluation is completed covering the past year, these documents will be removed from these working files, as the topics shall be addressed in the evaluation.

Confidential File: The District shall maintain a confidential file for each employee. This file will contain records pertaining exclusively to payroll changes and benefit information.

Medical file: District employees will have a medical file; the records maintained in this file will pertain to drug testing, hiring physical, physician statements, first-aid incident records, return to work releases, and related correspondence. No medical records will be released without the employees signed consent per HIPAA regulations.

Background Investigation file: The District shall maintain a separate file for each employee to contain the pre-employment background investigation report.

Training file: District employees will have a training file in which records will be maintained as it pertains to an employee's initial and continued training throughout their employment.

### Access to Personnel Files

Confidentiality of all personal information retained in agency records and files will be protected at all times to the extent of applicable laws. The internal availability of personal information is strictly limited to members of administration and management with a clear need to know.

Employees have the right to reasonable and timely access to personal information in any of their files. **Your personnel file is available for review [except for any references and other material exempt from disclosure under state law] by making advance arrangements with Executive Director.** Employees are permitted to copy any documents in the file but are not allowed to remove anything therein. Should there be anything in the personnel file with which an employee disagrees, the employee may request in writing a review or the expulsion of such item(s). All requests must be directed to the Director who shall make the final determination.

**ALL** requests for information about current, retired or terminated employees must be accompanied by a written consent of the employee prior to the release of information, with the following exceptions: Responses to written or telephoned requests for simple verification of employment which will generally be limited to facts of current or previous employment, job title, and employment dates, etc. Duly authorized and served requests from law enforcement, state and federal regulatory agencies, or court orders, in which case the employee must be notified. Outside organizations performing services (such as legal representation) for this agency, with the express approval of the agency Director, in which case the employee must be notified.

### Change in Personal Data

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

## **PAYROLL, SCHEDULING, AND OVERTIME PRACTICES**

### **Work Week and Working Hours**

The normal workweek consists of forty (40) hours, however this should not be considered as a guarantee of any specific amount of work being made available. Exempt employees shall have a scheduled work week consisting of an eight (8) hour workday and an additional one (1) hour unpaid lunch. The Executive Directors schedule will be agreed upon by the Board of Directors, and is expected to be in the office, available to staff and the public during their agreed upon

schedule, unless out conducting district business. The hours of employment for all other staff shall be fixed by the Executive Director. The administrative staff members are expected to accomplish service priorities in a timely fashion within the normal work week to the greatest extent possible. The District's collective bargaining agreement may specifically address work hours, shifts, vacation and sick time accrual and usage. Such a collective bargaining agreement will be applied to all group members, and this policy will secondly be applicable.

### **Wage Compensation**

The District maintains a wage scale covering all positions in the District, showing the minimum and maximum rates of pay. A wage analysis of bargaining unit positions is performed during the negotiation of the Collective Bargaining Agreement. Wage analysis of non-bargaining unit positions will be performed at the same time, or as circumstances dictate and **are** directed by the Board. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy, and wage adjustments in the community, suggestions of the Executive Director, and the District's financial condition.

The CBA addresses incentive, longevity and working out of class pay for bargaining positions the following three sections are intended to equitably apply those same standards to non-bargaining positions.

### **Incentive Pay**

Incentives for education and certifications in Non CBA positions are specified in the wage scale for qualifying positions.

Compensation will be reviewed by the Executive Director at the end of an employee's probation. An increase may be recommended to the Executive Director based upon competent and commendable service. Wage increases are not automatic. The Executive Director considers salary increases based upon merit.

### **Longevity Pay**

All Full -Time, Non – CBA employees shall receive an additional fifty dollars (\$50) per month as longevity pay every five years beginning on their fifth (5<sup>th</sup>) anniversary through their thirtieth (30<sup>th</sup>) year of employment.

### **Working Out of Classification**

Employees required to perform duties in a higher classification shall be compensated at the base rate equal to 110% of his /her regular rate of pay.

### **Overtime**

Employees who are non-exempt under the Fair Labor Standards Act will be paid for all hours in excess of 40 in a workweek at the rate of time and one-half their regular rate.

## **Rest Periods**

Employees may take a paid 15-minute rest period during each half shift, scheduled at or as near as feasible to the middle of each half shift. Consistent with operating requirements, employees who, at the request of the District, work two or more hours beyond their regular quitting time shall receive a 15-minute rest period before starting on the next shift, in addition to the regular rest periods occurring during the shift. Each rest period shall not exceed fifteen (15) minutes total. Rest periods are not guaranteed to communications center staff and will be contingent on operational needs and shall not interfere with or be detrimental to the public's safety.

## **Meal Periods**

Non-exempt employees, working more than six (6) continuous hours, shall be granted a paid meal period not to exceed one-half hour during each work shift. Consistent with operating requirements, meal periods shall be scheduled at or about the middle of the work shift. Meal periods are not guaranteed to communications center staff and will be contingent on operational needs and shall not interfere with or be detrimental to the public's safety. Exempt employees do not receive pay for "duty free" meal periods taken off site. When taking a "duty free" meal period causes a decrease of required work hours, the exempt employee must either: a) extend their workday or work the additional time within the same workweek to account for the "duty free" meal period or b) use their accrued time earned from the district benefits program (earned leave and sick pay). Exempt employees work week consists of an eight (8) hour workday and an additional one (1) hour unpaid lunch.

## **Lactation Breaks**

The district promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

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

The district will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

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

**NOTE: 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.**

### **Social and Recreational Activities**

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

### **Pay Practices**

#### **Pay Orientation**

At time of hire, a written explanation of earnings and deductions shown on the itemized pay statement is provided to the employee through written document provided by the Business Manager. Review and update of this information is performed on an annual basis to ensure accuracy. The information will include access to a comprehensive list of the following:

- a) All pay rates that employees may be eligible for include, hourly or salary rates, shift differentials, as applicable.
- b) All benefit deductions and contributions with corresponding payroll code and definition of each.
- c) All other deductions with definitions of each.
- d) Any allowances, if any, claimed as part of minimum wage.

#### **Payday**

Employees shall be paid on a bi-monthly basis ending the last day of each month. To ensure adequate time to calculate monthly payroll, the District's payday's are generally is the eighth (8<sup>th</sup>) of the month, and a mid-month payroll draw of 1/3 of salary may be authorized upon written request by the employee on the Twenty Third (23rd) of the month. If the payday falls on a weekend or holiday, the payday will occur the following business day Friday prior. Pay advances are not provided by the organization. Employees are encouraged to find other appropriate resources for any financial difficulties.

#### **Pay Statements**

Each pay statement shall include the following information to provide transparency for an employee:

- a) The date of payment
- b) Dates of work covered by the payment
- c) The name of the employee
- d) The name and business registry number or business identification number
- e) The address and telephone number of the employer
- f) The rate or rates of pay for each type of work: regular and overtime
- g) The salary basis – hourly, salaried, shift, day, or weekly
- h) Gross wages
- i) Net wages

- j) The amount and purpose of each deduction – full definitions of deductions are available from the payroll office
- k) Allowance, if any, claim as part of minimum wage
- l) Accrual balances

## Payroll Deductions

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

## Required Deductions

Federal and state laws require the following deductions from every paycheck:

- Federal Withholding Tax
- State Withholding Tax
- Social Security Taxes (FICA) for the first six months of employment
- State Accident Insurance-Employee Surcharge;
- Court Ordered Child Support Payments or Garnishments; and
- Retirement, Public Employees Retirement Services (PERS) after six months of employment;
- Dues and Fees Associated with Employees Union; ☐ Medical Insurance.

## Optional Deductions

Other deductions may be made from the employee's paycheck with the employee's written request, including, but not limited to:

- Monies due to the District where the employee has signed a repayment agreement.

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

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

## ~~Medical and Life Insurance~~

~~The District provides group medical, dental, long term disability and life insurance for eligible employees. Additionally, \$200 is contributed each month into eligible employees HRA Veba account and increases to \$250 upon reaching five years of service. Coverage for eligible employees begins the first of the month following the employee working the required 120 hours. Information regarding eligibility and specific benefits is available from the ~~Administrative Assistant, Business Manager.~~~~

## Pay Equity

The District strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and

experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on the District's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the Executive Director to obtain clarification.

### Overpayments

When a public employee is overpaid and receives funds not due to them, the employee may deduct the amount of the overpayment from the employee wages in accordance with the following:

- a) If the over payment occurred during the 364-day period immediately preceding the discovery, employer shall provide the employee with a written notice, at least ten calendar days before making a deduction.
- b) The total amount of the deduction may not exceed five percent of the employee's gross pay each pay period, unless the employee requests that a greater percentage or amount is deducted.
- c) If an employee is terminated or separates from employment, the [organization name] can recoup the balance owed from the employee's final paycheck.

The written notice of overpayment shall include the following information:

- a) the reason the overpayment occurred,
- b) the total amount of the overpayment,
- c) the purpose of each deduction in the deduction transaction,
- d) the amount of deduction (lump sum or repayment schedule including amount and dates of deduction transactions)
- e) the date the deduction to occur
- f) employee's signature authorizing deduction

### Dispute Resolution Process for Paycheck Errors

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

### ~~Time Records~~

~~Time cards must serve as an accurate record of the time for which each employee is paid wages and overtime. Each employee is expected to record accurately the time spent working on District business. Personal time spent in District offices outside regular working hours should not be recorded.~~

~~An employee of the District may volunteer service to the District, and the time involved would not be recorded, ONLY IF the volunteer hours worked DO NOT INVOLVE THE SAME TYPE OF SERVICE which the person is employed to perform for the District. All volunteer activities by employees must be approved in advance.~~

- **Exempt Employees:** Employees classified as exempt must fill out their time sheet daily and notate the reason for any out of office time. No deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because the district does have a paid time off (earned leave and sick pay) benefits programs, an exempt employee having earned time in these bank(s), **must** use this time first (from whichever benefit applies) to cover any time off (out of the office and not conducting official district business) that is less than their normal workday. Additionally, a payroll period report documenting total hours including worked, holiday, sick and earned leave use **must** be filled out for processing payroll, accrual of benefits and reporting hours to PERS. Willfully falsifying a time sheet will be grounds for corrective action, up to and including termination.
- **Non-Exempt Employees:** Employees classified as non-exempt must fill out their time sheet daily. This provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be issued a time sheet at the start of the pay period. Timecards should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Supervisors will review and initial timecards each pay period. Timecards must be completed and signed by the employee. Time sheets should be reviewed, signed, and turned in at the end of the pay period. An employee's signature on their timecard each pay period verifies that the times and dates are true and accurate to the best of their knowledge. Willfully falsifying a time sheet will be grounds for corrective action, up to and including termination.

### **Employees Moving Between Job Classifications**

If an employee is promoted or demoted between job classifications of exempt or non-exempt employment status, their payroll compensation and liabilities will be addressed as follows: If compensation time has been accrued, that time will be purchased by the District at the employees current straight time rate of pay. Accrued earned leave and sick time will not be effected by the classification change.

### **Pay Upon Separation**

- A regular employee terminating employment with the District will be paid any earned and unpaid wages then due for work hours, earned vacation which the employee is eligible to take off, and compensatory time, which shall be paid at the employee's hourly rate.
- 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 forty-eight (48) hours advance notice prior to quitting District employment, pay upon separation shall be paid within five (5) days of termination.

## Time Records

### Time Records for Exempt Employees

- **Daily Time Sheet Requirement**

All employees classified as *exempt* are required to complete a daily time sheet. While no deductions in pay will be made for working fewer than eight (8) hours in a day, unless required by law, employees must use accrued paid leave (e.g., vacation, sick leave, or other applicable paid time off) to cover any time off that results in less than a full workday. The appropriate leave bank should be used based on the nature of the absence.

- **Workday Adjustment Option**

Exempt employees may request to adjust their work schedule to account for reduced hours on one day by working additional hours on another day within the same pay period. This adjustment must:

- Be approved in advance by the Executive Director.
- Be properly documented on the employee's time sheet.
- Reflect a total of 80 hours worked over the two-week pay period.

### Time Records for Non-Exempt Employees

- **Daily Time Sheet Requirement**

The timecard/time sheet is a record of time worked and must be filled out daily. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be issued a timecard at the start of the pay period.

- Timecards should be reviewed carefully for completeness and accuracy at the end of each pay period, as they will be used to calculate pay. Supervisors will review and initial timecards each pay period. Timecards must be completed on the first business day immediately following the end of the pay period. If an error needs to be corrected, the timecard should be taken to the manager/supervisor for appropriate action. All manual entries or corrections must be made, reviewed, and initialed by the supervisor or other appropriate management member. Timecards should be reviewed, signed, and turned in at the end of the pay period. Your signature on the timecard for each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your timecard. Willfully falsifying a timecard will be grounds for corrective action, up to and including termination.

## EMPLOYEE TRAVEL AUTHORIZATION

### General Expectations

All employees of the District are expected to use good judgment regarding the expenditure of funds for travel expenses. The district will pay all actual and reasonable business-related expenses at the federally approved per diem rate allowances for cost incurred while performing your job responsibilities. All such expenses must be pre-approved by the Executive Director before payment is made.

## **Documentation Objectives**

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

- Pre-approval of all travel requests to ensure that the travel is appropriate to the needs of the District and that budgeted funds are available for specific travel requests; and
- When possible, all supervisors authorizing travel will submit a per diem request in advance for payment at the standard government rate; and
- If additional expenses are incurred, a complete accounting of the actual expenses for the travel to ensure that the expenses reported for reimbursement are appropriate and provide appropriate documentation.

## **Expense Reimbursement Procedure and Reports**

Requests for expense and mileage reimbursement must be submitted on a monthly basis. Supporting documentation and/or itemized receipts must be provided for each request. The district will reimburse expenses at the current GSA approved per diem rate. If the cost of an expense exceeds the approved rate and the employee chooses to proceed, the additional cost will be the responsibility of the employee.

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

## **Mileage Reimbursement**

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

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current GSA standard mileage rates.

To recover these costs, an expense report must be signed by you and dated, initialed by your supervisor and submitted to the Business Manager for processing according to policy. If you have questions about expense reports and mileage allowances, please ask.

### **Credit Card Payment**

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

Employees may expense and/or use a company provided credit card, for business related activities or incidental supplies following GSA guidelines.

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

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverage, and any incidental expenses that are necessary and business related. The district will reimburse for such cost at the current GSA approved per diem rates.

### **Meal Reimbursement Limits**

The District will not reimburse more than the current GSA approved per diem rate for any meal. Current Per Diem Rates can be found online at [www.gsa.gov](http://www.gsa.gov).

### **Exceeding meal reimbursement limits**

The District recognizes that there may be certain group meal functions at locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations should be known in advance and prior approval obtained by the Executive Director.

### **Alcoholic Beverages**

The District will not pay for alcoholic beverages, and such costs should not be submitted for reimbursement.

### **Transportation Expense Reimbursement**

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental, and fuel for such rental. The district will only reimburse transportation expenses at the GSA approved rate. If the cost exceeds the approved rate and the employee chooses to proceed, the additional cost will be the responsibility of the employee.

### **Spouse/Guest Expense Reimbursement**

The District will not pay for meals or entertainment of spouses/guest/significant others.

The District expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

## **Approval**

The Executive Director shall authorize registration, travel, and attendance expenditures in advance within the budgeted amounts adopted by the board.

## **Education and Training**

The District encourages continued education and training for employees to enhance job performance and assist in potential career advancement within the District. The District shall provide such in service training as deemed necessary and beneficial to the delivery of services and performance of duties.

Employees may request compensation for the costs of college-level, technical or other academic course work, seminars, and conferences relevant to their current or future roles in the organization. Such requests must be made by submitting a Professional Development & Training Request Form to the Executive Director for approval prior to the employee's enrollment or participation. Reimbursement for college-level course work will only be made if the employee receives a passing grade. All training activities involving a cost to the District must be approved in advance, using the Professional Development & Training Request Form. In the event the district has paid for training, and the employee cancels outside of the refund period the employee will be required to reimburse the district for the loss, except for in the event of a personal or family medical emergency.

## **Benefits**

The District strives to provide equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Our benefits program is a significant supplement to your pay and should be viewed as additional compensation.

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

Some benefits may accrue during your new-hire introductory period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

## **Health Insurance Benefit**

The District currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Business Manager.

### Eligibility

This benefit is provided for all regular full-time and half-time employees. Insurance plan coverage begins on the first day of the month following completion of 120 hours of employment.

### Plan Enrollment

Enrollment forms are completed through the Business Manager. If you do not want to enroll at the time of eligibility and later decide to request enrollment reach out to the Business Manager to complete the proper enrollment forms.

The cost of the monthly premium for enrolled employees is shared between our employees and the organization. The District contributes 93% of the monthly premium and you are required to pay the remaining 7%.

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

### **Vision/ Dental Insurance Benefit**

The District provides a Vision and Dental Insurance plan for employees that is part of the Health Insurance coverage.

### Eligibility

This benefit is provided for all regular full-time and half-time employees. The coverage begins on the first day of the month following completion of 120 hours of employment. For vision and dental there is an additional 3 month waiting period after eligibility.

### Cost

The cost of the monthly premium is included in the premiums for health insurance which is covered at 93% by the district and 7% by the employee.

### **Other Insurance Benefits**

#### HRA/VEBA Account

\$200 is contributed each month into eligible employees HRA-VEBA account and increases to \$250 upon reaching five years of service. Coverage for eligible employees begins the first of the month following the employee working the required 120 hours. Information regarding eligibility and specific benefits is available from the Business Manager.

### **Time Off**

~~The District places a high value on the importance of maintaining an acceptable attendance record. In addition to absences over the basic standard, patterns of leave use are recognized as~~

~~unacceptable. The use of sick leave for short-term absences as soon as accrued may be considered a pattern, as well as having two or more sick leave absences in conjunction with scheduled days off on a regular basis.~~

### **Earned Leave**

Earned Leave is intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned leave benefits.

Accrued and unused earned leave shall be paid upon termination of employment. Earned Leave shall not accrue during any unpaid leave of absence **except when required by law.**

The District provides Earned Leave to its regular eligible employees. The District will authorize the equivalent of six (6) months earned leave (96 hours) credited to a full-time employee's available earned leave bank on the 1<sup>st</sup> day of their seventh (7<sup>th</sup>) month of employment, and earned leave time may be used thereafter, unless otherwise specified in an employee bargaining agreement. The District will authorize the equivalent of six (6) months earned leave (based on hours worked) credited to eligible half-time and part-time employee's available earned leave time bank when the employee has worked 1040 hours, and earned leave time may be used thereafter. Employees may accrue a maximum of two (2) times the applicable Annual accrual rate. Once an employee has reached the maximum accrual level, no further earned leave shall be credited until the total is reduced below the maximum by an amount equal to at least one (1) month's accrual rate.

The District provides Earned Leave benefits to its regular eligible employees. Earned Leave hours will be accrued as follows:

Years of Service	Hourly Equivalent	FTE EL Monthly Accrual Rate	HTE/PTE EL Hourly Accrual Rate
0-1 (1 yr)	0-2080	8	0.04615
1-4 (3 yrs)	2080-8320	18	0.10385
4-6 (2 yrs)	8320-12480	20	0.11538
6-11 (5 yrs)	12480-22800	22	0.12692
11-17 (6 yrs)	22800-35360	24	0.13846
17+	35360 +	26	0.15000

“Continuous Service,” as defined in **Earned Leave** is service in eligible full-time or half-time employment unbroken by separation from employment with the District, except layoff or reduction to half or part time.

### **Cashing Out**

Qualified employees may submit a District “earned leave cash out” request to the District administration, and will be allowed to cash out up to eighty (80) hours of accrued earned leave, or up to the hours of earned leave taken off during the preceding twelve months whichever is greater, at their straight time rate of pay. Such payments will be added to the payroll check in

the next payroll period. To qualify for cash out, the employee must have taken at least ten consecutive vacation days off work during the prior twelve months or five consecutive days off work twice during the preceding twelve months. In no event may an employee cash out vacation accrual which the District regards as reserved to be applied to a scheduled or bid vacation.

### **Holidays**

Regular eligible administrative employees will receive a day off with pay on each of these recognized holidays:

One Floating Day (admin staff)	Labor Day
Martin Luther King Jr.'s Day	Veteran's Day
New Year's Day	Thanksgiving Day
Presidents' Day	Day after Thanksgiving
Memorial Day	Christmas Day
Fourth of July	Juneteenth (collective bargaining staff)

Part-time employees may adjust their work schedule to be off on any recognized holiday.

When a scheduled holiday falls on Sunday, it will be observed by administrative staff on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed by administrative staff on the preceding Friday.

Any non-exempt employee required to work on a holiday observed by the District shall either be paid or given compensatory time for all hours worked at the rate of one and one-half times the regular rate of pay.

Represented employees will be compensated for holidays in accordance with their negotiated bargaining unit agreement.

### **Compensatory Time**

An employee may request compensatory time off instead of overtime at the rate of one and one half (1½) hours for each hour worked. An employee may accrue compensatory time off for up to one hundred and twenty (120) hours. When an employee reaches one hundred and twenty (120) hours of compensatory time, the employee will be paid by the District for all time in excess at the end of each pay period.

An employee may utilize compensatory time off in conformity with the FLSA. The District will not be obligated to schedule compensatory time off, and that such request is unduly burdensome if the District does not receive at least seven days advance notice of the requested time off. The District may pay the employee the current value of the comp time balance at any time. Any unused accumulated compensatory time off shall be paid in cash at the time of termination or death.

## **Absences**

Scheduled Authorized Absence – Employees shall make prior arrangements with their supervisor to be absent from work. If the supervisor approves the leave request and responds in writing, and the employee has adequate leave accruals at the end of the pay period prior to the leave, the absence is authorized.

Unscheduled Authorized Absence – Is any absence, which occurs with less than twenty-four hours advance notice provided to the Agency.

Unauthorized Absences – If the employee does not appropriately notify the Agency of sick time use, or the absence is not pre-approved, the absence is considered an unauthorized absence. Further, previously approved leave requests may be revoked (partially or fully) due to a lack of sufficient leave accruals, and any further leave will be considered an unauthorized absence. Any unauthorized absence will be considered leave without pay and may be cause for corrective action. An employee who is absent from duty for three consecutive days without authorization from the supervisor shall be considered to have voluntarily terminated service as of the last day of active employment.

Leave Without Pay – Under certain circumstances, to be determined on a case-by-case situation, the Director may approve time off duty without pay.

## **Sick Leave**

~~In order to minimize the economic hardships that may result from an unexpected short-term illness or injury, the District provides regular full-time employees with eight (8) hours of sick leave per month. Half-time and part-time employees accrue the equivalent hourly rate of .04639 based on hours worked per pay period. Unused sick leave accumulates from year to year. Employees are not paid for unused sick leave upon employment termination.~~

~~Employees may utilize their allowance for sick leave when unable to perform their work duties by reason of illness or injury. The employee shall notify their supervisor during normal duty hours or leave them a telephone message after hours, nights, week-ends or holidays; indicating nature of illness or injury and expected length of absence. Dispatch staff has the additional responsibility on notifying the communications center on-duty staff of their absence, in compliance with the negotiated bargaining agreement, if they are unable to speak with their supervisor during normal duty hours, to ensure adequate shift coverage.~~

The District provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the Business Manager.

The accrual of sick time begins the first month of employment at the rate of 8 hours of sick time earned for every month for full-time employees. Half-time and part-time employees accrue the equivalent hourly rate of .04639 based on hours worked per pay period.

Employees may utilize their allowance for sick leave when unable to perform their work duties by reason of illness or injury. The employee shall notify their supervisor during normal duty hours or leave them a telephone message after hours, nights, weekends, or holidays; indicating the expected length of absence. Dispatch staff has the additional responsibility of notifying the communications center on-duty staff of their absence, in compliance with the negotiated bargaining agreement, if they are unable to speak with their supervisor during normal duty hours, to ensure adequate shift coverage. Employees may carry over unused sick time from one leave year to the next.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, donating blood, to care for an immediate family member with an illness. The District does not allow employees to donate sick time to other employees in need. Unused sick time is not paid out upon separation from employment.

### **District Family Medical Leave**

The District will comply with applicable FMLA and OFLA leave requirements, if any, to the extent required by law. The District is not within the definitions of Oregon and Federal family leave laws and therefore shall provide District Family Medical Leave as described in this Policy.

Personal Time Off Runs Concurrently. Sick Leave, Compensatory Time and Earned Leave are available to be utilized during a period of Family Medical Leave and shall run concurrently with the 12- week family medical leave entitlement under this policy.

Leave Calculation Method. Per ORS 659A.164 the method for calculating the 12-month period will be a "52 week rolling forward" period, measured from the Sunday immediately preceding the date on which leave commences for a given qualifying event. With this method, when an employee requests leave, we will look at our records to see if a 12-month clock is already started, because of a previous qualifying event, or if a clock needs to be started. If the clock has already been started the amount of leave already used will be subtracted from the available amount to determine eligibility for the current need. If a clock has not been started, the full amount of leave will be considered for the current need. An employee will regain full leave eligibility following the close of the 52-week rolling forward window.

Health Insurance Coordination. Employees enrolled in health insurance must meet the eligibility requirements of 120 compensable hours per month to retain insurance eligibility under the terms of the health insurance plan. During a qualified family medical leave absence, a full-time employee may elect leave without pay for any portion of hours more than 120 per month. If utilizing leave without pay during any portion of the family leave period, compensation will be hourly and Earned Leave and Sick Leave will accrue at the hourly rate during periods of compensable Personal Time Off.

~~In connection with OFLA and FMLA qualifying exigency leaves, the District appreciates and will make every effort to honor military service commitments of District family members by~~

~~favorably considering and granting leave requests in the District's discretion, exercised on a non-precedent setting basis based on operational and staffing considerations, in connection with short notice deployment, military events and related activities, financial and legal arrangements on behalf of the military service family member, counselling, rest and recuperation, and post-deployment activities as recognized and required by law for employers which are subject to the requirements of FMLA and OFLA.~~

Eligibility. Employees who have been employed by the District for 12 months and have worked at least 1250 hours during the previous 12 months are eligible for **District Family Medical Leave**.

Utilization. Eligible Employees may use up to 12 work weeks of District Medical Leave in a 12-month period for:

- The birth of a child and to bond within one year of birth.
- The placement with the employee of a child for adoption of foster care and to bond with the child within one year of placement.
- A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and prenatal medical care.
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care.
- Bereavement Leave. Employees may be granted Bereavement Leave in the event of death of a member of the employee's immediate family (e.g.: spouse, parents, children, grandchildren, grandparents, step-children, in-laws and foster children) in connection with, grief, arrangements and attending a funeral. Bereavement Leave is limited to up to two (2) weeks per family member per 12- month period.

### **District Military Caregiver Leave**

Eligible employees may take up to 26 work weeks of leave in a single 12-month period to care for a covered service member with a serious health condition if the employee is the spouse, son, daughter, parent or next of kin of the service member. An eligible employee granted District Military Caregiver leave is limited to a combined total of 26 work weeks of leave in any 12-month period. Policy regarding compensation and benefit apply the same as in District Family Medical Leave

An eligible employee requesting District Family Medical Leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration, and reasons for the requested leave. The District may request additional information to determine that the requested leave qualifies as District Family Medical leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, so as not to unduly disrupt the operation of the District.

If advance notice is not possible, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the District during that period.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work. An employee who does not follow the District's notice procedures or fails to cooperate fully with District Family Medical Leave related requests for verification may be disqualified from District Family Leave benefits for all or a portion of the eligibility period and may in appropriate cases be disciplined.

If a family medical leave entitlement exhausts an employee's Personal Time Off banks, the employee may continue healthcare coverage at the employee's expense in accordance with COBRA entitlements.

### **Uniformed Services Leave and Reemployment**

~~Upon application, the District will grant a leave of absence to members of the reserve components of the armed forces of the United States or the state of Oregon, or to an employee who leaves his/her employment with the District, whether voluntarily or involuntarily, to perform extended military duty. Such employees will be accorded all rights to which they are entitled under Oregon and federal law, as may be amended periodically.~~

~~An employee who has been employed by the District for at least six months is entitled to one paid leave of absence for annual active duty for training per military training year, not to exceed fifteen (15) calendar days. Any subsequent leave of absence during the military training year (October 1 through September 30) will be unpaid.~~

~~Except as provided for above, the District will not provide wages or other monetary compensation during an employee's military leave of absence. At the employee's discretion, he/she may use accrued vacation, personal holidays, or compensatory time during the absence. The employee may elect to continue health care coverage during the absence and may be subject to paying the full costs of such coverage.~~

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

### **Eligibility**

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

### Length of Leave

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

### Request Procedure

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

### Pay While on Leave

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

### Status of Benefits

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

### Reinstatement

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

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

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

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

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

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

### **Paid Leave Oregon Insurance**

The District participates in the Paid Leave Oregon Insurance plan through the *Oregon Employment Department*, as required by law per ORS 657B.340. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit.

#### **Cost**

Employees will see the PLO deduction from gross wages on each paycheck. The District having less than 25 employees is categorized as a small business and is making no contribution. The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will provide notice to employees in advance of any change.

#### **Eligibility**

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the *Oregon Employment Department*. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice provided by the Oregon Employment Department. If an approved Paid Leave Oregon claim meets the same requirements as District Family Medical Leave, District Family Medical Leave and Paid Leave Oregon time will run concurrently.

#### **Length of leave**

The length of leave is part of the Oregon Employment Department determination process and not determined by the District.

Reasons for Oregon Paid Leave are defined by the Oregon Employment Department Benefits may apply to a variety of situations, such as:

~~Family leave – Caring for members of the employee’s family~~

~~Medical leave – The employee caring for themselves when the employee has a serious health condition.~~

~~Safe leave~~

- Family leave
  - During the birth of a child
  - Bonding with a child in the first year:
    - After birth
    - When the child is placed in the employee’s home through foster care or adoption
  - To care for a family member with a serious health condition\*.
- Medical leave - The employee caring for themselves when the employee has a serious health condition\*.
- Safe leave - For survivors of:
  - Sexual assault
  - Domestic violence
  - Harassment
  - Bias Crimes
  - Stalking
- Pregnancy Disability Leave (Additional 2 weeks)

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

Insurance benefit while on leave

The amount of benefit the employee will receive is determined by the Oregon Employment Department and is calculated based upon the employee’s earnings for the prior year. This will also be part of the determination of coverage process by the Oregon Employment Department. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification from the Oregon Employment Department before a change occurs.

An employee may use all or a portion of accrued leave banks as compensation for their regular scheduled hours during a period of approved Paid Leave Oregon to avoid a loss of regular pay during their qualifying leave.

This policy does not prohibit an employee from cashing out compensatory time or earned leave.

This policy is based on collaborative efforts of the District and The Collective Bargaining Unit. It is intended to best implement the PLO program which may have clarifications in the future

that could affect this policy. Future changes or clarifications in the requirements of Paid Leave Oregon may result in further consideration.

#### Notification of the need for leave

An employee **is required** to provide the employer with notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible. An employee **is required** to complete a District Paid Leave Oregon Notice Form to notify the District of the intention to take leave. If an employee fails to notify the District, they may be subject to a 25% reduction to the first week's benefit imposed by the Oregon Employment Department. Contact our Business Manager to obtain the District's Paid Leave Oregon Notice Form.

#### Filing a Claim for coverage

It is the responsibility of the employee to submit a claim of a potential qualifying event to the Oregon Employment Department to determine eligibility. Employees will need to establish an account at [Frances Online](#) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. **The employer is not able to complete the application process on the employee's behalf.** An employee **is required** to provide to the district a copy of the "Benefit Notice" furnished by the Oregon Employment Department to the employee which outlines their benefit and timeline eligibility upon receipt.

#### Job and Benefit Protection while on leave

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

If, at the time of leave, the employee is receiving health benefits these will be maintained, however the employee will be required to pay their portion of the premiums. Payment is due before the last day of the month preceding the month of coverage. If payment is not received in a timely manner the employee will not have coverage that month.

#### **Extended Leave Without Pay**

Employees who have been continuously employed with the District for at least one (1) year may request a personal leave of absence without pay for a reasonable period of time up to sixty (60) days. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the employer.

Requests must be submitted in writing and must be approved in writing by the Executive Director before the leave begins. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.

### **Jury Duty**

~~Upon receipt of a jury duty summons, the employee shall notify the agency. Arrangements will be made to cover shift work for the time required away from the agency. Jurors will pay the District payments for jury duty except mileage and will be paid their regular wages. Employees are expected to report for work when not selected for jury duty on any day or part of the day.~~

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

### Length of Leave

Jury or witness duty leave is available for the period 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 as a juror 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 (5) ] days after you received it.

### Pay While on Leave

Jurors will pay the District payments for jury duty except mileage and will be paid their regular wages. Employees are expected to report for work when not selected for jury duty on any day or part of the day.

### Status of Benefits

Benefits are not affected by jury or witness duty leaves.

### **~~Uniformed Services Leave and Reemployment~~**

~~Upon application, the District will grant a leave of absence to members of the reserve components of the armed forces of the United States or the state of Oregon, or to an employee who leaves his/her employment with the District, whether voluntarily or involuntarily, to perform extended military duty. Such employees will be accorded all rights to which they are entitled under Oregon and federal law, as may be amended periodically.~~

~~An employee who has been employed by the District for at least six months is entitled to one paid leave of absence for annual active duty for training per military training year, not to exceed fifteen (15) calendar days. Any subsequent leave of absence during the military training year (October 1 through September 30) will be unpaid.~~

~~Except as provided for above, the District will not provide wages or other monetary compensation during an employee's military leave of absence. At the employee's discretion, he/she may use accrued vacation, personal holidays, or compensatory time during the absence. The employee may elect to continue health care coverage during the absence and may be subject to paying the full costs of such coverage.~~

### **Domestic Violence Victim Leave**

Districts with six or more employees must provide eligible employees (employees who have worked for at least 180 days and worked an average of 25 or more hours per week in the past 180 days) with a "reasonable" amount of leave if they or their minor child or dependent are the victim of domestic violence, sexual assault or stalking. What is reasonable depends on the circumstances. ~~Leave may be taken to attend court proceedings, obtain medical or mental health services, relocate or make a residence safer, among other reasons.~~ Employers are permitted to require a limited amount of verification of the need for leave and must treat all information received as confidential.

#### Eligibility

All District employees are eligible to take domestic violence leave.

#### Types of Services/Treatment

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

#### Length of Leave

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

#### Request Procedure

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

#### Safety Measures

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

*Examples of such measures may include modified schedule, unpaid leave, installing new locks, and other accommodations.”*

### Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave must use any accrued paid [vacation/sick/comp] time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first. An employee may also choose to apply for wage replacement through the Paid Leave Oregon Insurance program, see Paid Leave Oregon section of this handbook.

### Status of Benefits

Benefits are not affected by domestic violence leave.

The district does offer an Employee Assistance Program to its employees and strongly encourages any employees experiencing such an issue to avail themselves of the EAP’s services and support.

### **ADA Accommodations**

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

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

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

The ADA also prohibits discrimination based on an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

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

Reasonable accommodations are available to employees and applicants, if the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA wishing to request an accommodation should discuss their needs for

possible accommodation with their supervisor and maintain open communication. An employee may obtain and submit an “ADA Request for Accommodation” form to the districts Business Manager/Human Resource for processing and Executive Director approval.

### **Pregnancy Accommodation Policy**

The District will make reasonable accommodations for employees that are experiencing known limitations related to pregnancy, childbirth, or a related medical condition, to the extent the accommodation can be made without imposing an undue hardship on the organization. The District seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy related conditions as well.

Accommodations may include:

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

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

### **Safety and Accidents**

Nothing is of greater concern to the District than the safety of its employees and the public. For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the District's safety and accident policy. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.

### **Unsafe Conditions**

Employee Responsibility –

Every employee is responsible for safety as a specific job assignment. To achieve the District goal of providing a safe work place, everyone must be aware of safety at all times. Employees shall report immediately any unsafe or hazardous condition directly to a supervisor, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible.

Management Responsibility –

The District will establish and administer a safety committee or hold safety committee meetings. Each accident and "near miss" are cause for review.

Managing Unsafe Conditions –

It is every employee's responsibility to observe and identify conditions which could pose a hazard to employees or to the general public. After identifying the problem, employees at the

scene are expected to safely eliminate or control the hazard and obtain necessary assistance; and then notify administrative staff.

### **Accident Reporting**

Accidents involving the District must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to a supervisor.

#### **Vehicular Accidents –**

Accidents involving personal vehicles being operated on District business must also be reported to a police agency for investigation. Any accident resulting in personal injuries or death must be reported immediately to the District office.

#### **Other Accidents –**

Accidents involving damage to equipment or property, or personal injury, must also be reported to a supervisor. The Executive Director will determine the need for further investigation.

In case of an accident involving personal injury to an employee, regardless of how serious, a supervisor and the Executive Director should be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and state laws, leading to difficulties in processing insurance and benefit claims. Injured workers must fill out a Workers' Compensation Report form and submit it as soon as possible to a supervisor. All injuries must be reported in a timely manner to avoid risk of claim denial. The supervisor will provide advice and assistance to any person filling out a Workers' Compensation Report.

If an injury results in the death of an employee, then the supervisor shall immediately notify the Executive Director who, in turn, shall immediately notify the State Workers' Compensation Department and the District's insurance carrier by phone. The Executive Director will then proceed to process a claim report form.

The appropriate entries shall be made in the OSHA 300 Report log.

### **Workers' Compensation Insurance**

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.

### **Return-to-Work**

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 employee's attending physician. This release must clearly specify whether the employee is released for their 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 your right to reinstatement or reemployment. Failure to seek a written release upon the employee becoming able to return to work may constitute abandonment of that employee's right to reinstatement or reemployment.
- Requests to return to work may be brought in personally or mailed to the District. If mailed, the request should be directed to the person listed below. Requests brought in personally will be deemed made the date on which the written request is given to the District. Mailed requests will be deemed made on the date of receipt.
- **All requests to return to work must be directed to the Executive Director.**
- If a suitable job is not available at the time of the employee's request, the employee must contact the Executive Director in person or by telephone once a week to renew their request. If a period of 10 days elapses without such a contact, the employee will be considered to have abandoned your right to be returned to work.
- It is the individual employee's obligation to keep the District advised of any changes in their telephone number.
- If the employee is offered a suitable position in response to their request to return to work and they refuse to accept it, they will be considered to have voluntarily terminated their employment and abandoned their right to reinstatement or reemployment.

### **Pets in the Workplace**

~~Klamath 911 strives to assure the health and safety of all employees while in the workplace. In keeping with this objective, the district does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees. Some employees may feel threatened or be distracted by the presence of animals, particularly dogs. In addition, the district wishes to prevent pets from fouling the office space or damaging company property.~~

~~Upon approval of an ADA request for accommodation (see 23-5 ADA) an employee who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability") may be permitted to bring a service animal to the office provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the company. The privilege of bringing a pet to work is subordinate to the health, safety, and~~

comfort of persons who may come into contact with animals at the office. An animal may be excluded from the office if it:

- ~~causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort.~~
- ~~distracts any employee from their work; or~~
- ~~reduces any employee's productivity or quality of work.~~

~~Any individual with a grievance regarding an animal at the office should bring the matter to the attention of their immediate supervisor.~~

### **911 Comfort K9 Program**

~~The 911 Comfort K9 Program is a wellness initiative designed to support the mental health of Klamath 911 dispatch and professional staff by deploying a trained Comfort Dog to reduce stress, anxiety, and emotional fatigue in the workplace. The Comfort Dog, assigned to a qualified handler on the Peer Support Team, is trained to assist during daily operations, after critical incidents, and at select community events. The program outlines strict responsibilities for handlers, care protocols, deployment standards, and ongoing training requirements, all under the oversight of the Executive Director or their designee. Appendix: E formalizes the implementation, operation, and accountability measures essential to maintaining a safe, effective, and compassionate Comfort Dog presence within the agency.~~

### **SAFETY COMMITTEE**

This agency shall maintain an active safety committee per OSHA, OAR 437, Division 40, general provisions.

#### **Duties**

The committee shall consist of two members and shall consist of an equal number of employer and employee representatives. Employee representatives shall be solicited by the Operations Manager, who will be the management representative.

The committee will hold regular scheduled quarterly meetings which shall be posted in the District offices. Special meetings may be called if deemed necessary.

Written record of each meeting will be made and submitted to the Director within three days of the meeting in addition to be posted in the District office. All records shall be maintained for three years.

The safety committee shall assist in evaluating the accident and illness prevention program and conduct workplace inspections at least quarterly with recommendation on how to eliminate hazards and unsafe work practices in the workplace. The Committee will investigate and review all safety related incidents including injury accidents, illnesses and death.

The safety committee is not a policy making committee; however, they are expected to make recommendations. Management will give serious consideration to the implementation of all recommendations but is in no way bound in a legal sense to implement any recommendations made by the committee.

### **Pets in the Workplace**

Klamath 911 strives to assure the health and safety of all employees while in the workplace. In keeping with this objective, the district does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees. Some employees may feel threatened or be distracted by the presence of animals, particularly dogs. In addition, the district wishes to prevent pets from fouling the office space or damaging company property.

Upon approval of an ADA request for accommodation (see 23-5 ADA) an employee who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability") may be permitted to bring a service animal to the office provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the company. The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of persons who may come into contact with animals at the office. An animal may be excluded from the office if it:

- causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort.
- distracts any employee from their work; or
- reduces any employee's productivity or quality of work.

Any individual with a grievance regarding an animal at the office should bring the matter to the attention of their immediate supervisor.

### **911 Comfort K9 Program**

The 911 Comfort K9 Program is a wellness initiative designed to support the mental health of Klamath 911 dispatch and professional staff by deploying a trained Comfort Dog to reduce stress, anxiety, and emotional fatigue in the workplace. The Comfort Dog, assigned to a qualified handler on the Peer Support Team, is trained to assist during daily operations, after critical incidents, and at select community events. The program outlines strict responsibilities for handlers, care protocols, deployment standards, and ongoing training requirements, all under the oversight of the Executive Director or their designee.

Appendix: E formalizes the implementation, operation, and accountability measures essential to maintaining a safe, effective, and compassionate Comfort Dog presence within the agency.

## **Communications Training Officers**

The District's vision is to utilize a team of certified and committed individuals who have a desire and passion for training.

The Communications Training Officer (CTO) plays a vital part in training the newest members of KC911 to become quality Telecommunications Specialist (TCS). A trainer at KC911 will be referred to as a "Communications Training Officer or CTO". All CTO's must be in good standing within the organization and current on all certifications and training hours including required CTO training and certification.

## **Communications Training Officers Committee**

The CTO Committee (CTOC) is comprised of all CTO's and their supervisors. The committee shall work collaboratively to develop and maintain all training materials, provide training to and evaluate trainees. The committee shall make recommendations to the Operations Manager regarding the advancement of trainees within and from training.

## **Training Program Policy**

The CTOC shall draft and submit policies and procedures for approval by the Executive Director relating to the structure, materials, timelines, trainee expectations and all other aspects of new hire training. Once approved these will become the foundation of the Training Program with regular review by the CTOC. Subsequent changes shall be presented to the Executive Director for approval.

## **WHAT THE DISTRICT EXPECTS FROM YOU**

### **Teamwork and Excellence**

This section has been arranged to present a general overview of some of the District's expectations of its employees. Every employee should keep in mind that each is a part of a team of public employees, and public satisfaction with the District depends upon good service.

### **Personal Conduct**

Positive attitude, proper courtesy, and conduct on and off the job are important to the individual as well as to the District. All members of the District organization are expected to demonstrate a commitment to the District's Mission, Purpose and Values. 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.

### **Code of Ethics for District Employees**

Personal Interests Avoided – District employees may not use District time, equipment or services for personal interest or gain. When giving testimony unrelated to their assigned District responsibilities, District employees shall not use information or facts that have come to them by

virtue of their employment for personal gain or benefit. In matters of personal interest, employees should conduct themselves so as not to impair their working relationship with other employees, officials, or the public.

### **Gifts and Gratuities**

The District will allow acceptance of non-monetary gifts of nominal value [e.g., under \$50] at holidays or special occasions which are available to be shared by all employees. Employees shall not personally accept any special favors, gifts, or gratuities resulting from or related to employment with the District. In this regard, the appearance of impropriety can be as damaging as actual impropriety and shall be avoided.

### **Moral Fitness**

Our business is public safety, and the majority of our employees are Telecommunications Specialists. The Oregon Administrative Rule 259-008-0011 has set a minimum standard for moral fitness of Telecommunicators that the entire District will adhere to, which requires they must be of “good moral fitness”.

OAR 259-008-0070(3) has set grounds for denying certification including offenses such as, but not limited to the following:

- Dishonesty: Includes untruthfulness, dishonesty by admission or omission, deception, misrepresentation, falsification
- Disregard for the Rights of Others: Includes violating the constitutional or civil rights of others, conduct demonstrating a disregard for the principles of fairness, respect for the rights of others, protecting vulnerable persons, and the fundamental duty to protect and serve the public.
- Gross Misconduct: means an act or failure to act that creates a danger or risk to persons, property, or to the efficient operation of the agency, recognizable as a gross deviation from the standard of care that a reasonable public safety professional or instructor would observe in a similar circumstance.
- Incompetence: means a demonstrated lack of ability to perform the essential tasks of a public safety professional or instructor that remedial measures have been unable to correct.
- The commission or conviction of certain criminal acts.

### **Ethical Conduct**

Ethical behaviors are critical to the credibility of a public agency as well as the management and operation of our agency. This agency has established a code of ethical conduct that is based on the following behaviors.

***Trustworthiness:*** Be honest. Don’t deceive, cheat or steal. Be reliable. Do what you say you’ll do. Have the courage to do the right thing. Build a good reputation.

**Respect:** Treat others with respect. Do unto others as you would have done to you. Be tolerant of differences. Be polite. Be considerate of the feelings of others. Deal peacefully with anger, insults and disagreements.

**Responsibility:** Do what you are supposed to do. Comply with all rules and procedures. Always do your best. Use self-control. Be self-disciplined. Think before you act.

**Fairness:** Play by the rules. Be open-minded; listen to others. Don't take advantage of others. Don't blame or carelessly accuse others. Treat everyone equally.

**Caring:** Be kind. Be compassionate. Express gratitude. Be helpful. Present empathy.

**Integrity:** Support and follow the rules and policies of the Agency, your profession and your job.

**Accountability:** Consider the consequences of your actions. Accept responsibility for your behaviors. Be accountable for your choices. Help each other be accountable.

### **Political Activities for District Employees**

Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office.

Oregon law forbids any District employee, while on the job, from soliciting money, influence, service, or other article of value or otherwise aiding and/or promoting any political cause, or the nomination or election of any person for public office.

### **Attendance and Punctuality**

Each employee and the employee's performance on the job are important to the overall success of operations. When absent, someone else must do the job. Everyone is expected to keep regular attendance, be on time, and work as scheduled.

In accepting employment with the District, each employee is required to meet certain standards. Maintaining an acceptable level of job attendance is part of good work performance and is one of the standards by which an employee's overall contribution to the District may be measured. Continued employment carries with it the personal responsibility of each employee to be on the job and on time every scheduled workday. Recurring and excessive absences and/or tardiness are disruptive to work schedules, costly to the District and its residents, and detrimental to the morale and efforts of employees who maintain a good work record.

Except when the absence is due to leave protected by state or federal law, failure to meet these requirements subjects an employee to ~~disciplinary~~ **corrective** action, ~~which includes~~ **up to and including termination**. The ability to attend work regularly is an essential job requirement.

## **Personal Appearance and Hygiene**

All personnel shall present an acceptable non-offense appearance while on duty. Clothing shall be kept repaired and in a clean state, and must include footwear. Personnel riding with a User Agency shall dress in appropriate casual office attire, i.e., collared shirt and casual slacks. All personnel shall maintain acceptable personal hygiene standards and not present an offensive odor. Hair shall be clean, neatly trimmed and groomed. Facial hair shall be clean, neatly trimmed and groomed.

## **Appearance of Work Areas**

The District's objective is to provide and maintain clean, safe, and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and ensure that all working documents, desks, cabinets, and equipment are secure at the close of the work shift. Facility cleaning will be conducted by employees based on their area of use and responsibility during each duty shift or by a pre-determined cleaning schedule. Employees will not leave dirty work stations, kitchen, restroom or other areas for the oncoming shift employees.

## **EMPLOYEE WORK RELATED CELL PHONE USAGE**

Every attempt should be made to communicate with field units via the recorded radio, phone and CAD system. There is a District Cell phone provided in the dispatch center for work related data communications when other means are not available and as a backup when the phone system fails. Because all CJIS requirements and public records law apply to communications associated with the performance of dispatch duties, personal phones **are not** to be utilized for that purpose of any dispatch duties. The Director will determine when an employee's duties require the use of a cell phone for them to be immediately accessible to perform those duties.

## **Compliance**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, and may also lead to civil and/or criminal prosecution where applicable.

## **District-Issued Cell Phones**

The Executive Director is authorized to issue district-purchased and maintained cell phones to designated administrative staff whose duties require availability outside of regular office hours. These positions include:

- Executive Director
- Operations Manager
- Communications Supervisor

These roles require participation in an on-call rotation and must remain accessible to the district 24/7.

## **Usage and Responsibilities**

- All district-issued phones are the property of the District and must be returned upon separation from employment.
- The District is responsible for the maintenance, service, and replacement of the equipment.
- District-issued phones are strictly for official use and may not be used for personal purposes.
- Devices must be password-protected at all times.
- Employees are responsible for the care and appropriate use of the device while in their possession.
- Loss or theft of a district-issued phone must be reported to the Executive Director and Klamath 911 IT (Centerlogic) within 24 hours.
- If a device is suspected to be compromised, a CJIS incident report must be completed and submitted to the CJIS Information Security Officer.
- Only applications approved by Klamath 911 IT (Centerlogic) may be installed on the device.
- Employees may not modify or alter the device's operating system.
- Employees issued a district phone are not eligible to receive a cell phone stipend.

## **Compliance**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, and may also lead to civil and/or criminal prosecution where applicable.

## **Cell Phone Stipend**

The Executive Director may authorize a monthly stipend for employees who use their personal cell phones for agency-related work. This stipend is intended to offset costs associated with work-related communications.

## **Stipend Eligibility Criteria**

The following factors will be considered when authorizing a stipend:

- The nature of the employee’s duties, particularly if they require work outside of District offices.
- The stipend is a flat monthly allowance and is not based on actual usage.
- As a non-substantiated allowance, the stipend is considered a **taxable fringe benefit** and will be included in the employee’s monthly paycheck.
- The stipend amount may be reviewed and adjusted periodically to reflect current market rates.

### **Employee Responsibilities**

Employees receiving a stipend are responsible for:

- Procuring and maintaining their own phone, service plan, and related equipment.
- Ensuring their phone is operational and available for District-related communications.
- Notifying the District immediately if their phone service is canceled or terminated.

### **Personal Telephone Calls**

District phones are to be used for District purposes. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum and made during breaks or lunch periods whenever possible. Under no circumstances should an employee charge a long distance call to the District unless it is work-related. **Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.** Friends and relatives should be discouraged from calling during working hours except in emergencies.

### **Personal Activities**

Due to the emergency nature of the work performed it is impossible to regularly schedule breaks and lunches. It is understood that an employee who is required to take breaks and lunches at their duty position should have time for personal activities provided the following: Cell phones are to be ~~on a muted type ring tone or~~ **and on** vibrate so as not to interfere with District operations. **If it is necessary for the ringer to be on due to an emergency circumstance, prior approval must be obtained from a supervisor.** Personal activities are only permitted during limited times when work responsibilities are not being performed or required. Use of personal cameras, whether cell phone cameras, stand-alone cameras, or cameras contained in any other such personal devices, while in the dispatch center, or when performing any duties of the District is strictly prohibited unless authorized by the Director. Personal activities shall not violate any other policy, standard or statutory requirement of the District. Employees in training are not allowed to utilize cell phones for personal use except while on an authorized break period.

## **Social Media Team**

This policy establishes guidelines for the authorized use of social media on behalf of Klamath 911, ensuring that all content aligns with the agency's mission and values.

This policy does **not** address:

- A. Personal use of social media by Klamath 911 members.
- B. Use of social media in personnel or hiring processes.
- C. Use of social media in criminal investigations, except for public information dissemination.

## **Definitions**

- **Social Media:** Internet-based platforms and tools that allow users to create, share, and interact with content. This includes, but is not limited to, the agency website, social networking services, blogs, RSS feeds, wikis, podcasts, and photo/video sharing platforms.

## **Authorized Users**

- The Social Media Team will be supervised by the Klamath 911 Director, who will also serve as the Social Media Manager.
- Only members authorized by the Director or the Director's designee may post on behalf of the agency.
- Authorized members must use agency-approved equipment during normal duties unless otherwise permitted.
- The Director may issue specific content guidelines. Any content outside these guidelines must be approved by the Director.
- Members not authorized to post must submit requests through the Social Media Team. Approved content will be posted by a team member.

## **General Information**

- All Klamath 911 social media accounts must clearly state that they are not monitored for emergency or non-emergency reporting.

## **Required disclaimer:**

***"This site IS NOT MONITORED by Klamath 911 for the reporting of emergencies or non-emergencies."***

- Each account must include instructions for proper emergency and non-emergency reporting.
- Social media is primarily an informational tool to broaden the agency's communication reach.
- Social media may be used during emergencies but is not the primary method for emergency communication.
- The Director or designee is responsible for the content, maintenance, and monitoring of all agency social media platforms.

## **Authorized Content**

Only content that is:

- Appropriate for public release,
- Supports the agency's mission,
- Complies with all Klamath 911 policies and procedures,

may be posted.

## **Examples of authorized content include:**

1. News/ Press releases

2. Agency announcements
3. Crime/fire prevention tips
4. Public engagement initiatives
5. Real-time safety alerts (e.g., in-progress crimes, disasters)
6. Traffic updates
7. Recruitment information
8. Community relations events (e.g., Community Safety Fair, Dispatch Appreciation Week)
9. Employee recognition
10. Shared posts from partner/user agencies

### **Prohibited Content**

The following content is strictly prohibited:

1. Abusive, discriminatory, inflammatory, or sexually explicit material
2. Information violating privacy, confidentiality, or legal rights
3. Content that may compromise ongoing investigations
4. Content that could harm Klamath 911's mission, reputation, or professionalism
5. Information that endangers agency operations, personnel, victims, suspects, or the public
6. Personal content or opinions
7. Profanity
8. Solicitation of goods or services
9. Any content not authorized by this policy or a supervisor

### **Reporting Violations:**

- Any member who identifies unauthorized or inappropriate content must report it to the Director.
- If the Director is unavailable, the on-duty supervisor should be contacted.
- The Director will ensure the content is removed and investigate the incident.

### **Agency Use of Social Media During a Major Event or Emergency**

- Social media may be used to provide and receive information during emergency situations.
- Members of the Social Media Team are authorized to post updates during major events or emergencies under the following conditions:
  1. Evacuation Orders:  
Must include a clear statement such as:  
*"This is a courtesy notification only... As of [date/time], the following areas are under mandatory/voluntary evacuation orders per [department name]."*
  2. Shelter Information:  
Locations and addresses of shelters during emergencies (e.g., fire, flood, cooling centers).
  3. Road Closures/Traffic Incidents
  4. Weather-Related Incidents
  5. Phone Outages:  
Affecting the public's ability to contact 911.

### **Monitoring Content**

- A. The Social Media Team will conduct an annual review of the agency's social media use. This review will include:
  - Resources used
  - Effectiveness of content

- Identification and resolution of unauthorized or inappropriate content

### **Retention of Records**

- All records generated through social media use shall be retained in accordance with Klamath 911's established records retention schedules.

### **Training**

- All authorized Social Media Team members shall receive training that includes:
  - Legal considerations for social media use
  - Privacy and civil rights protections
  - Proper dissemination and retention of public information

### **Smoking**

State law prohibits smoking in the workplace buildings, and it is only allowed in designated smoking areas on District property.

### **Outside Employment**

District Comes First – When an individual accepts employment with the District it is understood that the District has first call upon the services of its employees, regardless of any effect on secondary employment.

Incompatible Work – Employees shall not engage in outside employment that conflicts in any way with District employment, detracts from the efficiency of work performance, or is in conflict with the interests of the District. The District expects employees to avoid extra work which affects endurance, overall personal health, or effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, including employees who hold outside jobs.

Management Approval – Employees shall request authorization from the Executive Director in writing **utilizing appendix H outside employment confidentiality document**, in advance, of all employment outside the scope of their employment with the District.

Conflicts – The Executive Director will notify the employee at any time outside employment is found to be in conflict with the interests of the District or is likely to bring discredit upon the District. It shall be up to the employee to choose which employment option is most desired.

### **Drugs and Alcohol**

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.

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.

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").

**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.

**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** – 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.

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 Executive Director or the Operations 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.

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 confirmed 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.

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 may 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.

Definitions – "Reasonable suspicion" is defined as specific articulable 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. "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 workplace, 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 Executive 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 without 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 Executive Director to obtain guidance on action to be taken.

### **Workplace Professionalism**

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

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

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

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

- Making derogatory comments about your co-workers or the organization on social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description

- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks that are not central to the job.
- Taking credit for another person's ideas

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

## INAPPROPRIATE CONDUCT

Insolence or insubordination to any degree addressed in any fashion to a supervisor will not be tolerated. This agency expects supervisor personnel to treat all employees in a respectful manner, and in turn employees are expected to follow lawful orders in a respectful manner.

***Insubordination:*** Disobedient or rebellious in nature; refusing to obey orders or submit to authority. The willful failure to obey a supervisor's or an employer's lawful orders, which they are entitled to give and entitled to have obeyed. A constant or continuing intentional refusal to obey a direct or implied order, reasonable in nature, and given by and with proper authority.

***Insolence:*** Being rude and impertinent, in such a manner as to be offensive, disrespectful, impudent act or behavior.

***Harassment:*** Makes a person reasonably feel uncomfortable, unhappy, miserable or afraid of their work environment. Examples include, but are not limited to, threatening, restraining, coercing, blacklisting, mocking, humiliating, or isolating an employee.

***Intimidation:*** Verbal or non-verbal acts that prevent or discourage a person from taking actions they otherwise would take (such as threatening action if a complaint is filed against a coworker).

***Retaliation:*** Taking action against a person with the intent to intimidate, harass or discriminate because of a perceived wrong. Examples may include but are not limited to nitpicking, isolation, malicious acts, change in job assignment, loss of benefits, poor performance reviews, demotion or termination.

***Discrimination:*** Treating a person, or group with prejudicial, malicious or negative actions. Favoritism or showing special treatment to one employee over the other for non-merit-based reasons is a form of discrimination, which while not illegal, undermines the morale of the workforce.

***Hostile Work Environment:*** Severe or persistent actions that negatively affect an employee's ability to perform their assigned duties. A hostile work environment is not created by mere words

or stray comments or remarks. The conduct must be severe and outrageous in nature and subject the person to humiliation or embarrassment.

***Offensive Comments & Actions:*** Everyone responds to treatment and behavior differently. While some employees are not at all offended by joking, banter, profanity etc. other employees might find such comments hurtful or offensive. However, the subject content must be reasonably considered offensive to the average employee in accordance with the normal working environment.

## **NON-DISCRIMINATION AND HARASSMENT**

### **Equal Opportunity Employment**

~~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 or membership in any other classification protected under federal or Oregon law. It is the policy of the District to comply with federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual's sex, gender, race, color, religion, national origin, ancestry, age, marital status, political affiliation, sexual orientation, veteran status, any disability which can be accommodated reasonably, or any other status protected by law. Actual or perceived homosexuality, heterosexuality or bisexuality are also categories of people protected from discrimination in hiring, firing, discipline and other terms of employment.~~

~~The Executive 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.~~

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

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

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: "Equal Opportunity Employer." Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national

origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Administration provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to administration's attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to your immediate supervisor. We also encourage you to document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by administration or co-workers.

### **ADA Accommodations**

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

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

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

The ADA also prohibits discrimination based on an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

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

Reasonable accommodations are available to employees and applicants, if the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA wishing to request an accommodation should discuss their needs for possible accommodation with their supervisor and maintain open communication. An employee may obtain and submit an "ADA Request for Accommodation" form to the district's Business Manager/Human Resource for processing and Executive Director approval.

## **Harassment**

The District will work to eliminate and prevent harassment and to alleviate any effect harassment may have on the working conditions of an employee. All harassment of any employee is forbidden, including unsolicited remarks, gestures or physical contact, display or circulation of derogatory written materials or pictures regarding either gender ~~or~~, disability, or racial, ethnic or religious groups, and personnel decisions based on an employee's response to such harassment. The District regards job-related harassment as a serious transgression and reason for discipline or discharge. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

The policy of the District is that every employee has a right to be free of harassment or hostile or offensive conduct directed at another. 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.

Discrimination, harassment and retaliation are not acceptable.

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 supervisor or manager receiving notice of harassment shall notify the Executive Director, or the Operations Manager who will direct an investigation and ensure that the charge is resolved appropriately.

## **Sexual Harassment**

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

### **Reporting Harassment, Discrimination or Retaliation**

~~Any employee who feels that he/she is the object of offensive harassing behavior or is aware of harassment, discrimination or retaliation of another employee is urged to report this to an immediate supervisor, Operations Manager or the Executive Director. The report may be informal or formal.~~

~~In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.~~

~~We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.~~

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to the Communications Supervisor, Operations Manager, or Executive Director. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific period can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within an acceptable timeframe. In all cases, you will be notified of the outcome of the investigation. We will also check in with you quarterly following receipt of the information to ensure the matter has been resolved and continues to meet the organization's standards.

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

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

## Response to Reports

The District will investigate and promptly take remedial action if deemed appropriate. Reports concerning harassment will be forwarded to the Executive Director unless there is an allegation against that person, and if so, then written reports will be forwarded to the Chairperson of the board of director's who will delegate the matter to the District's legal counsel. 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. Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to their supervisor or operations manager.

## Internal Reports Investigation

The Executive Director or the Operations Manager 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. We encourage employees to document the event(s), associated date(s), and potential witnesses.

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 verbally 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 written. A finding shall be made that there is or is not reasonable cause for ~~disciplinary action~~ **corrective 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~~ **corrective** action or taking any ~~disciplinary~~ **corrective** action. The report will also include any recommendations to remedy the situation and prevent similar future incidents.

A report which finds reasonable cause for ~~disciplinary~~ **corrective** action will be maintained in **the employees working file or personnel file depending on the level of corrective action administered of any employee subject to discipline**. The employee may have placed in **their working or personnel** file a statement of rebuttal or correction **alongside the original documentation**. **For the purpose of this section policy, a former employee may present such statement retains the right to submit such a statement for inclusion in their personnel file to be maintained according to the Oregon records retention schedule.**

The District encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation.

### **External Complaint Procedures**

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

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

### **Annual Harassment and Discrimination Training**

All employees are required to complete harassment and discrimination training on an annual basis. This training is designed to ensure a respectful, inclusive, and legally compliant workplace environment. Completion of the training is mandatory and will be tracked by the district. Failure to complete the required training may result in corrective action in accordance with district policy.

### **Employment Agreements**

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

### **Additional Employee Support Services**

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

- ~~Solutions Employee Assistance Program (Skylakes Program)~~
- Public Safety Employee Assistance Program (SDIS Program)
- 1<sup>st</sup> Watch Wellness

### **Employee Assistance Program**

The objective of the Employee Assistance Program ("EAP") is to assist and retain valued employees and reduce the potential for difficulties in the workforce stemming from employees' needs and difficulties which otherwise may not be addressed. Problems of a personal nature can have an adverse effect on an employee's job performance. Most personal problems can be dealt

with successfully when acknowledged and referred to an appropriate counselor or resource person. The purpose of the EAP is to provide services through appropriate arrangements with Solutions. The program is intended to afford help in the broad range of human problems such as emotional/behavioral, family and marital, alcohol and/or drugs, financial, legal and other personal problems. The program provides problem assessment, short term counseling and referral services. Costs for these services are covered by the employer. If costs are incurred for additional services not covered by insurance or other benefits, those costs will be the responsibility of the employee.

The program is available to employees or their families on a self-referral basis. Employees or family members who have personal problems and may benefit from assistance are encouraged to use the program.

All records and discussions of personal problems will be handled in a confidential manner as other medical records. These records will be kept by the designated counseling resource and will not become a part of the employee's personnel file. The District will not be informed of matters discussed unless the employee requests.

### **Whistleblower Protection**

~~Should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.~~

~~The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report it to the Executive Director. The employee may also provide the information to the Operations Manager or a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Executive Director.~~

~~The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may 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 Executive Director immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.~~

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

## **PERFORMANCE EVALUATIONS**

### **Purpose - Communication**

Employee performance reviews are an essential communication process between the employee and the immediate supervisor. Such reviews provide information relating to merit, identify areas of training needs, target the strengths and weaknesses of the employee's work performance, and measure the relationship between goals and objectives and the individual employee's job performance. The purpose of evaluations is to let employees know how well they are performing their job and whether they have performance problems. It also serves as a basis of personnel decisions -- merit increases, promotion, and termination.

### **Goal – Form Desirable Behaviors**

The goal of the employee performance review process is to establish a pattern of expected work performance and habits. The review process gives employees and supervisors an opportunity to measure, review, and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance.

### **Review Process**

The evaluation will be reviewed with the employee then the evaluator will sign and date the form. The form will then be forwarded to the Operations Manager for review.

The Operations Manager, after review of the form, will sign, date and forward to the Director. After review by the Director, the performance appraisal will be placed in the employee's personnel file.

### **Employees Effectuated**

All regular employees of the District will be evaluated under this policy. The Executive Director shall be evaluated by the board based upon the consensus of the board, using a written performance evaluation.

### **Regular Review**

All employees will receive a yearly evaluation at the end of quarter 4 no later than July 31<sup>st</sup>. Annual evaluations will be documented on the Annual Employee Evaluation Form.

## **Quarterly Employee Check-Ins and Quality Assurance (QA) Review**

To support employee development, maintain high standards of performance, and ensure consistent service quality, the agency will conduct quarterly employee check-ins for all staff. Each check-in will include the following components:

- 1. Performance Discussion**

A one-on-one meeting between the employee and their supervisor to review overall performance, address any concerns, and provide feedback and support.

- 2. Quality Assurance (QA) Review**

A review of QA evaluations conducted during the quarter, including feedback on call handling, documentation, and adherence to agency protocols. The review will highlight strengths and identify areas for improvement.

- 3. Goal Setting and Support**

Employees and supervisors will collaboratively set goals for the upcoming quarter and discuss any training, resources, or support needed to achieve those goals.

- 4. Documentation**

A summary of the check-in and QA review will be documented and placed in the employee's working file. This documentation will be used to track progress and support annual evaluations.

These quarterly check-ins are intended to foster open communication, continuous improvement, and professional growth. Participation is mandatory and will be scheduled by supervisors in coordination with staff.

### **Quarterly check-ins will be conducted as follows:**

- **Quarter 1:** No later than **October 31st**
- **Quarter 2:** No later than **January 31st**
- **Quarter 3:** No later than **April 30<sup>th</sup>**
- **Quarter 4:** Annual evaluation conducted no later than July 31<sup>st</sup>

### **Supplemental Evaluation**

A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor to clarify performance deficiencies and goals or plans for improvement.

### **PROBLEM SOLVING PROCESS**

The District strives for fair treatment of all employees, however, misunderstandings and problems may occur in any organization. The District intends that such matters be resolved as early and fairly as possible. Disagreements relating to work assignment, pay, promotion, opportunity or any aspect of the work relationship should be openly discussed with the immediate supervisor. Supervisors and employees should make honest attempts to understand each other's perspectives and make every effort to resolve differences.

### **Steps to Solution**

If at any time an employee believes s/he is not being treated fairly, the employee may report the problem to a supervisor or the Executive Director. Several steps are suggested to insure that a prompt and fair resolution is achieved.

- Talk with your supervisor as soon as possible. S/he will review your problem, and keep you informed of the progress.
- If you believe the problem is not properly resolved you can file a written statement concerning the problem with the Operations Manager. A copy should be sent to the Executive Director.
- The District cannot guarantee that an employee's point of view will be accepted, but supervisors and the Executive Director will always listen, and make every effort to ensure that problems are resolved fairly and in the public interest.

### **Whistleblower Protection**

Should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report it to the Executive Director. The employee may also provide the information to the Operations Manager or a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Executive Director.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may 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 Executive Director immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

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

## COMPLAINT PROCESS

It is the policy of the District to courteously receive and to investigate complaints concerning its employees and their actions.

Persons desiring to make a complaint on a District employee will be requested to submit their complaint in writing. A person making an anonymous complaint, or telephonically does not necessarily prevent an investigation from being initiated on the facts provided, but does cause the matter to be more difficult to process to an effective conclusion.

This policy shall be applied with the principal objective to determine if a policy or procedure was violated in an employee's performance of their duties a "Procedure Complaint", or an employee's actions violated a District policy or a statutory law "Personnel Action Complaint".

All District employees will comply with a District investigator's request to interview during the performance of an assigned investigation. Represented employees will have their "Garrity" and "Weingarten" rights provided to them upon notice of interview scheduling in the event of a "Personnel Action Complaint".

## Investigation and Resolution

When a complaint is received by an employee, they will refer the complaint to their supervisor. The Supervisor, Operations Manager or Executive Director will document the complaint by completing an Internal Complaint Form. The Director will be made aware of all personnel complaints at which time an internal investigation will be initiated. An internal investigation may result in corrective action up to and including termination.

If the internal investigator believes adequate substantive evidence is present for a criminal investigation, the investigation will be transferred to the appropriate law enforcement agency.

The investigation shall normally include, but is not limited to:

- a. Contact all parties involved (complainant, witness, and accused) to conduct fact-finding interviews that may be recorded to accurately capture statements and ensure completeness of the record. Prior to conducting any recordings, the employee will receive appendix I: Notice and Acceptance of Audio-Recorded Interview Confidential Document.
- b. ~~Contacting the complainant to fully discuss the complaint.~~
- c. Advising the employee in question of the allegation and subsequent investigation in writing by completing a Personnel Investigation Notice Form.

- d. ~~Contacting all known witnesses to obtain their statements.~~
- e. Confirmation of events and/or facts.
- f. Submission of a detailed investigative report and recommendation to the Executive Director.

Allegations contained in a formal complaint investigation may have one of four outcomes:

- a. Unfounded. The allegation is false, not factual.
- b. Exonerated. The incident occurred but was lawful and proper or was justified under the existing conditions.
- c. Not Sustained. There is insufficient evidence to prove or disprove the allegations.
- d. Sustained. The allegation is supported by sufficient evidence.

A summary of the investigation and findings will be documented using the Personnel Investigation Form.

### **Corrective Action**

On-the-job conduct of District employees affects the ability of the District to serve its citizens and affects the taxpayer's impression of District government. Employee safety, public safety, productivity, and morale are dependent upon employee conduct.

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

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

Access to Criminal Justice Information is in the scope and duty of all employees of the District, this means that all employees are subject to the statutory requirements of FBI CJIS security policies. It is the obligation of the District to enforce those policies which are outlined throughout chapters 5 and 10 of this document including CJIS Disciplinary Policy in Chapter 10.

In order to provide a fair method of correcting, and when necessary, disciplining employees, the District will use progressive discipline procedures where appropriate in a given situation. This section concerning discipline does not apply to the District's Executive Director, who serves at

the pleasure of the board of directors. This section establishes procedures and a process, and it does not constitute the creation of a contractual right to retain employment.

Corrective action may be initiated for many proper reasons, including, but not limited to, violations of the work rules, insubordination or poor job performance. The severity of the disciplinary action generally depends on the nature of the offense and an employee's work record, and may range from verbal counseling to discharge.

Progressive discipline for infractions include, but is not limited to:

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

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

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

### **Suspension of Salaried Exempt Employees**

No salaried exempt employee will be suspended by the District except for serious misconduct which does not warrant discharge and in such a case the employee must be suspended for not less than one full work week.

### **Application of Progressive Discipline**

For performance deficiencies and minor matters, employees will normally be verbally counseled.

If a performance deficiency continues after verbal counseling, this action will warrant a written counseling on the subject. If no other deficiency occurs during the next twenty-four (24) months,

the employee may request the counseling be removed from the personnel file. Documents removed from individual personnel files will be retained by the District in a separate record system not filed by name, which generally shall not be considered in personnel decisions.

If a performance deficiency continues or a violation warrants, the employee may receive a written reprimand from the Operations Manager or Executive Director. An employee who disagrees with the facts in the counseling or reprimand may submit a written response. It will be placed in the personnel file with the counseling or reprimand.

The level of penalization on a reprimand can be the following or a combination of any of the following:

- Written reprimand placed in the employees file.
- Performance Improvement Plan.
- Suspension of the employee without pay for a period of up to thirty (30) working days.
- Demotion of the employees.
- Discharge.

### **Discharge Procedure**

If the Executive Director determines there is cause for the serious discipline up to discharge of an employee, Executive Director shall notify the employee of the specific reasons and that a suspension without pay, demotion, pay reduction, and/or discharge is being considered. The employee shall be provided with the facts upon which the contemplated disciplinary actions would be based. The Executive Director shall afford the employee a formal opportunity to refute the charges orally or in writing. Once the employee has been afforded an opportunity to refute the charges and explain the facts and circumstances, the employee may be suspended without pay. An employee may be put on administrative leave without pay at any time. If a pre-discharge conference is to be held, it will be scheduled and held three (3) days after notice of action has been given. The employee will be given adequate time to develop a response and to seek necessary outside assistance as the employee feels necessary. The time limits may be varied by the District to meet individual needs.

The Executive Director will conduct the conference and decide whether to impose discharge or a lesser degree of discipline, or no discipline as appropriate. The Executive Director will render a final decision within five (5) days of the conference. No represented employee who has completed their probationary period will be terminated without just cause. If the Director believes there is just cause for termination, the employee will be placed on unpaid administrative leave for seven (7) days prior to the discharge effective date, in accordance with the negotiated bargaining agreement.

### **Appeal of Discipline Action**

Any regular employee subordinate to the District's Executive Director who has been suspended, reduced in pay, demoted or dismissed, shall have the right of appeal to the board of directors.

Notice of the appeal must be filed not later than ten (10) days of the effective date of the action.

The notice of appeal shall include at least the following information:

- A statement of the complaint and the facts upon which it is based;
- The remedial action requested, in lieu of termination;
- A statement of the reasons why the remedial action is appropriate;
- A statement of any policies, procedures or law or rules which have not been adhered to or which should be followed.

The appeal generally will be heard by the board of directors within twenty (20) days after receipt of the request. The board of directors shall furnish the Executive Director with a copy of the notice of appeal in advance of the hearing.

Who May Appeal – Only regular employees not excluded from the application of these policies have a right to appeal disciplinary actions. In addition to formal appeals under this Section, the board of directors may give consideration to all suggestions and complaints that concern administration of the personnel policies.

Investigations – In connection with an appeal or complaint, with respect to any matter arising under these personnel policies, the Executive Director may conduct or cause an investigation to occur as deemed necessary. The investigator shall make a written report upon all matters investigated under the personnel policies. A copy will be given to the employee and placed in the file.

Hearings on Appeal – The board of directors shall set a hearing upon timely requests made under this policy. The employee and the Executive Director shall be given written notification of the time and place of the hearing.

The order of procedure at the hearing may be as follows, or as otherwise determined as appropriate:

- The department head or a designee will set forth the reasons for the action and the facts on which it is based. The employee may conduct cross-examination if appropriate.
- The employee may present evidence in support of the appeal with or without the assistance of legal counsel or other representative.
- The department head or a designee may cross-examine or submit evidence in rebuttal or both.
- Opening statements, if any, will be brief and confined to the issues. Closing argument, if any, will be first by the department head or a designee then by the employee. The department head may offer rebuttal evidence if desired.
- Evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible. Irrelevant, immaterial or unduly repetitious evidence may be excluded. Affidavits and counter-affidavits may be acceptable as evidence. If either party intends to rely on an affidavit, it shall provide the other party with such affidavit together with the name, address and telephone

number of the affiant at least ten (10) days prior to the hearing or such affidavit shall be inadmissible.

Conduct of Hearings – A hearing before the board of directors is intended solely for the purpose of receiving evidence either to refute or substantiate specific charges brought to the board of directors. The hearing shall be conducted accordingly. The board of directors may impose limits on questioning in the interest of the orderly conduct of the hearing and fairness.

Counsel or Representative – In appealing a disciplinary action to the board of directors an employee may, but is not required to, have counsel or other representative. The District’s counsel may assist the Executive Director.

Board of Directors Findings – If, after receiving evidence presented in hearings on disciplinary actions, the board of directors finds that sufficient evidence supports the charges, that the complained-of action taken by the Executive Director was reasonable and was taken for a proper reason consistent with policy, the board may affirm the action; if they find that the complained of action taken by the Executive Director was not so made, the board shall fashion an appropriate remedy and the personnel file shall be revised accordingly or purged of any record inconsistent with the board’s determination. The board of directors in lieu of affirming the disciplinary action may modify the discipline as the circumstances warrant.

At the time of filing of the request of the appeal with the board, the Executive Director shall supply the employee with an outline of the procedures used by the board of directors. The decision of the board of directors shall include findings of fact and shall be final.

An employee with remedies under a labor agreement may use this appeal procedure, but may do so only if the employee and the union waive the right to proceed to appeal under any other policy or contract law or rule.

#### **AWARDS AND RECOGNITION**

The agency holds an award presentation annually where employees are recognized for their performance and supervisors can show their appreciation for their outstanding achievements relating to job performance.

##### Employee of the Year Award

The person being recognized by the agency, as the employee of the year will have their name affixed to the “Employee of the Year” Agency plaque and receive a personal plaque and certificate, as well as having a letter placed in their personnel file.

This award will be presented to a chosen employee who has performed in a manner above and beyond the normal expectations of Agency employees, and whose outstanding performance on the job has made a significant contribution to the service provided by this agency to the users and/or the public.

### Certificate of Commendation

This award will be bestowed on an employee that has specifically showed outstanding performance and professionalism in their position, and are worthy of recognition for their hard work and dedication to excellence. The narrative should clearly articulate the employee's actions to this end.

### Certificate of Achievement

This award can be bestowed on any number of employees for a variety of performance reasons, and the type should be indicated in the title. This award will be based on recommendations received by the Executive Director from Lead Dispatchers, Communications Supervisor or the Operations Manager. The narrative should clearly articulate in which specific area the achievement has been recognized.

### Certificate of Appreciation

A certificate of appreciation is presented in recognition of an employee's dedication and hard work on a specific event or situation. The narrative should clearly articulate the specifics of the event and the employee's actions worthy of recognition during the event.

### Letter of Recognition

A letter of recognition can be written by a Lead Dispatcher, Communications Supervisor, Operations Manager or the Executive Director at any time in recognition of an employee's specific actions while working an event above and beyond the normal duty requirements. The narrative should clearly articulate the specifics of the event and the employee's actions during the event.

### **EMAIL/INTERNET AND OTHER ELECTRONIC DEVICE USAGE**

The agency recognizes the need to stay aware of news worthy events while on duty. Employee's will be authorized to have the television on news, weather, or other such public information and service channels to allow for situation awareness of events outside of the dispatch center. The television may only be turned to a show for "entertainment" purposes during unique special circumstances and with supervisor approval. While the television is on, the volume should be muted with the closed caption on if desired, as to not interfere with the police and fire radio traffic. If an event of significance occurs and the employees need to hear the commentary, the volume will remain low enough as to not interfere, or be heard by, police and fire radio traffic.

Employees may play music radio in the dispatch center if the volume is maintained low enough to not interfere, or be heard by, police and fire radio traffic. This volume consideration is to be applied to any other type of device in the dispatch center

All electronic equipment and all communications and stored information transmitted, received, or contained in the District's electronic communication/information systems are the property of the District and, as such, are to be used solely for job-related purposes. The use of the District's electronic communication systems (to include CAD/Phone/Radio/Internet) for non-job related purposes is strictly prohibited, and employees should not have any expectation of privacy when using these systems or any related equipment. The District specifically reserves the right to access, review, monitor, and disclose all matters received, disseminated or stored on its systems

(including deleted material) at any time and for any reason, and may do so with or without notice.

Employees are strictly prohibited from using any of the District's electronic communication systems to send messages which may be interpreted as harassing, discriminatory, obscene, derogatory or defamatory. The District's anti-harassment policy fully applies to employees in their use of the District's electronic communication systems.

Only authorized users may access the Internet on District-owned systems and equipment. The District's name should not be used in external communication forums such as chat rooms without prior written authorization from a supervisor. Employees should not mail, upload, or broadcast any sort of information for personal gain, including but not limited to chain letters, solicitation of and response to employment opportunities, sale of products, and/or searches of non-business related sites or any obscene or offensive material.

To prevent computer viruses from being transmitted through the District's Internet system, there will be no unauthorized downloading of software. Employees also should not upload or download information, data, or software which is copyrighted by a third-party.

All passwords and codes are the property of the District and do not guarantee any privacy to the employee. Password protection does not prevent access by the District. Employees shall not use a code, access a file, or retrieve any stored communication, other than where authorized, unless there has been prior clearance by an authorized supervisor. Information in District computers and equipment that is confidential and/or proprietary information cannot be shared with individuals outside of the District without prior clearance from an authorized supervisor.

The use of encryption devices or software that has not been authorized by the District is prohibited.

Any employee terminating employment with the District is prohibited from taking (in any form) or copying any computer discs, hard copies, or other information stored on the District's electronic equipment.

To ensure that the use of the District's electronic communication systems is consistent with the District's legitimate business interests, and to assure compliance with the District's policy, the District specifically reserves the right to access, review, monitor and disclose all components of these systems (including deleted material) at any time and will do so with and without notice.

Violation of this policy includes, but is not limited to: accessing data to which the individual has no legitimate right; enabling unauthorized individuals to access data; disclosing data in a way that violates applicable policy, procedures, or relevant regulations or law; inappropriately modifying or destroying data; inadequately protecting restricted data. Any violation of this policy may result in network removal, access revocation, corrective or disciplinary action up to and including termination and civil or criminal prosecution.

### **~~EMPLOYEE ASSISTANCE PROGRAM~~**

~~The objective of the Employee Assistance Program ("EAP") is to assist and retain valued employees and reduce the potential for difficulties in the workforce stemming from employees' needs and difficulties which otherwise may not be addressed. Problems of a personal nature can have an adverse effect on an employee's job performance. Most personal problems can be dealt with successfully when acknowledged and referred to an appropriate counselor or resource person. The purpose of the EAP is to provide services through appropriate arrangements with Solutions. The program is intended to afford help in the broad range of human problems such as emotional/behavioral, family and marital, alcohol and/or drugs, financial, legal and other personal problems. The program provides problem assessment, short term counseling and referral services. Costs for these services are covered by the employer. If costs are incurred for additional services not covered by insurance or other benefits, those costs will be the responsibility of the employee.~~

~~The program is available to employees or their families on a self-referral basis. Employees or family members who have personal problems and may benefit from assistance are encouraged to use the program.~~

~~All records and discussions of personal problems will be handled in a confidential manner as other medical records. These records will be kept by the designated counseling resource and will not become a part of the employee's personnel file. The District will not be informed of matters discussed unless the employee requests.~~

### **~~EXTENDED LEAVE WITHOUT PAY~~**

~~Employees who have been continuously employed with the District for at least one (1) year may request a personal leave of absence without pay for a reasonable period of time up to sixty (60) days. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the employer.~~

~~Requests must be submitted in writing and must be approved in writing by the Executive Director before the leave begins. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.~~

### **UNION LABOR AGREEMENT**

In the event of a conflict in language, interpretation or application of a collective bargaining agreement, where specific collective bargaining agreement language differs from these rules and regulations, the language contained in the collective bargaining agreement shall take precedence over the rules and regulations in the policies for any employee covered by such collective bargaining agreement.

## **WEAPONS IN THE WORKPLACE**

In recognition of its duty to provide a workplace that is as safe as is reasonably possible for the public, our customers and our employees, the agency prohibits the possession of firearms by employees while on duty or on agency premises.

Except for limited circumstances, it is a class C felony (ORS 166.370) to intentionally possess a loaded or unloaded firearm or any other dangerous weapon in a public building or on adjacent grounds. The possession of firearms or other dangerous weapons is prohibited within agency buildings and facilities.

Peace Officers defined by state law are exempt from this policy when within agency facilities and vehicles, unless on-duty as an agency employee.

*“This District is an Equal Opportunity Provider.”*



**Klamath 911 Emergency Communications District  
Personnel Investigation Notice  
Confidential Document – For Internal Use Only**

**1. Employee Information**

- **Employee Name:** \_\_\_\_\_
- **Job Title:** \_\_\_\_\_
- **Employee DPSST (if applicable):** \_\_\_\_\_
- **Date of Notice:** \_\_\_\_\_

**2. Notice of Investigation**

You are hereby notified that an internal investigation is being initiated regarding a matter that may involve your conduct or performance as an employee of Klamath 911. **This investigation is being conducted in accordance with District Policy: Investigation and Resolution.**

- **Investigation Start Date:** \_\_\_\_\_
- **Assigned Investigator/Supervisor:** \_\_\_\_\_
- **General Description of Allegation(s):**

**3. Employee Rights and Expectations**

As part of this process, you are entitled to the following:

- The opportunity to respond to the allegations.
- The right to representation (if applicable under policy or labor agreement).
- Confidentiality to the extent possible.
- Protection from retaliation for participating in the investigation.

You are expected to:

- Cooperate fully and honestly with the investigation.
- Maintain confidentiality regarding the matter.
- Refrain from interfering with the investigation process.



**Klamath 911 Emergency Communications District  
Personnel Investigation Notice  
Confidential Document – For Internal Use Only**

**4. Acknowledgment of Receipt**

I acknowledge receipt of this Notice of Investigation, and I choose to stipulate to the allegations presented. I understand the nature of the allegations and voluntarily waive my right to a formal personnel investigation.

I acknowledge receipt of this Notice of Investigation, and I formally request that a personnel investigation be conducted. I wish to provide my response to the allegations through the appropriate investigative process.

- **Employee Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Supervisor/Investigator Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_



**Klamath 911 Emergency Communications District  
Outside Employment  
Confidential Document – For Internal Use Only**

**1. Employee Information**

- **Full Name:** \_\_\_\_\_
- **Job Title:** \_\_\_\_\_
- **DPSST (if applicable) :** \_\_\_\_\_
- **Supervisor:** \_\_\_\_\_
- **Date of Request:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**2. Outside Employment Details**

- **Name of Outside Employer:** \_\_\_\_\_
- **Type of Business/Organization:** \_\_\_\_\_
- **Job Title/Position:** \_\_\_\_\_
- **Brief Description of Duties:**

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- **Work Schedule (Days/Hours):**

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- **Start Date of Outside Employment:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
- **Is this a one-time, seasonal, or ongoing position?**  
 **One-time**     **Seasonal**     **Ongoing**



**Klamath 911 Emergency Communications District  
Outside Employment  
Confidential Document – For Internal Use Only**

**Employee Acknowledgment**

By signing below, I acknowledge the following:

- My outside employment will not interfere with my duties, responsibilities, or availability for Klamath 911.
- I understand that my primary obligation is to Klamath 911 and that outside employment must not create a conflict of interest or impair my performance.
- I agree to notify my supervisor of any changes to my outside employment status.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Supervisor Review**

Approved     Denied

**Comments/Conditions (if any):**

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**Supervisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Administrative Use Only**

Reviewed by HR/Administration

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Klamath 911 Emergency Communications District  
Notice and Acceptance of Audio-Recorded Interview  
Confidential Document – For Internal Use Only**

**Purpose of Interview**

This in-person interview is being conducted as part of a personnel investigation. In accordance with Oregon Revised Statute 165.540, we are seeking your consent to audio record interviews. Throughout the process. This method will accurately capture statements and ensure completeness of the record. The recording will be maintained in accordance with District policy and applicable retention schedules.

**Acceptance / Consent to Audio Recording**

Please select one:

- **I agree** to the audio recording of this interview and understand the storage, access, and retention provisions stated above.
- **I do not agree** to the audio recording of this interview. I understand the District may document by other means, including written notes, and that my refusal will be recorded in the case file.

**Employee Acknowledgment**

By signing below, I voluntarily consent to audio recorded interviews and acknowledge that I have read and understand this notice, that I have had the opportunity to ask questions, and that I have received/been offered a copy of this form.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Printed Name:** \_\_\_\_\_

**Investigator Certification**

I certify this notice was provided to the employee prior to the start of the audio recording, explained the purpose of the recording, addressed questions, and documented the employee's selection above.

**Investigator/HR Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Printed Name/Title:** \_\_\_\_\_