

CITY OF PILOT ROCK

Employee Handbook

June 2011

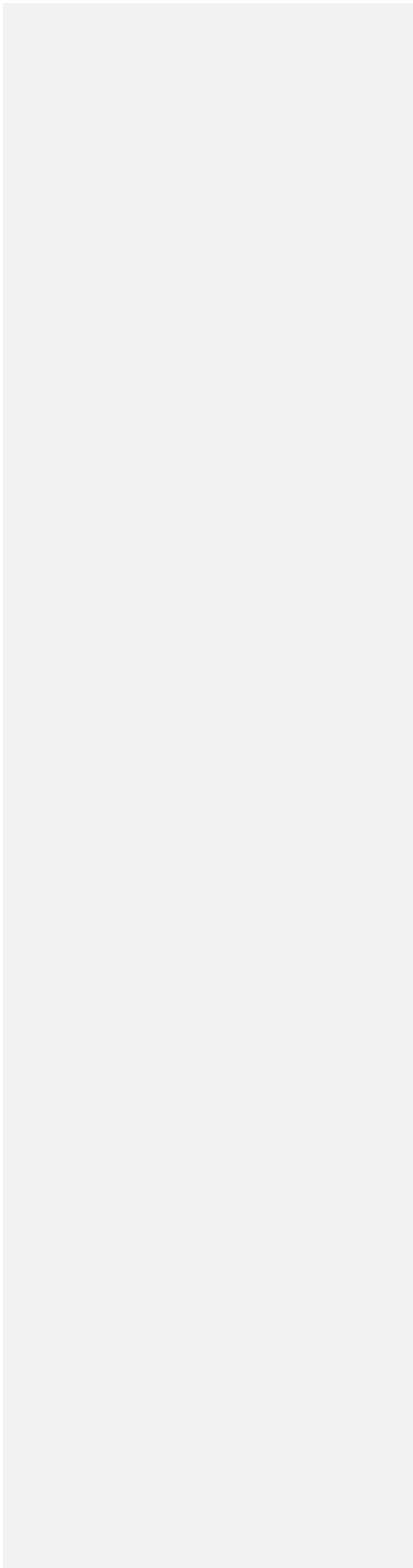
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INTRODUCTION

WELCOME TO CITY OF PILOT ROCK

Welcome to the City of Pilot Rock – we're glad you've joined us! We take pride in selecting people such as you to join our City, and we believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that foster positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We feel that the best way to help you achieve this goal is to help you understand our City and your role in it. This Manual has been prepared as a guide to give you a better understanding of the City of Pilot Rock's policies, procedures, and practices. Please familiarize yourself with its contents, and keep it handy for reference.

Our City supports an "open door" policy and encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and/or services or to save unnecessary costs during your employment with us.

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

Mayor's Signature

Date

OUR HISTORY

The City of Pilot Rock was named for the prominent basalt rock formation located on the west side of town. This geological landmark, visible from the old Oregon Trail, was used as an aim point by wagon trains traveling over the Blue Mountains through Emigrant Pass and down Cabbage Hill.

The current population is 1560 with an elevation of 1723 feet. The average annual precipitation is 13.63”.

CITY OF PILOT ROCK: MISSION STATEMENT

The mission of the City is to serve its citizens, operate in a fiscally conservative manner, provide quality basic services (water-sewer-police-streets-parks-library), involve the community in the decision making process and to think ahead. Be responsive, responsible and to provide civic leadership. Provide adequate staff and resources and to enforce codes and ordinances.

Protect the rights, needs and interest of the citizens. To leave the city in better condition than we found it, community with the community and serve the best interests of the community. Facilitate community decision making.

Provide opportunities for youth through programs, scouts, library and other community based programs. Be innovative and exciting and bring medical, dental and health services to the community.

ABOUT THIS MANUAL

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

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

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

This Manual sets the standards of performance and conduct for all employees of the City of Pilot Rock. Responsibility for administration of all human resources policies has been delegated to the City Administration. This individual may delegate authority to another position as appropriate.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We recognize our responsibility to keep employees informed of changes that may affect them, and will provide replacement pages so you can keep your Manual current. This Manual is not intended to confer any property right in continued employment, to constitute a contract, or to contradict any binding past practice under any collective bargaining agreement.

Some subjects described in this Manual, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Manual provides summaries only. Please note that when discrepancies occur between benefit language in this Manual and in the official policy documents, the terms of the written insurance policies are controlling.

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

EMPLOYMENT POLICIES

EMPLOYMENT RELATIONSHIP

Employees and the City reserve the right to end the employment relationship, with or without cause, at any time. No one in the City has the authority to enter into any agreement contrary to this at-will relationship and it cannot be altered except when in writing and signed by the Council and you. The City is not bound by any oral promises concerning the length or terms of your employment.

Please refer to the Dispute Resolution Procedure **{page 12}**, Workplace Rules **{page 23}**, Corrective Action policy **{page 29}** and Employment Separation **{page 73}** for additional information regarding our employment practices. Although the employment relationship is at-will, it is the intent of City of Pilot Rock to follow the employment practices outlined in this Manual, unless application of a policy or practice is impractical or would result in hardship.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Pilot Rock 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, or any other classification protected by law. All employment requirements mandated by state and federal regulations will be observed. **NOTE:** *The protected classes listed here are for compliance with federal and Oregon civil rights laws. Any local protections in your City or County should be listed as well.*

The City 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, compensation, promotion, transfer, layoff, recall, termination, and dispute resolution.

In keeping with our philosophy and federal and state law, 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, ethnic background, or place of national origin. However, in conformity with the Immigration Reform and Control Act of 1986 (IRCA), 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 of the City of Pilot Rock are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to management's attention. 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 their Department Head. We will not retaliate against you for filing a complaint or cooperating in an investigation, and we will not tolerate or permit retaliation by management or co-workers.

HARASSMENT

The City will not tolerate conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. We want to maintain a working environment free from all forms of harassment, whether based upon race, color, religion, ancestry, national origin, gender, age, marital or veteran status, physical or mental disability, sexual orientation, on-the-job injury, or any other legally protected characteristic or status.

Behavior such as telling ethnic jokes; making religious slurs; using offensive slang or other derogatory terms regarding a person's race, age, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Retaliating against or harassing individuals by making derogatory comments

regarding protected status or characteristics, and any other words or conduct that might create a hostile or offensive working atmosphere are prohibited.

While all forms of harassment are prohibited, it is our policy to emphasize that sexual harassment is specifically prohibited. Conduct is considered to be sexual harassment if:

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

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; inappropriate touching; and hugging or kissing is strictly prohibited and will not be tolerated

Each manager/supervisor is responsible for maintaining a workplace free of any form of sexual harassment. No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by supervisors or employees, or outside individuals (vendors, citizens, etc.) is prohibited.

This policy covers conduct in the workplace, at social functions sponsored by the City of Pilot Rock (holiday dinners or picnics), and at business functions (conferences, meetings and/or other related activities).

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of the City, you have the responsibility to immediately report any actions or words by a supervisor, co-worker, vendor, or other individual that you believe to be unwelcome harassment. You should report the incident immediately to your supervisor. You may report the incident to the next level of management or to the administration or a department head other than your own, if the complaint involves your direct supervisor. The City will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, co-workers, or non-employees such as citizens, vendors, or contractors.

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

Nothing in this policy is intended to restrict an employee's right to file a complaint with the Bureau of Labor and Industries, or the Equal Employment Opportunity Commission.

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

DISPUTE RESOLUTION AND EMPLOYEE ASSISTANCE PROGRAM

The City of Pilot Rock is committed to providing a work environment free from harassment, discrimination and workplace violence. We have made available an Employee Assistance Program (EAP) for employees to use as a tool to resolve workplace conflicts. We have also developed a dispute resolution procedure for immediately reporting to management any incidents involving unlawful actions. You are also encouraged to use this procedure to resolve any other workplace issues or problems that cannot be resolved by first going directly to the person you have the problem with, the EAP or through an informal discussion with your supervisor. Our policy is to resolve less serious problems and misunderstandings informally at the lowest level possible and to provide employees an opportunity to clarify any misunderstandings that may arise between them, any co-workers, their supervisors or the City.

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships and dissatisfaction with working conditions. The City has made available to its employees the option of utilizing the Employee Assistance Program to attempt to resolve issues at the lowest level possible. The EAP is a free confidential counseling service available to employees to assist in resolving workplace conflicts. The Employee Assistance Program is provided by EASE as a benefit through your health insurance coverage. Their 24-hour service number is 1-800-654-9778.

If the above processes do not take care of your concern, the City has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint, and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Incidents of Harassment, Discrimination or Violence in the Workplace

If you believe that you have been harassed, have witnessed harassment or discrimination, violence at work, or suspect any violation of our policies, you must immediately report the matter to your supervisor/manager, the next management level. The supervisor/manager is responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. In all cases, you will be notified of the outcome of the investigation. You may not necessarily be informed about any disciplinary actions. We feel that discipline is between the City and the employee and is considered confidential.

Reporting all Other Issues

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor as soon as you are aware there is a problem or have a question. If the situation involves your supervisor, or if you are uncomfortable discussing the matter with your immediate supervisor, you should discuss the matter with the next management level. You will be provided with a written response to your concern within seven (7) days.

Appeal Process

Honest differences of opinions occur, and some situations will need the review or decision of a higher management (Council) level. However, a higher-management review is intended to occur only after you have discussed a situation with your immediate supervisor and a satisfactory solution has not been reached. We realize there may be valid reasons to forego this initial step. For those unusual circumstances, as noted above,

you may go directly to the next level of management for assistance. You will receive a written response within seven (7) working days. (This period can be extended by mutual agreement.)

If you feel a policy has been inappropriately applied, or you have been unfairly treated or unjustly disciplined by your manager/supervisor, you may present the matter to the Administration/ City Council. That official will review the issue and make a decision. If you are not satisfied with this decision you may present the matter to City Council for review and settlement. The decision of City Council will be final.

The City cannot promise that an employee's point of view will always be accepted, but supervisors and the administration will listen and make every effort to ensure that problems are resolved fairly and in the public interest. This procedure is intended to provide you a fair and objective review of any concern. All issues will be dealt with without prejudice or retaliation. This policy in no way limits any employee's recourse to any civil or legal process. All cases will be reviewed on an individual basis and without regard to precedent value.

EMPLOYMENT

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally or externally. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, or the presence of a physical or mental condition or disability that is not job-related.

We will always try to select the most qualified person for each available job. External recruiting may be initiated concurrently with the internal posting process, but no hiring commitment or decision will be made until the position has been posted internally for a minimum of five working days. In order to be eligible to transfer to a different job, you must have completed a minimum of 1- year tenure in your current position, have completed your initial Introductory/probationary period, and shall not be in the process of any disciplinary action unless waived by the City Council.

Former employees, relatives or partners of current employees will be considered for employment in the same manner as other applicants. We will in most cases refuse to place a spouse, partner or immediate family member under the direct supervision of his/her spouse, partner or family member.

You may from time to time be temporarily or permanently transferred or assigned to perform work outside of your regular job classification, schedule, shift, or department. Depending upon the circumstances, when transferred you may be subject to a wage adjustment. We may reassign an employee whose placement is determined to be unsuited to his/her individual skills, and may transfer any employee who has an illness or disability that requires a modified duty job when necessary.

HIRING PROCEDURE

When a full-time job opening has been determined to exist by the City Council, the City shall take the following steps to fill the opening.

An advertisement, containing the information set out below, shall be placed in the East Oregonian or any other paper of record, and shall also be placed or circulated using any other available means to make the opening known to potential applicants.

The advertisement shall include, but not limited to, the following:

1. Title of job opening
2. Name and address of contact person, such person to be a non-applicant or neutral party
3. Equal Opportunity Employer statement
4. Closing date applications are due, sufficient time should be allowed for filing of applications

A screening committee shall be appointed by the Council to screen all applicants. The committee shall screen all applicants to select those applicants meeting the criteria for the position.

Driving records and CCH's (criminal history) shall be run on all applicants passing the screening committee.

The oral board or interviewing committee shall be appointed by the Council, including Council Members and any other knowledgeable individuals necessary to aid in the selection process. The board shall conduct an oral interview on all eligible applicants and make a recommendation to the City Council as to the selection of the applicant to be hired. An alternate or alternates can be named by the board.

A background check is to be done on any applicants recommended by the board. A neutral party shall perform the background check. The check will include, but not limited to, contact of previous employers or references. Any information obtained through the background check to be furnished to the Council, by executive session if necessary.

The Council makes the final selection of which applicant to hire.

Conditions of employment will be a negative drug testing and for police officers to pass a psychological testing.

The Council has given hiring authority to the Department Heads to hire part-time employees. Depending on the part-time position, some of the steps will not be applicable.

NEW EMPLOYEES, PROMOTIONS AND TRANSFERS

New Employee Orientation

New employees are required to attend a thorough orientation within the first week of employment. This helps 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. Orientation sessions are documented using the New Employee Orientation Checklist, which is signed and dated by you and the person conducting the session, and kept in your employee personnel file.

Introductory/Probationary Period

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

Your performance will be evaluated at 30 days and end of the probationary period and a decision about your employment status will be made. If you have successfully completed the probationary period, you will be moved to regular status. If expectations are not met or skills are not satisfactory, your employment will not be continued.

Completion probationary period does not alter the at-will employment relationship.

Reinstatement

Employees who resign from the City in good standing may be eligible for re-employment consideration. To determine eligibility, former employees must re-file an employment application with the City and await notification of an available position. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. When a position becomes available, the hiring manager/supervisor will review the former employee's performance record and the circumstances surrounding his/her departure from the City. We are not obligated to rehire former employees.

Employment Classifications

Employee status is categorized to make distinctions in benefits and other employment conditions and to aid in a better understanding of employment relationships within the City. Employees may be considered as probationary, full-time, part-time, temporary, or on-call. The following definitions apply:

Probationary Status: Newly hired or promoted employees within the probationary period.
Newly hired employees normally earn benefits based on eligibility.

Regular Full-time: An employee who has successfully passed the probationary period and is regularly scheduled to work 40 hours per week.

Regular Part-time: An employee who is regularly scheduled to work at least 11 hours but less than 40 hours per week. Benefits based on eligibility.

Temporary/Seasonal: An employee who is hired for a specified period of time. This classification is not eligible for benefits.

On-Call: An employee who is regularly scheduled to work less than 40 hours per week, or who does not have a set schedule and works only when called upon. This classification is not eligible for benefits.

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as described below. Council will make the appropriate designation regarding the status for each position. If you are uncertain as to your status, ask your supervisor/manager. If you have questions regarding the classification of your position as exempt or non-exempt, or feel that it has not been properly classified, please discuss the matter with Council.

Exempt: An employee who is exempt from the overtime pay requirements under federal and state wage and hour laws. Exempt employees typically include managers, executives, supervisors, professional staff, and others who are paid on a salaried basis *and* whose duties and responsibilities allow them to be exempt under federal and state law. In order to be classified as exempt,

a position must meet very strict guidelines as defined by the Fair Labor Standards Act (FLSA) and Oregon wage and hour laws.

Non-exempt: An employee whose job calls for overtime payment as appropriate under state and federal regulations. Non-exempt employees are usually paid on an hourly basis and are assigned a regular work shift of not more than 40 hours per week. Non-exempt employees may be paid on a salaried basis, but are entitled to or to accrue compensatory time or are eligible to get additional overtime payment at a rate of one and one half times their regular rate for all hours worked over 40 within a workweek.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

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

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

Employees also may review their medical records, which are kept in a separate locked file. Although all medical information is confidential, the City complies with the Health Insurance Portability Administration Act (HIPAA) when allowing access to employee medical records. All requests must be made in writing and signed and dated by the employee wishing to review their own medical file.

Change in Personal Data

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

- ◆ Name
- ◆ Marital status
- ◆ Address
- ◆ Telephone number
- ◆ Dependents
- ◆ Person to be notified in case of emergency
- ◆ Job related physical or other limitations that impact employment
 - Changes in status of driver's license or CDL if required to drive for the City of Pilot Rock
 - Changes in job related professional licenses
- ◆ Other information having a bearing on your employment

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All changes in personal information must be made in writing and signed/dated by the employee who the changes affect.

EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

We believe in treating people with respect and adhering to ethical and fair practices. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of our City or to compromise our reputation and integrity. Employees who violate the Ethics Policy or who create an equally detrimental impact on the City will be subject to disciplinary action, depending upon the circumstance, up to and including termination.

Employees are required to maintain a cooperative working relationship with staff, other organizations and citizens. Employees must follow all general and departmental safe work rules and policies.

Conflict of Interest

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, citizen, or any individual or organization doing or seeking business with the City. This means you may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the City or interferes with your ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the individual responsible should have no proprietary or financial interest in any business that furnishes products, materials, or services to the City or in any related transaction. Nor may he/she benefit directly or indirectly from a third party who furnishes products, materials, or services to the City.

Misrepresentation

As a public employee, you should be aware that you represent the City of Pilot Rock in your work interactions. You should handle your self in a professional manner and consider how you communicate with the public and other employees. You should take care not to misrepresent the City's policies, practices, procedures, or misrepresent your status and authority to enter into agreements. Refer to the Government Standards and Practices Commission (GSPC) standards for conduct of "public officials" and employees of public entities, ORS Chapter 244. Employees have no authority to enter into any verbal or written contracts without the express approval of the City Council.

Gifts, Prizes and Promotional Items

☐ No City employee shall accept any gift, service or favor, which would lead toward favoritism or the appearance of favoritism in any way.

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Employees may keep prizes and awards offered to attendees of conferences, seminars, or professional gatherings as a result of attendance or for winning a contest or game. Such prizes become the property of the Entity. Promotional items, such as pens, pencils, notebooks, notepads, cloth or canvas bags, snack foods, etc., that are offered to all attendees, or that are meant to be used during the course of the event are excluded from this rule. Employees may keep these items for their personal use.

Outside Employment

While employed at the City of Pilot Rock you may not engage in outside employment that conflicts with the nature of the City mission, conducts business with the City or otherwise interferes with your ability to perform according to established standards of performance and work rules. You also may not conduct business connected to outside employment during hours you are scheduled to work at the City of Pilot Rock. GSCP ORS Chapter 244.100.

Off Duty Conduct

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potential negative impact on the City's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct that adversely affects the City or their own ability or credibility to carry out employment responsibilities may be subject to disciplinary action, up to and including termination. Employee's off duty volunteerism may not encroach on City time.

Solicitation and Bulletin Boards

To make sure employees aren't disturbed or interrupted while on work duty, we have established the following no-solicitation policy:

☒ Individuals who are not employed at the City may not solicit our employees or distribute literature on City property at any time.

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☒ If you wish to solicit or distribute literature to other employees by or on behalf of any individual, organization, club, or society, you may do so only during times when you are on a rest or lunch break. You may solicit or distribute literature only to those employees who are also on a rest or lunch break. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or lunchrooms.

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☒ Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.

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☒ You may not solicit, expect, or accept contributions from vendors, citizens, or anyone doing business with the City.

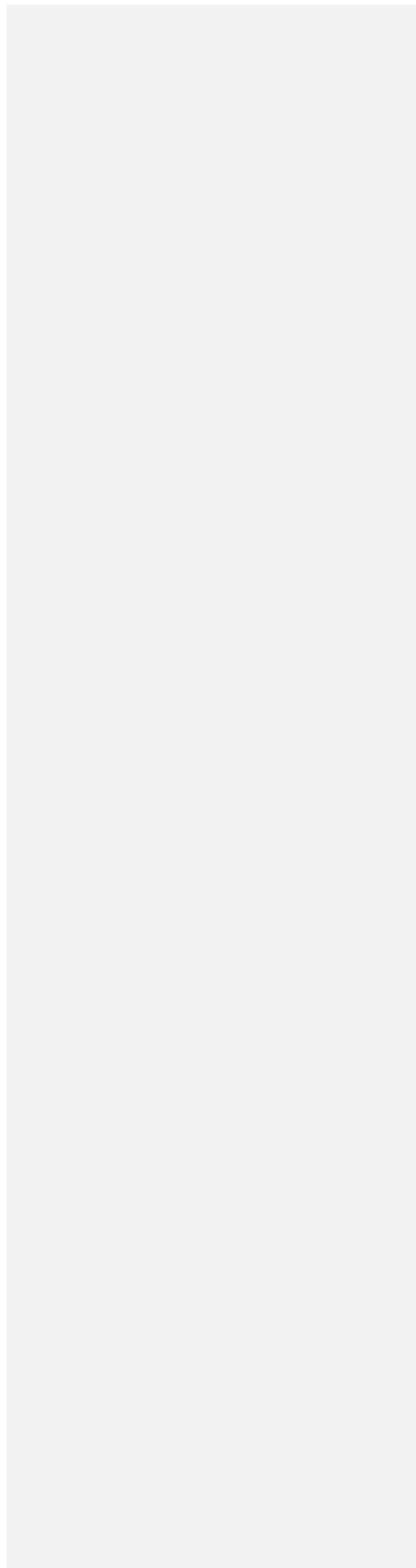
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We use our bulletin boards to post up-to-date information, notices, safety committee minutes and information, health promotion program news and other City or local health related events as well as information required by law. We also use them to announce activities and other items of interest to employees. We ask that you check the bulletin board regularly to obtain information that may be important to you. Bulletin boards are to be used only for posting or distributing notices or announcements of a business nature that apply equally and are of interest to all employees, or are directly concerned with City business.

Political Activity

Engaging in political activity such as distributing literature, and campaigning for or against political parties, ballot measures, signatures or a candidate is prohibited during the workday. Employees may express personal views, including wearing buttons, while on the job as long as it does not interfere with the job.

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CONFIDENTIALITY

Employee

The City recognizes our employees' rights to privacy. In achieving this goal, the City adopts these basic principles:

1. The collection of employee information will be limited to information the City needs for business and legal purposes.
2. Personal information and information in personnel records ordinarily will not be disclosed except as permitted or required by law or as authorized by the employee. Verifications of employment dates may be provided without written approval.

Note: This may limit the City to give job references, unless they are provided written consent to discuss your personnel records.

3. Internal access to employee records will be limited to those employees having an authorized need-to-know.
4. You are permitted to see the personal information maintained about you in [our](#) records, and you may correct inaccurate factual information or submit written comments in disagreement with any material contained in your personnel records.
5. All employees involved in record keeping will be required to follow these policies and practices. Violations of this policy will result in corrective action, up to and including termination.
6. Medical records are kept in a separate file and are only accessible to the employee, an employee representative with written consent and the employer, on a need-to-know basis.

City of Pilot Rock

Oregon law provides that “every person has a right to inspect any public record of a public body in this state.” “Public body” includes cities and counties and other public entities. Although there are some exceptions, most records in a public body are available to the public for inspections. It is the intent of the City to be responsive to requests for public records. Employees are to forward all requests for public information to the City Recorder.

WORKPLACE RULES

The City believes policies and procedures are essential for orderly operation and for the protection and fair treatment of all employees. As a result, we have identified performance expectations so that everyone conducts themselves in accordance with our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate work behaviors considered important to the City.

General Rules

1. All employees shall maintain a positive and cooperative working relationship with co-workers, other staff, citizens and any others who do business with the City.
2. Employees shall work and complete assignments that meet job standards.
3. Employees shall not neglect their job duties or responsibilities, nor refuse any assigned work, which is within or related to their job responsibilities.
4. Employees must fulfill their responsibilities to the City. No willful action, which detracts from the quality or quantity of work, service, safety and health or public image, will be acceptable.
5. An employee must be available for work as scheduled. Normally, the schedule will not be changed except in case of emergency.
6. Employees are expected to be at their workstations at their scheduled starting time and comply with scheduled times for break and meal periods. Employees will not leave their scheduled workday early unless authorized by their supervisor.
7. Employees shall not gather on work premises to conduct personal business during their working time.
8. Employees shall be responsible for all organization property that has been placed in their custody.
9. Employees must immediately report all work-related injuries, accidents, or illnesses to their supervisor or other authorized personnel.
10. Employees are required to promptly notify the appropriate designated person of any changes in personal status, such as name, address, or telephone number. Please see the Change in Personal Data section on **{page 18}** of this Manual.
11. Employees are expected to comply with the established personal grooming and appropriate dress code.
12. Employees must display respectful and tolerant behavior of co-workers and citizens.

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Examples of Offenses for Which Disciplinary Action May be Immediately Taken

1. Failing to properly document time on own time records.
2. Interfering with the work of others, their ability to complete work assignments, or in the performance of their assigned duties.
3. Smoking in areas where smoking is not permitted.
4. Littering on premises.
5. Engaging in "horseplay" on City's premises or during work time.
6. Being late or absent without authorization. Any employee absent for three consecutive workdays without notifying the City or failing to return from an authorized leave of absence shall be considered to have voluntarily resigned.
7. Engaging in immoral conduct while on the job.
8. Abusing time allowed for rest breaks and meal periods.
9. Abusing the phones/computers or other equipment for personal use, or conducting personal business during working hours.
10. Soliciting for any purpose during working time or distributing literature for any purpose during working time or in working areas without prior approval of the City Council.
11. Loitering while on duty or loitering on the premises while off duty.
12. Using abusive language while on premises.
13. Performing job duties in an unsafe or careless manner.

Examples of Offenses That May Result in Immediate Termination of Employment

1. Bringing firearms or weapons of any kind, intoxicating beverages, drugs or chemicals not medically required onto the premises.
2. Use of alcohol or drugs or being under the influence of alcohol or drugs, or intoxicants of any type, or any criminal activity involving alcohol or drugs while at work. (Any employees on prescription or over-the-counter medication, which may affect performance, are required to notify their supervisor **prior** to beginning the work shift.)
3. Falsifying forms, reports, or records, including timecards.
4. Falsely stating or making claims of injury or illness.

5. Leaving work before the end of the shift without authorization of the supervisor.
6. Unauthorized removal of any City property, equipment, products, records or other materials, or property belonging to another employee or the city.
7. Striking out or hitting another employee, regardless of the reason. In addition, provoking another employee into striking or threatening another employee.
8. Destroying City property, tools, or equipment.
9. Willfully recording time on another employee's time records.
10. Insubordination and/or refusing to follow your supervisor's or other authorized employee's directions or instructions.
11. Violating safety or health rules or practices, or engaging in conduct that creates a safety or health hazard.
12. Physical or verbal abuse of a citizen, vendor, other employee, or any other individual.
13. Engaging in any form of harassment, including sexual harassment, with another employee or visitor.
14. Sleeping while on duty.

This information regarding unacceptable practice/behavior is to provide guidance for employee actions. You are urged to use reasonable judgment and to seek supervisory advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible. However, violations of workplace rules will result in corrective action, up to and including termination.

We also believe that all of our employees should be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found on **{page12}** of this Manual.

COMMUNICATIONS AND SOFTWARE SYSTEMS

Electronic Communications Systems

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

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

These systems and any other informational, storage, or retrieval services that the City provides are City tools and are to be used for the City purposes only.

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

These systems shall not be used to receive copyrighted materials, trade secrets, proprietary information, or similar materials from outside the City without prior authorization.

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

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

Electronic Mail System

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

You should know that even when a message is erased through e-mail it is still possible to retrieve and read that message. We expect employees to respect others' privacy, and not

retrieve or read electronic messages unintended for them unless authorized to do so. The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the City's Department Heads for their departments.

City Personal Computers

To protect the integrity of our systems, all software used on City computers must be registered with the City Recorder. Personal or downloaded software for business purposes may only be installed after written authorization. A virus check of all such software must be made immediately before it is installed on any City computer. A virus check must also be made of any disk originating or used on any computer outside of the City prior to use on a City computer. Copy or transfer of City-owned software may occur only with the written authorization of the City Recorder.

Telephone Usage

City realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be held to a minimum, and should impact your work as little as possible. Unauthorized or improper use of the telephone, including City provided cell phones, and charging long distance calls to the City, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at City belongs to the City and is provided for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City records. The voice mail system is to be used for City business only and use of the system for personal purposes is prohibited. You have no right of personal privacy in any matter stored in, created, received, or sent over the voice mail system. The City in its discretion reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the system, for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from management officials with authority to waive the policy. Please remember that messages on the voicemail system are subject to public record and disclosure laws.

PERFORMANCE MANAGEMENT AND REVIEW

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

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

- ◆ To ensure that each employee knows how he/she is performing against established performance standards;
- ◆ To determine how well the City is doing in assisting with work performance and objectives;
- ◆ To ensure communication and two-way feedback;
- ◆ To provide a tool for career planning; and,
- ◆ To provide a permanent record of employee performance and City contributions.

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Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- ◆ Reasonable employee training;
- ◆ Assigning, directing, controlling, and reviewing employee work;
- ◆ Assisting employees in correcting deficiencies; and,
- ◆ Objectively evaluating employee performance during the evaluation period.

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Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's input. This allows you to contribute to the growth and improvement of the City. You are encouraged to:

- ◆ Inquire about your performance periodically;
- ◆ Accept additional responsibilities and show initiative;
- ◆ Review opportunities for advancement within the City;
- ◆ Ask for assistance in developing a goal-oriented path for advancement within the department or City; and,
- ◆ Learn about training available to assist you in improving your skills or qualifying for a promotion or lateral transfer.

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

CORRECTIVE ACTION

4. Our high performance expectations reflect our belief that everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the City and its employees. It is the philosophy of City to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

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You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining the policy and the necessity of corrective action to avoid other disciplinary actions. You will be informed of the facts and observations leading to the decision to take corrective action as well as the proposed corrective action measures to be taken. You will be given the opportunity to provide additional information for consideration or to clarify any misunderstandings before corrective action is taken.

Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation. Although the seriousness of a particular violation may warrant skipping any of these steps, the process is may administered in the following order:

1. Verbal counseling with you for minor offenses. The counseling will be conducted in private, as soon as possible after the offense has occurred. It will be confirmed in writing by your supervisor for your personnel file.

2. Written warning for more serious violations or when an employee has had a previous verbal warning for minor offenses and has repeated them or fails to take the necessary corrective action. Written documentation will contain the facts surrounding the offense, previous verbal counseling, if any, plan of action for correcting the offense, and reference to the fact that further disciplinary action will be necessary if the offense is not corrected. The employee will be asked to sign a copy of the documentation before it is placed in the personnel file. Employees are given a copy of all written warnings.

3. A letter of expectation may be presented to the employee that clearly outlines changes to be made and what the specific expectations are to be met and by when.

6.4. Referral to the Employee Assistance Program (EASE) may be another tool used in lieu of other forms of discipline. In some cases the EASE may be used in conjunction with other discipline to elicit the change in performance or behavior.

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5.. Suspension will be used for major violations of policy or when previous verbal counseling and written warning have been ineffective in correcting the offense(s). Suspension may also be used to remove an employee from the City premises during an investigation to determine appropriate disciplinary action. This may be the final step in the disciplinary procedure before discharge. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file and you will receive a copy.

6. In certain instances a "Last-Chance Agreement" may be put into place to offer one last chance to comply with City standards, behavior or other area of correction. This is agreement is signed by both the employee and manager that signifies that if compliance is not met, the employee will be terminated. This agreement usually accompanied by a "Letter of Expectations" to clearly outline expectations of compliance with the agreement.

7. Discharge for violations of a nature that warrant it, or when previous disciplinary action has not been effective. Supervisors are required to obtain upper management approval prior to initiating any discharge action. All documentation and decisions must be reviewed and approved by the City Attorney, City Council and City County Insurance prior to discharge. Discharge decisions are confirmed in writing for the personnel file. The discharged employee also receives a copy.

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The corrective action process will not always commence with verbal counseling or include each step. A referral to the Employee Assistance Program (EASE) may be considered one of the steps taken in lieu of other discipline. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in which the offense took place.

The City supports use of the Dispute Resolution Procedure on **{page 12}** of this Manual if you feel you have been unfairly treated or unjustly disciplined.

COMPENSATION

PAY ADMINISTRATION

City values quality employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the City.

Your pay as a new employee is established based on the pay level of current employees in the same or similar positions and your previous experience and skills.

Merit Salary Increases

In most cases, it is City's policy to reward you with an annual or merit increase in pay for dedication to your work, extra effort, and performance. However, in some circumstances, you may not receive a pay increase include; budget deficit or lack of available funding, top step or a salary range or poor performance. Any increase recommendations must be approved by the next level of management and submitted to City Council for final review and approval.

Information about your individual rate of pay and increases in pay, if any, is confidential and we ask that you exercise great discretion and care regarding any discussion of these matters.

PAY PRACTICES

Paydays

You will be paid monthly. Paydays are generally on the last day of each month. If the payday falls on either a Saturday or Sunday, paychecks will be distributed on the Friday prior to the established payday. If a City holiday falls on payday, you will receive your check on the last workday prior to the holiday.

Payroll Deductions

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing, provided such deductions are not otherwise prohibited by state regulations.

Salary Advances

Advance payments of salary are to be granted in emergency situations only and must be approved by your immediate supervisor and the City Recorder. Emergency draws must not exceed an amount equal to the hours accumulated at the time of the request, less any funds required for voluntary and involuntary deductions. Draws may never exceed the net salary for the pay period. The amount of any pay advance will be withheld from the employee's paycheck covering the pay period the wages were drawn against. Requests for emergency draws will be reviewed individually. You are expected to conduct your personal financial affairs in a responsible manner and advances will normally be approved only in cases of emergencies beyond your control.

Method of Payment

A statement showing gross earnings, deductions, and net salary will accompany each paycheck or notice of direct deposit. Employees are normally paid by check {but you may request payment by direct deposit to a checking or savings account at a financial institution, provided your financial institution has that capability.

Employee Withholding Allowance Certificates (Form W-4)

You are required under federal law to furnish the City with an Employee Withholding Exemption Certificate (W-4) at the date of hire. You must file a new W-4 form at any time the number of entitled exemptions decreases to fewer than the number being claimed. New W-4 forms may be filed when the number of entitled exemptions increases, if desired, but it is not required. You may increase withholding by claiming fewer exemptions than entitled or by requesting additional withholding be made if you find that insufficient tax has been withheld to meet your year-end tax liability.

Time Records for Non-exempt Employees

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

The time card should be reviewed for completeness and accuracy at the end of each week. Supervisors will review and initial time cards each pay period. Time cards must be completed in ink. If an error is to be corrected or time clarified, the time card should be taken to the manager/supervisor, who will take the appropriate action. All manual entries

or corrections must be made, reviewed, and initialed by the supervisor or other appropriate management member. Time cards should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheet 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 time card. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees classified as exempt do not fill out time cards and no deduction of pay will be made for hours worked fewer than 8 hours per day. However, all exempt employees must submit information regarding their use of paid leaves (sick, vacation, etc.) taken during the pay period.

Final Paycheck

While we request that you give us at least ten days advance notice prior to departure when resigning or retiring from the City, if you provide us with at least 48 hours notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

HOURS OF WORK AND WORK SCHEDULES

City Hours

The general office hours at the City of Pilot Rock are 8:00 a.m. to 5:00 p.m., Monday through Friday, unless changed with the approval of City Council.

Specific workday and workweek schedules for each employee will be determined from time to time by the appropriate manager based on the City's needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the City.

The normal workday is 8 or 10 hours. The total hours in a normal workweek are 40, Sunday through Saturday. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue working beyond the normal quitting time without advance approval from your supervisor. Working through a lunch period is also not permitted unless approval from your supervisor is obtained prior to the scheduled lunch break.

Compensatory Time Off

Overtime shall be compensated for all hours worked in excess of 40 hours per week, and prior to, or following regularly scheduled hours of work, in emergencies, or when approved in advance, by the responsible Department Head. Overtime shall be kept to a minimum.

Overtime will be compensated at the rate of one and one-half (1-1/2) the regular hourly rate, or employees who work overtime will be given the equivalent (1.5 hours for each hour worked in compensatory time off, at a mutually acceptable time. Part-time employees will receive compensation as scheduled above, when their total hours of work exceed 40 hours per week.

Pursuant to applicable statute, when "budgeted funds" are available, the City shall pay overtime rates (1.5X) for all hours over 40 hours in one week. When "budgeted funds" are not available, the City and the employee agree, effective with the adoption of these policies, that compensation will be converted to time off work at the rate of 1.5 hours for each overtime hour worked.

Maximum Accrual of Compensatory Time shall be limited to 80 hours. The cap of 80 hours shall not be exceeded.

Meal and Rest Periods

Meal and rest periods will be provided for you according to federal and state law. Supervisors will review these and established schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor is obtained before the scheduled meal break.

Employees are provided a one-hour lunch period or one-half hour lunch period. Employees are required to perform tasks during the normal meal period must be allowed an equal time for meals thereafter. Any employee not provided an alternate lunch period must report such time as time worked. Police officers will be paid for their lunch.

Employees are entitled to a fifteen (15) minute paid rest period for each four (4) hours of working time or one thirty (30) minute paid rest period for each eight (8) hours of working time. Breaks shall be arranged so as not to interfere with City business.

Flex Time

With approval of the Department Head, work schedules may vary with the stipulation that time worked will be compensated on an hour for hour basis. Employees, for whom necessity requires a different schedule or a temporary change in a regular schedule form that generally applied, will work according to schedules prepared by the respective Department Head. Employees working on a flextime schedule will not be authorized overtime because of the flex hour scheduling. Work hours may be staggered on a flextime arrangement to provide longer hours of service to the public.

Social and Recreational Activities

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

Emergency Closing

Except for regularly scheduled holidays, City offices will be open for business on Mondays through Fridays during normal business hours. We know that there may be circumstances beyond our control, such as inclement weather, national crises, or other emergencies that may affect our hours of operation. On these occasions, the City offices may close for all or part of a regularly scheduled workday. In such an event, the City will try to have supervisors contact all employees. You may also contact your supervisor or City Recorder.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

City will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by your supervisor before payment will be made.

Decisions concerning employee attendance at conferences, conventions or other meetings, at the City's expense, shall be made by the Department Heads or City Council.

Expense reports must be submitted for meals on a per diem rate. The per diem rate is \$10 a day for breakfast, \$10 a day for lunch and \$15 per day for dinner. Expense reports are due to the City Recorder within five days following the end of the month.

Mileage Reimbursement

When you use your own vehicle for City business, you will be reimbursed for City-related business travel at the current rate per mile determined by IRS.

In order to recover these costs, an expense report must be signed by you and dated, initialed by your supervisor/manager, and submitted to the City Recorder for processing according to policy. If you have questions about expense reports and mileage allowances, ask your supervisor.

You assume liability for your vehicle when you use it for business purposes. All employees who want to use their personal vehicles for City business must sign statements verifying that they have a current driver's license and the minimum vehicle liability insurance required by state law. Your auto insurance will be primary. You will be responsible for your vehicle upkeep, premiums and deductibles related to its use.

BENEFITS

PURPOSE AND POLICY

The City recognizes the influence employment benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program described in this Manual and other documents is a significant supplement to your pay and should be viewed as additional compensation.

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

Some benefits may earn credit during your new-hire probationary 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 Manual or contained in the benefit policy/plan booklets.

Benefit Pro-ration and Employee Cost Sharing

If you are a regular part-time employee, some of your benefits are determined on a prorated amount of hours according to your benefit accrual rate. For example, part-time employees will accrue vacation leave benefits at a lower rate than a full time employee. Your accrual rate is based on the number of hours you work. For every 24 hours worked part-time employees will earn one hour of vacation time.

Discretionary employment benefits not mandated by state or federal law are selected and controlled by City. Decisions to provide and continue providing these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. Where costs of discretionary insurance benefit plans exceed the City's interest, ability, or willingness to pay the full premium rate to maintain the current benefit level, you may have to share in the cost to continue the insurance plan coverage. Any new full time employee hired after May 1, 2011, will pay a portion of their health insurance premium. The amount will be determined by the City Council.

Benefit Design and Modification

City reserves the right to design plan provisions and to add, eliminate, or in other ways modify any discretionary benefits described in this Manual or elsewhere in plan documents where and when it is deemed in the City's best interest to do so. Management decisions and City resources may change these benefits, so you shouldn't make a serious personal decision based solely on the current benefits plan.

Benefit Plan Documents

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. These official documents are available from the City Recorder for your review. We ask that you refer any questions about this information to the City Recorder.

HEALTH INSURANCE BENEFITS

The City currently provides health insurance coverage for all employees and their dependents if they are eligible to participate in the plan, however full time employees hired after May 1, 2011, will pay a portion of their health insurance. 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 City Recorder

Eligibility

This benefit is provided for all regular full time employees. If otherwise eligible, you may begin to participate in the plan after you have completed 30 days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of the first day of the month following the date of hire.

Cost

At the time of eligibility and during open enrollment each year, you will be notified of how much the City will contribute towards monthly premiums.

Employees may enroll dependents in the medical plan, but may pay part of the premium costs as determined by the City Council, which will be deducted from the employee's paycheck.

Plan Enrollment

Once you are eligible, you may complete enrollment forms available through the City Recorder's office. If you choose not to enroll at the time of first eligibility, you then may only enroll during open enrollment or as a result of certain qualifying events.

The City pays the full monthly premium for enrolled employees and dependents hired prior to May 1, 2011.

All employees must participate in the plan; coverage cannot be waived.

Premium Cost

Specific types of coverage and benefit payment schedules are described in the City's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the City will contribute toward your monthly premiums if you are eligible to participate in the plan.

Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. City determines the payroll deduction schedule.

Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the health plan coverage extended for a period of time. Eligibility can be lost due to a prolonged absence from work or if certain "qualifying events" occur that would otherwise cause your group health coverage to terminate. Examples of qualifying

events are termination of employment, reduction in hours, divorce or legal separation, entitlement to benefits under Medicare, a dependent child reaching majority age, or a leave of absence.

You, your spouse, and/or dependents may continue group health insurance for a certain period of time at your own expense. However, continuation does not occur automatically. You must notify us in writing within 60 days after the date a covered family member will lose coverage or the covered family member will permanently lose the right to continuation coverage. Election of coverage and payment of the premium must then occur within a specified time limit for coverage to continue. You and any covered dependent will receive information about the provisions of the law when you enroll and again if a qualifying event occurs.

Portability/Conversion of Health Plan

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

DENTAL INSURANCE BENEFIT

| City provides a Dental Insurance plan for employees and their dependents.

Eligibility

Employees regularly scheduled to work 40 hours are eligible for dental insurance coverage on the first day of the month following the date of hire. Temporary and on-call employees are not eligible to participate in dental insurance.

Cost

At the time of eligibility and during open enrollment each year, you will be notified of how much the City will contribute towards monthly premiums.

Employees may enroll dependents in the dental care plan, but may pay part of the premium costs if hired after May 1, 2011, which will be deducted from the employee's paycheck.

OTHER INSURANCE BENEFITS

Group Life Insurance

We provide group life insurance coverage for eligible employees. Employees who are regularly scheduled to work 40 hours per week or more become eligible for this coverage on the first day of the month following the 30 days waiting period. The amount of insurance coverage is a minimum of \$10,000 or an amount determined by the Council. City pays the full premium.

Long Term Disability

City provides a Group Long-term Disability plan. Employees who are regularly scheduled to work 40 hours become eligible for this plan on the first day of the month following the 30 days waiting period. City pays the full premium.

Pre-Tax Programs

City provides a Flexible Spending Account (FSA) that allows employees to have any group medical or dental premium contribution, healthcare flexible spending account and dependent care deducted from their checks on a pre-tax basis. Details will be provided to employees at the time of eligibility.

The Premium Only Plan allows employees to pay for their share of medical/dental premiums with pre-tax dollars. There is no risks (use it or lose it) with this option. Employers simply take the employee's share of the premium pre-tax and then pay the total premium to CIS.

The Healthcare FSA program allows employees to pay for non-reimbursed healthcare expenses with pre-tax dollars. Healthcare FSA includes as "use it or lose it" provision. Employees should base their FSA contributions on expenses they expect to incur, instead of those they might incur.

The Dependent Care FSA program allows employees to pay pre-tax for dependent care (day care) expenses for children under 13, or for care of an elderly family member who lives in the employee's home and who qualifies as a dependent for tax purposes. This plan also includes the "use it or lost it" provision.

The City also provides a VEBA program for all full time employees. The City pays up to \$1000 per year into a VEBA account for each full time employee. This program was established to help off set the higher medical/dental deductible.

VACATION BENEFIT

All full-time and regularly scheduled part-time employees are eligible for vacation based on the schedule below. All accruals begin after the completion of {30, 60, 90, 180} days of employment. At the end of the specified initial employment period, credit is given from the first day of employment. No vacation time may be taken or paid during the Introductory/probationary period, unless specific arrangements have been made at the time of hire.

You will earn vacation benefits according to the following schedule:

<u>Number of continuous years of service</u>	<u>Benefit per year</u>
First 5 years.....	80 hours or 10 days
6 through 10 years.....	120 hours or 15 days
11 through 15 years.....	144 hours or 18 days
16 through 20 years.....	160 hours or 20 days
Over 21 years.....	1 additional day for each year of service.

Accrual for regular part-time employees is on a pro-rated basis calculated on the established work schedule. Continuous service will be calculated from the first of the month nearest your date of hire. Seasonal part-time will not accrue vacation.

We provide vacation and personal time so you can enjoy periods of time away from work. Vacation is intended for rest and recreation and vacation pay may not be taken instead of time off. Vacation accrual will be paid out at separation in accordance with applicable laws.

Time is not to be banked and never used; therefore, accrual cannot exceed 160 hours. Vacation benefits will stop accruing when the maximum allowed has been reached. The benefit will begin accruing again when you reduce the total to less than the allowed maximum.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing and submitted to your supervisor. Generally employees will not be allowed more than two weeks off at a time. We will try to grant each request, but we cannot guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

SICK LEAVE BENEFIT

A regular full-time employee will receive 8 hours of sick leave per month beginning at date of hire.

It is in your best interest not to be at work when you are ill or injured. It is your supervisor's or manager's responsibility to send you home if you are incapacitated, and you are expected to cooperate with the decision.

Routine doctor or dentist appointments should be charged to sick time unless other arrangements have been made with your supervisor. To the extent possible, please try to schedule such appointments before or after work hours.

You must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

You are expected to notify your supervisor/manager at the beginning of each workday during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, or when you know in advance that you will be absent for a certain period and have informed management ahead of time.

A medical release statement may be requested for review before you return to work in certain situations. Exempt employees may not use sick time in less than full day increments.

In the event of a death in the employee's immediate family, an employee may be granted bereavement leave with pay, not to exceed three (3) calendar days. The employee may use up to five (5) additional days of sick leave, per occurrence, to enable the employee to attend and /or make arrangements for the funeral of a family member.

Unused sick leave is not paid at termination.

Sick leave is not accumulated while an employee is on a leave of absence. In the case of a work-related accident or injury, you may use sick time to offset any days not paid through workers' compensation, or to offset the reduction in regular pay until accumulated sick time is used. However, at no time can the combination of these exceed normal earnings, nor can you use more sick time than that accumulated.

EMPLOYEES MAY ACCUMULATE UP TO 1,040 HOURS OF SICK LEAVE.

PAID HOLIDAY BENEFIT

City of Pilot Rock observes the following holidays each year and our offices are officially closed on these days:

New Year's Day	Labor Day
Martin Luther King Jr.'s Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	{Day after Thanksgiving}
Fourth of July	Christmas Day
Columbus Day	Personal Leave Day

NOTE: Personalize the above list to reflect the holidays your Entity observes.

Employees will receive a schedule each year showing the date each of these holidays will be observed. These holidays or any additional time observed, such as Christmas Eve or New Years' Eve, will be determined each year at the City Council's discretion.

Eligibility

Employees regularly scheduled to work 40 hours or more per week will be paid for the above holidays. When a holiday falls on Sunday, the following Monday shall be observed as a holiday. Whenever a holiday falls on Saturday, the previous Friday shall be observed as a holiday. When an authorized holiday falls on an employee's regularly scheduled day off, they will be given 8 hours of comp-time.

Holidays which occur during vacations or sick leave shall not be charged against such leave.

Other Benefits

Employee Assistance Program

The City of Pilot Rock recognizes that employees and their family members may from time to time, face personal issues that affect their careers and personal lives, or both. Solutions to some of these problems may not be readily apparent. To this end, we offer at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as working relationships, family relationships substance abuse, finance management, etc. You or a member of your family may consult with these professionals up to five consultations per incident on a confidential basis at no cost. Literature describing plan provisions and how to contact our providers is made available during your orientation period and to all staff members as plan provisions change.

Employees regularly scheduled to work 40 hours or more per week become eligible on the first day of the month following hire.

E.A.S.E. EAP can be reached at 1-800-654-9778. Other resources can be found on the Internet at: www.easeeap.com

On termination for any reason, employees are entitled only to those benefits that are offered at the time separation takes place. Any benefits offered in this manual apply only so long as the manual is current. They do not provide vested rights.

LEAVES OF ABSENCE

LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary but extended absence from work. We offer several different types of leaves of absence for the purpose:

Bereavement Leave	Disability Leave (Non-FMLA)	Family and Medical Leave
Jury Duty	Witness Duty Leave	Military Leave

The type of leave requested might determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact City Recorder.

BEREAVEMENT LEAVE

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

- Spouse/Domestic Partner
- Brother
- Grandchild
- Any other relative residing in the same house or person acting in the capacity of an immediate family member.
- Child/Stepchild
- Sister
- Father-in-law
- Parent
- Grandparent
- Mother-in-law

Leave to attend the funeral of a non-immediate family member or person with some especially close relationship may be granted with or without pay.

Length of Leave

The length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need. You are allowed to take up to three consecutive regularly scheduled working days away from work for a bereavement leave for immediate family members. If you need additional time off for any bereavement purpose, you may ask your supervisor's approval of an additional five (5) days of sick leave, per occurrence, to enable the employee to attend and/or make arrangements for the funeral of a family member.

Request Procedure

You are expected to give us as much notice as possible of the need for time off so that we can make arrangements to cover your absence. Your supervisor will decide whether to grant leave after consulting with management. You may be asked to verify family relationship and death.

Pay While on Leave

If you are a regular full-time employee, you will continue receiving your regular pay for up to the 3 days of bereavement leave allowed (based on straight-time work hours missed up to 8 hours a day). Exempt employees will continue receiving their regular salaries for any additional partial days missed for any bereavement purpose.

Status of Benefits

Bereavement leave won't affect your eligibility for benefits or continuance of benefit accruals. If you're gone longer than the **{three}** day leave allowance and you are granted additional time off, the effect of the additional leave on your benefits will be determined by our personal leave policy.

Reinstatement

Upon return from bereavement leave you will be reinstated to the same position you held at the time your leave began, subject to our general reinstatement policy.

CIVIC DUTY LEAVE

Jury or Witness Duty

Employees subpoenaed to serve as witnesses or on jury duty may obtain a leave of absence. If we feel that your absence would cause an undue hardship to you or the City of Pilot Rock, we may request, with your agreement, that you be excused from jury duty. Voluntary service as a witness or court appearances you must make as part of your own legal proceedings or lawsuit are not paid leaves of absence.

NOTE: Employers must allow unpaid leave for jury or witness duty. Employers may offer paid time, but are not required to under federal or Oregon law.

Length of Leave

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

Request Procedure

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

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay for up to two weeks.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

Reinstatement

Upon return from jury or witness duty leave you will be reinstated to the same position you held at the time your leave began, subject to our general reinstatement policy. You are expected to report to work during regular work hours when not in court. If requested, you must supply proof of appearance in court or jury service.

FAMILY AND MEDICAL LEAVE

PURPOSE

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

Eligibility

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

- You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption or placement of a child (parental leave), there is no hours worked requirement.

Family and Medical Leave

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

- To care for an infant or a newly placed adopted or placed foster child under the age of 18, or older than 18 if incapable of self-care due to mental or physical disability, within 12 months of the event (parental leave);
- To care for a family member with a serious health condition, or your own serious health condition (serious health condition leave). [Note: Oregon covers child, parent, parent-in-law, spouse and same sex domestic partner.];
- For a pregnancy disability or prenatal care (pregnancy disability leave) [Female employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks of parental leave];
- To care for a sick child who does not have a serious health condition, but requires home care (sick child leave). [Note: Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave. If only part of the 12 weeks is used for parental leave, the employee will only be eligible for the balance remaining on the 12 weeks for sick child leave.].

Length of Leave

You may take a leave of up to twelve (12) weeks of family and medical leave during a 12-month period. A week is defined as your normal workweek schedule. The 12-month period will be measured forward from the date of leave [organizations can choose to count a calendar year, rolling forward or rolling backward calculation]. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of

the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the certifying health care professional on the Health Care Provider Certification form.

Request and Certification Procedure

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

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all benefits to which you are entitled, however, we ask that you call us and make every effort to communicate your situation to us immediately.

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

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

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

General Provisions

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

You are entitled to return to the same or an equivalent job with equivalent benefits, pay and other terms and conditions of employment at the end of a family and medical leave. You will be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from (designate who).

Note: Oregon Employers are required to pay for any expenses incurred by the employee to provide the Health Care Provider Form

PERSONAL LEAVE OF ABSENCE

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

Eligibility

You become eligible for a personal leave of absence after six months of service. If you want to take a personal leave of absence you must make arrangements with your supervisor.

Request Procedure

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

Pay While on Leave

Personal leaves of absence are without pay unless you decide to use any earned vacation hours during the leave and are otherwise eligible to use such hours.

Status of Benefits

Insurance coverage will **not** be maintained for you while on a personal leave of absence. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during a leave of absence, but are retained at the same level.

Reinstatement

The City of Pilot Rock will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis to inform us of your status and to notify us of any change in personal data.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Leave and Re-employment 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.

Eligibility

All employees of the City of Pilot Rock except those hired on a temporary basis are eligible for leave.

Length of Leave

The length of military leave is determined by the uniformed service City of Pilot Rock calling you to active duty or military encampment.

Request Procedure

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

Pay While on Leave

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

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be from time to time provided by applicable statutes of the United States and the state of Oregon. You may maintain health care insurance benefits for up to 18 months while on leave by paying the insurance premium through COBRA for any leave extending beyond 30 days.

Reinstatement

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

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

31 to 180 days: If you are a Reservist or National Guard member returning from initial active duty for training you must submit an application for re-employment within 31 days after honorable release from service.

You will be reinstated to the same position held at the time the service leave began, provided the leave has been for less than 90 days in length. If the leave is 91 days or longer, when you return you will be reinstated to the same job, or comparable job in terms of like seniority, status, and pay, as long as you are qualified to perform the duties.

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

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

HEALTH AND SAFETY

SUBSTANCE ABUSE

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, City believes that we have a responsibility to our employees and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly we have adopted this substance abuse policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion:

- ☒ Manufacturing, selling, attempting to sell, using, or possessing alcohol or other controlled or illegal substances that impair job performance or pose a hazard when use or possession occurs (except strictly in accordance with medical authorization);
- ◆ Reporting for work under the influence of alcohol, illegal drugs, or controlled substances in a manner that may impair work performance.

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If your doctor prescribes over-the-counter or pharmaceutical drugs, you're responsible for ensuring that your ability to work safely will not be affected by taking the medication. If you are in doubt, please discuss this with your doctor before beginning work. Any medical issues discussed will be kept confidential.

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

For purposes of this policy, having any detectable level of an illegal or controlled drug in one's system while covered by this policy will be considered to be a violation. Where we have a reasonable suspicion that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable suspicion exists.

The following definitions apply:

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

Under the influence is defined as any detectable level of alcohol or drugs in an employee's blood or urine, or any noticeable or perceptible impairment of the employee's mental or physical faculties due to illegal or controlled substances.

Controlled Substances are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis whose sale; purchase, transfer, use, or possession is prohibited or restricted by law.

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

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

Any employee who is found to be in violation of this policy, who refuses to submit to testing, or who refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination. We also reserve the right to involve law enforcement officials for any conduct that we believe might be in violation of state or federal law.

If a professional assessment is made that you have a problem with alcohol or drugs, your continued employment may be conditioned upon your entering into and completing a treatment program (including follow-up recommendations) approved by the City of Pilot Rock. You also may be required to sign and live up to the terms of a performance agreement in order to demonstrate your commitment to rehabilitation and staying alcohol/drug-free. This course of action is likely if you come forward on your own and ask for help in overcoming your problem. If you are caught selling, using, or being under the influence of drugs or alcohol while at work, we may terminate your employment without offering you the opportunity to participate in a treatment program.

Testing Paragraphs

If you voluntarily request assistance in dealing with a personal drug and/or alcohol problem, you may do so through the {Employee Assistance Program/Human Resources Manager}. The request for assistance will not jeopardize your employment as long as this assistance is sought before work performance has deteriorated or disciplinary problems have begun. Other treatment programs for drug and alcohol problems may be available through our health insurance coverage.

As a result of corrective action arising from a drug or alcohol problem, you may be required to participate in a drug or alcohol treatment program. If so required, you will regularly be evaluated for drug and alcohol use by a professional. When such an evaluation is scheduled, we will pay the cost. You may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct that led to your mandated participation in an alcohol and drug treatment program, you may be required to submit to random or unannounced screening for alcohol and/or drugs for a specified period of time. You may also be required to meet various performance standards that are imposed as a condition of continuing employment.

If you are involved in a job-related accident resulting in property damage in excess of \$2,500, or physical injury requiring off-site medical attention, you will be required to submit to testing to determine the presence of any involvement with alcohol or drugs. We may waive the requirement if we determine, in our discretion, that the accident could not have

been caused by alcohol or drug use. Upon approval, administration may offer a last chance agreement.

Employees required to have a Commercial Drivers' License (CDL) are subject to random drug testing under federal law.

WORKPLACE VIOLENCE

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

However, situations may occur that could present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the City or that threatens the safety, security, property or financial interests of the City. Employees should make such reports directly to department head.

Some examples of workplace violence include but are not limited to:

- Hitting or slapping
- Verbal threats to person or property
- Threatening phone calls or e-mails
- Intentional destruction of personal or public property
- Stalking
- Suggestions of violence
- Verbal outbursts
- Firearms at work or on public property (exclusions may apply for law enforcement)
- Bullying

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will notify the reporting employee of any action we take in response to the report.

Workplace Violence Policy is an integral part of City's emergency action plan and should be discussed and practiced. Employee safety is our primary concern.

If a worker feels threatened or in danger of imminent bodily harm s/he should take the following steps:

1. Leave the scene by exiting thru the police department door, if it can be done safely. Do not attempt to control a violent person.
2. Call law enforcement (911) if the situation warrants this action.
3. The incident should be reported to the supervisor immediately or as soon as possible.

If the threatening individual poses no immediately physical threat, but is making verbal or other is otherwise intimidating workers or others in the area, then the employee should:

1. Keep back move away from the individual, if possible in a way as not to provoke violence.
2. Notify a supervisor as soon as possible.

Any worker having knowledge of a violent act/threat involving other employees must report the incident immediately to a supervisor. The supervisor shall promptly start an investigation into the incident. Upon completion of a thorough investigation, it will be determined as to what corrective action, if any, shall be taken. Identification of any further safety or preventative measures will be discussed with department and safety committee members.

The City understands that there may be situations that demand immediate action to protect oneself or others against an act of violence. If such an incident occurs and there is no time to follow procedures per these guidelines or wait for a law enforcement official to respond, workers may protect themselves or abandon their position in order to do so. Workers are still required to report the incident as soon as possible.

| City may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the City's property such as desks, work areas, lockers, file cabinets, entity cell phone records, voice mail systems, and computer systems.

The employee assistance program (EAP) is available to provide confidential and individual personal counseling to (eligible) employees involved in a violent incident.

Any intimidation, coercion, discrimination or retaliation against an individual who reports an act of workplace violence or who assists, participates or testifies in any manner in an investigation will not be tolerated. All such acts should be reported immediately. Workers who engage in any act of retaliation, intimidation or harassment will be subject to discipline up to and including termination.

EMPLOYEE HEALTH AND SAFETY

City is committed to providing our employees with a safe and healthful work environment. To accomplish this goal, both management and employees must make diligent efforts to promote safety.

We develop and implement safety rules and regulations through our supervisors and safety committees. This process is ongoing and requires periodic review. Safety audits are undertaken to determine the necessity and feasibility of providing devices, work practices, policies or other safeguards to make the workplace safe and healthful. We also provide training for our employees regarding workplace hazards and the proper and safe methods to use in performing their job tasks.

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

Safety rules and regulations will be issued or modified from time to time and will be effective immediately upon communication. General safety rules and regulations will be distributed to you and posted on the employee bulletin boards. Departments will have specific job/task related rules and procedures that you will be expected to know and follow.

Accident Investigation and Reporting

All job-related injuries or illnesses should be reported to your supervisor immediately, regardless of severity. (In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made). Failure to report an on-the-job injury or illness may preclude or delay the payment of any benefits you may be eligible for and could subject City to fines and penalties.

OR-OSHA requires each employer to investigate the cause of every time-loss accident and determine the means in which to prevent recurrence. Employers are required to install any safeguards or take corrective measures indicated or found advisable. (OAR 437-001-0760). (See sample investigation form - Appendix C)

Safety committees are responsible for establishing procedures to investigate all safety related incidents. This doesn't mean that they take the responsibility away from supervisors for the actual investigation. However, committees should evaluate the cause, look for any trends or identify tools, equipment, procedures or training that will serve to prevent the accident/injury from recurring. (OAR 437-001-0765 (6)(g))

City is responsible to report "Occupational Fatalities" to OR-OSHA within 8-hours of the fatality or 24-hours for any "Occupational Catastrophe" that results in an employee being admitted for an overnight stay in a hospital. **[Call OR-OSHA to report at: 503-378-3272]**

If an injury occurs:

1. Take immediate actions and/or render remedial first aid.
2. Seek emergency medical care if necessary – call 9-1-1.
3. Report the injury to your (or a) supervisor as soon as possible.

Employee responsibilities:

1. Fill out the accident report form.
2. Cooperate in an accident investigation.
3. Complete the 801 Form if medical attend is sought.
4. Provide supervisor with a medical release from doctor/medical provider.
5. Review the incident with the supervisor/manager.
6. Discuss ability to return to a temporary modified job (if possible) and job restrictions.

Supervisor/Manager responsibilities:

1. Conduct an investigation into the cause of the injury or illness
2. Send the completed 801 Form (for medical treatment) investigation and current job description to your workers' compensation claims examiner.
3. Locate temporary light duty for the injured worker as soon as they are released.
4. Monitor light duty to assure that worker stays within the restrictions and co-workers support injured worker on completing job tasks.
5. Continue to communicate and cooperate with claims manager.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines and procedures for returning employees who become ill or injured, to meaningful employment as soon as possible. The program is not intended to be a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability, nor is it intended to deny time off rights under any family or medical leave laws.

Our Return-to-Work program for work related injuries/illness consists of a team effort by supervisors, injured workers and their treating physicians, management, and our workers' compensation claims staff. All team members will take an active role in returning injured employees to productive work.

Participating in this program helps our employees to recover and return to full employment as soon as their medical condition permits. This Return-to-Work program is a transitional program designed to help ease employees back into their full duties or full work shift. It is not intended to become a replacement for a regular job.

If you are injured on the job and your doctor determines that you are able to perform temporary modified work, the City of Pilot Rock will attempt to provide available and suitable temporary work until you are able to resume your regular duties for up to 90 days except where provided as an accommodation for a disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect your workers' compensation time loss benefits.

Not all light duty jobs will be in the department at injury. You may be asked to do other work in another department such as file, enter data, answer phones or complete a chemical inventory in another department.

Employees returning from a work injury or illness will be required to provide their supervisor with a doctors certificate prior to resuming work or temporary light duty. The certificate will specify whether the employee may resume full duties or has any restriction and the length of any restrictions. An employee returning to work following a non-work an absence of more than 3 days is required to provide a doctor's note stating the date the employee is able to return as well as any applicable restrictions. Although we will make every effort to find suitable work if you are temporarily unable to perform your normal job duties, preference for available work is given to employees who have incurred an on-the-job injury or illness. Our ability to do so is dependent upon your restrictions as well as available work.

If suitable temporary modified work is not available, employees may be placed on medical or personal leave running concurrently with applicable family medical leave laws. If there is work available and the employee chooses not to take the light duty work that is offered, the employee may take personal leave. However, the injured employee will not be eligible for workers' compensation wage reimbursement, if this is a work related injury.

Smoking in the Workplace

City believes that smoking is a danger to health and causes annoyance and discomfort to those who are present in the same or confined places. As a result all of our buildings and vehicles are designated as non-smoking.

Places outside the office may be designated as smoking areas. Smoking on our premises is limited to these areas only. If any employee has a concern about the areas designated, he/she should speak with his/her supervisor.

OR-OSHA Regulatory Compliance

Emergency Procedures

We have adopted an Emergency Action and Fire Prevention Plan to assist in preventing an emergency from occurring. If we do have an emergency this plan will minimize the impact on our staff and the public using who use our facilities. Emergency exit maps posted in each of our buildings support this plan.

Our main responder in all emergencies is the local Fire Department or other local Emergency organizations (i.e. law enforcement agencies, emergency services or the Coast Guard).

The following is a list of some of the potential emergencies that may occur:

- Fire**
- Chemical Spills or Releases**
- Medical Emergency due to an accident or illness**
- National Homeland Security Threat**

**Bomb Threat
Violence**

Environmental Emergency: Windstorm, Flood, Earthquake, and Tsunami

Reporting Emergencies

1. All losses including fire, explosion, windstorm, flood damage, electrical, etc. shall be reported to the supervisors or managers. Report any incident, which results in the operation of fire extinguishers even though there may not be an actual loss, sustain

Emergency escape procedures and emergency escape route assignments.

1. The types of immediate actions are based on nature of the emergency. Use the nearest exit that will take personnel away from the fire.
2. For an IMMEDIATE TOTAL SITE EMERGENCY EVACUATION employees and public are to all leave by using the nearest exit doors and assemble in the areas shown on each building evacuation maps that are posted at the main exits on each floor.

Procedures to account for all employees after emergency evacuation

1. An Emergency Coordinator and/or supervisors will account for the employees or public in their work areas. If a person is missing, the information will be communicated to the outside emergency responders. *Employees are not to re-enter any facility that has been evacuated due to an emergency.*
- b. The Emergency Coordinators or supervisors will designate someone to direct the fire department to the fire and show them where the water hook-up is located and give status of emergency situation.
- c. No one is to leave the evacuation area site unless instructed by the person in charge.

The preferred means of reporting fires and other emergencies: CALLING 9-1-1

Employee Right to Know/Hazard Communication Program

City provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or fire department personnel.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

The public works employees will verify that all containers received for use will:

- ◆ Be clearly labeled as to the contents.
- ◆ Note the appropriate hazard warning.
- ◆ List the manufacturer's name and address.

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It is our policy that no container will be released for use until the above data is verified.

The supervisor in each department will ensure that all secondary containers have either an extra copy of the original manufacturer's label or generic label that has identification and hazard warning blocks. For help with labeling, see the public works employees.

Material Safety Data Sheets (MSDS)

Copies of material safety data sheets for all hazardous chemicals that employees may be exposed to will be kept in City Hall. Data sheets will be available to all employees in their work areas for review during each work shift. If data sheets are not available, or if you begin using a new chemical for which you do not have a Material Safety Data Sheets you should immediately contact your supervisor before using the chemical or the machine containing it.

Employee Information and Training

Before starting work, you will attend a health and safety orientation and receive information and training about the following:

- ◆ An overview of the requirements contained in the Hazard Communication Rules;
- ◆ Chemicals present in your workplace operations;
- ◆ Location and availability of our written hazard communication program;
- ◆ Physical and health effects of the hazardous chemicals;
- ◆ Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and,
- ◆ How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

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After attending training, you will sign a form to verify that you attended, received our written materials, and understood our policies on hazard communication.

Prior to a new hazardous chemical being used by any employee, each employee of that department will be given information as outlined above. The department heads are responsible for ensuring that Material Safety Data Sheets (MSDS) on new chemicals are available.

Safety Committees

NOTE: OR-OSHA requires employers with 11 or more employees/volunteers to develop and maintain an active safety committee. If you are required to have a safety committee, the following section should be included in your Manual.

A Safety Committee has been established to help monitor job safety and increase employee involvement in workplace safety. The purpose of the Safety Committee is to bring managers and employees together in an effort to promote safety and health in the workplace. Safety Committees meets monthly and minutes from these meeting are posted on the bulletin board in City Hall. Each employee is encouraged to read these minutes and to report any problems or questions to any of our designated Safety Committee members. In addition to holding {monthly/quarterly} meetings to discuss and resolve safety issues, the Committee conducts periodic inspections to document hazards and to make recommendations for corrective action. It is important for all employees to

cooperate with Safety Committee members during these inspections. It is everyone's responsibility to make workplace safety the first priority.

Safety Committee Members:

Darren Richman	City Hall	541-443-2811	or	541-379-2696
Teri Porter	City Hall	541-443-2811	or	541-215-5031
Tim Britain	Public Works	541-379-9768		

SEPARATION FROM EMPLOYMENT

Separation from employment with City of Pilot Rock occurs when you voluntarily resign, or you are laid off or discharged by the City.

Resignation

Employment with us is “at-will” which means you are free to resign at any time, with or without notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of intent to resign at least **{ten}** working days before departure, and {30} days before departure for supervisors and management-level personnel.

Job Elimination, Reduction in Work Hours or Staff

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 would be 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, giving you the opportunity to accept a part-time, seasonal or temporary position if available and appropriate, 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, and 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 City, co-workers, and citizens; and,
- ◆ The efficiency of our operation.

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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 least length of service. The 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 lay-off, we will provide limited re-employment rights to any employee laid off. Through you are not rehired during that period you will be separated from employment. 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 in your telephone number and address. The offer will identify the available job and the date you

are to report to work. If you decline re-employment or fail to report on the date specified, you will be deemed to have waived any re-employment privileges and will be treated as a voluntary termination.

Discharge

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

The City has a corrective action policy found on page {29} of this Manual that describes action management may take 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 on page {12} of this Manual for that purpose. You are encouraged to use the procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview will be arranged to give you an opportunity to address unresolved issues before leaving the City and allow us to solicit your opinions about our City and any suggestions for improvement. We encourage all employees to participate in an exit interview when they separate from employment and we value all opinions and suggestions we receive in the process.

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

Return of City Property

Upon separation from your employment, either voluntarily or otherwise, you must return all City property in your possession by your last day of employment. City of Pilot Rock property includes credit cards, City vehicles, keys, ID cards, pagers, tools, software, computer disks, uniforms, this Manual, and any other items in your possession that belong to the City.

EMPLOYEE'S NOTES

|

APPENDIX A

**City of Pilot Rock
MANUAL RECEIPT ACKNOWLEDGMENT FORM**

| *NOTE: This signed form should be inserted in the employee's personnel file.*

As an employee of **City of Pilot Rock**, I acknowledge the following:

I have received a copy of the Employee Manual. I understand that the Manual contains important information about the City's policies, work rules, and my benefits. I also understand that the Manual outlines my responsibilities as an employee of the City. I understand that I have the responsibility to read and understand the information in the Manual, and to ask my supervisor for clarification of any information I do not understand.

I understand that this Manual is not a contract of employment or a guarantee of specific treatment in specific situations. Except for any supplemental safety policies and rules that apply to employees in certain jobs or work areas, or otherwise stated in a written employment contract, I understand that this Manual supersedes all prior Manuals, policies, and understandings on the subjects contained in it.

I understand that unless stated in an employment contract or collective bargaining agreement, the City has the right to change, modify, add to, substitute, eliminate, interpret, and apply in its sole judgment, the policies, rules, and benefits described in this Manual. I understand that should the content be changed in any way, the City will require an additional signed acknowledgement from me to indicate that I am aware of the changes.

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

I understand that City Council, as a whole, are the only official body authorized to make changes in the policies, rules, and benefits described in this Manual and that all such changes must be in writing to be valid. I also acknowledge that, before signing this form, I have asked for and received clarification on any of the items listed on it that I did not understand.

Employee Signature

Date

Print Employee's Name

| APPENDIX B

New Employee Orientation Checklist

Name _____

Department _____

Hire Date: _____

____ Welcome New Employee

- Organization history
- Organization's Mission
- Services and Resources for Organization Information
- Introductions, tour departments and Important Places: Parking, Restrooms, break & lunch areas, supervisor/manager or HR office

____ Introduction to the Department

- Purpose
- Relationship to other departments/agencies
- Organization of department
- Procedures for leave requests, overtime, holidays, etc.
- Fitness-for-duty examination

____ Introduction to the Job

- Work space_ergonomic evaluation
- Work hours, breaks, mealtimes and other rules
- Time sheet and Payday(s)
- telephone number
- Equipment
- mail
- copier & fax machine
- tools
- Job Description (including physical requirements)
- Duties, Responsibilities, Purpose
- Handling Confidential Information
- Performance Expectations/Goals
- Non-Harassment Policy
- Promotions/Transfers
- Dispute Resolution

____ Training

- Computer System / Internet use policy
- Log on
- E-mail
- Software
- Telephone System
- Voice Mail
- Long-Distance Calls
- Training Opportunities

___ General

- Time sheet/Time card, if applicable
- Parking
- ID Card
- Credit Card(s)
- Bulletin Board and Newsletter

___ Policies and Procedures

- Provide Copy of Employee Handbook (Policies)
- Discuss handbook
- Review and sign acknowledgements

New Employee Paperwork

Federal Forms

- PERS Forms (if applicable)
- W-4 and State Tax Forms
- I-9
- Health, Life & Disability Insurance Enrollment Forms

Benefits and Compensation

- Health, Life, Disability Insurance
- Retirement Benefits
- Educational Assistance
- Credit union
- Employee Assistance Program
- Pay Procedures/direct deposit
- Salary Increase/Performance Review Process
- Paid and Unpaid Leave

Safety Orientation: (General overview for entity and more specific done at Department/job level)

- Overview of Safety Policy / Program or Safety Manual
- Emergency procedures, response and medical plan
- General safety / health hazards
- Personal Protective Equipment use
- Hazard Communication / potential chemical hazards
- Bloodborne Pathogen assessment
- Safety Committee role / responsibilities / representative
- Injury prevention, ergonomics and wellness activities
- Reporting injuries

Date Completed: _____
Employee Signature: _____
Supervisor -Signature:- _____

Place in employee personnel file upon completion

ACCIDENT AND OCCUPATIONAL INJURY & DISEASE INVESTIGATION REPORT

Name: _____ Job Title: _____
Home Address: _____ Home Phone: _____
Length of Employment: _____ Started in Department: _____

Date of Injury: _____ *Time of Injury:* _____: _____

When Supervisor was first notified of injury: _____
Witnesses: _____

Did employee visit a physician? Yes ____ No ____

When _____

Name/Address of Physician: _____

TREATMENT. _____

Time lost from work? Yes ____ No ____

Time away from work:

Date left work _____

Time left work ____: _____

Date and time employee returned to work: _____

Body part injured _____ **Right side** ____ **Left side** ____

Type of Injury _____

Has this body part been injured before? Yes ____ No ____

If yes, explain _____

Nature of injury (strain, cut, bruise, Etc.) _____

Was First Aid treatment given? ____ Yes ____ No.

If yes was employee transported to emergency room for further treatment?
____ Yes ____ No

Physical Location where accident happened:

If this was a SERIOUS injury that may threaten life or limb, fill out and attach to the Investigation the following:

- ___ 1. A separate sheet describing the accident
- ___ 2. A separate sheet showing a scene diagram of the accident.
- ___ 3. Photographs
- ___ 4. Eyewitness statements (taken separately in a one on one basis)

Describe what happened? (attach separate pages if necessary)

What were the "Direct" and "Root" Causes?

Direct Cause:

Root Cause:

How can a similar accident/incident be prevented?

Corrective Actions done/or to be done:

Describe how the processes that led to this accident/illness change?

Who will be taking the corrective action?

How will manager of department follow up on this new process?

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Department: _____

Employee Signature: _____

Administrator/Manager: _____ Date: _____

APPENDIX D

ACCIDENT INVESTIGATION CHECK LIST

(Please use this list as a way to verify that you have completed all parts of this accident investigation form that pertain to this occupational accident/illness)

MINOR INJURY INVESTIGATION

DOCUMENTATION

- Time and date of injury
- Date notified supervisor
- Time and date left work
- Time Lost from Work

WORKER

- Name
- Home address and phone number
- Age
- Job Title
- Length of Employment
- received Training
- Department

INFORMATION FROM WITNESSES

- How supervised
- Personal Protective Gear
- Body Part Injured
- Previous Injury to this body part
- One-on-one interview with witness
- Nature of Injury listed (strain, Cut Bruise, Etc.)
- Department where injury occurred noted

EMPLOYER

- Location where worker records are kept
- Safety Training relating to chemicals, equipment or use of PPE involved in the accident

SERIOUS INJURY INVESTIGATION

SCENE

- Diagram
- Photos
- Measurements
- Time and date returned to work

EQUIPMENT and SITE

- Layout of operation
- General condition
- Make, serial and model
- Manufacturer's Information
- Maintenance information and records
- Suitability and adequacy of equipment

- Witness Name
- Witness residence address & phone
- Recollection of accident

APPENDIX E

Exit Interview Form

Name: _____
Position: _____
Supervisor: _____
Hire date: _____
Termination Date: _____

What made you decide to leave your current job? (Check all that apply)

Primary Secondary

- | | | |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Secured Better Job |
| <input type="checkbox"/> | <input type="checkbox"/> | Professional level of job |
| <input type="checkbox"/> | <input type="checkbox"/> | Return to School |
| <input type="checkbox"/> | <input type="checkbox"/> | Family |
| <input type="checkbox"/> | <input type="checkbox"/> | Issues with Supervisor |
| <input type="checkbox"/> | <input type="checkbox"/> | Problems with Hours |
| <input type="checkbox"/> | <input type="checkbox"/> | Not satisfied with Wages |
| <input type="checkbox"/> | <input type="checkbox"/> | Disliked type of work |
| <input type="checkbox"/> | <input type="checkbox"/> | Problems with co-workers |
| <input type="checkbox"/> | <input type="checkbox"/> | Quantity of Work |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical Condition |
| <input type="checkbox"/> | <input type="checkbox"/> | Working Conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | Transportation Problems |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

What did you like most about your job?

What did you like least about your job?

Do you feel appropriate training opportunities were made available to you?

Yes No Comments _____

Do you think your current supervisor was fair and reasonable? If not, please explain.

Yes No Comments _____

Do you believe you were given access to and realistic consideration for promotional opportunities within the organization?

Yes No Comments _____

Did you feel your contributions were appreciated by your supervisor and others?

Yes [] No [] Comments _____

Did you have the appropriate equipment and resources necessary to perform your job?

Yes [] No [] Comments _____

Was your salary satisfactory for the job you were performing?

Yes [] No [] Comments _____

Were you satisfied with the employee benefits provided?

Yes [] No [] Comments _____

Was the physical working environment comfortable and conducive to productivity?

Yes [] No [] Comments _____

Was the job realistically presented to you when you were hired or most recently changed positions?

Yes [] No [] Comments _____

Do you have any suggestions for improvement?

Are there any changes or conditions that could have been made to prevent you from leaving this organization?

Other comments, if any:

Date Discussed: _____ Interviewed by: _____

Information to be discussed with the employee prior to departure:

	Yes	No	Not Applicable
Medical Benefits/COBRA	_____	_____	_____
Life Insurance Forms	_____	_____	_____
Severance Pay	_____	_____	_____
Vacation Pay Due	_____	_____	_____
PERS Forms	_____	_____	_____
Medical/Flexible Spending Accounts	_____	_____	_____
Life Insurance	_____	_____	_____
Expense Reports/Other Reimbursements	_____	_____	_____
Unemployment Compensation (if applicable)	_____	_____	_____
Computer Security Process	_____	_____	_____
Education Assistance Reimbursements	_____	_____	_____
Procedure for providing references	_____	_____	_____
Eligibility for reemployment	_____	_____	_____

Process for receiving final paycheck _____
 Direct deposit _____

Items to be returned by employee:

	Returned	Not Applicable
Key(s) - building/office/file cabinets/cars	_____	_____
Security Pass/ID Card	_____	_____
Parking Pass/Access Key	_____	_____
Credit Card(s)	_____	_____
Phone Calling Card	_____	_____
Pager	_____	_____
Cellular Phone	_____	_____
Laptop/other computer, including disks	_____	_____
Fax Machine	_____	_____
Tools/Other Equipment	_____	_____
Employee Handbook/Company Information	_____	_____
Uniform(s)	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Other procedures to follow:

	Completed	Not Applicable
Notify payroll and obtain/send final paycheck	_____	_____
Notify PERS Office	_____	_____
Notify credit union/bank/others	_____	_____
Notify health insurance provider	_____	_____
Notify life insurance provider	_____	_____
Process other pension/savings forms	_____	_____
Review and close out personnel file	_____	_____
Modify information system records	_____	_____

Reference Checks

I agree to allow the City of Pilot Rock to release the following language and information to be used for reference checks by any and all future employers: _____

Employee Signature: _____
 Supervisor Signature: _____
 Date Signed: _____

Place a copy of this form in the employee file.

Pilot Rock Department
Patrol Officer Evaluation Form

Employee Name: _____

Anniversary Date: _____

Period Covered by Evaluation From _____ To _____

Type of Evaluation: _____ 6 month Salary Adjustment: _____
_____ 12 month Step: _____
_____ Other

Evaluator's Name: _____ Title: _____
=====

Evaluator's Recommendation: _____

Evaluator's Signature: _____ Date: _____

Department Head's Recommendations: _____

Department Head's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

I would like to discuss this evaluation with someone other than my supervisor:

Yes _____ No _____

Salary Adjustment

City Manager: Approved: _____ Probation: Not Completed

Completed _____
Extended _____
City Manager's Signature _____ Date: _____

FACTOR A: SUPPORT OF UNIT'S OBJECTIVES: PLANNING/TEAM WORK

Performance Criteria:

- _____ Works with supervisor and other officers in planning and building an effective team.
- _____ Officer's objectives, talents and efforts are directed toward the needs of the department and accomplishment of unit's goals.
- _____ Improved methods are suggested and readily tried to improve effectiveness and solve traffic/crime problems.
- _____ New and additional assignments are accepted and performed.

_____ Total Average _____

=====

FACTOR B: RESPONSE TO RADIO CALLS AND ASSIGNMENTS

Performance Criteria:

- _____ Radio calls are not missed without valid cause.
- _____ Response is made promptly, safely and appropriately.
- _____ Further action is rarely required in minor cases.
- _____ Assistance provided is appropriate to the need or problem.
- _____ Proper radio procedures are followed.

_____ Total Average _____

=====

FACTOR C: INVESTIGATION OF CRIMES OR TRAFFIC ACCIDENTS

Performance Criteria:

- _____ Appropriate investigative steps are taken.
- _____ Investigations are thorough and each step properly documented.
- _____ Evidence is properly preserved, collected, and thoroughly described.
- _____ Other divisions or agencies are properly notified as required.
- _____ Investigations are completed in a timely manner.
- _____ Citations are issued when appropriate.

_____ Total Average _____

\

FACTOR D: APPREHENSION, ARREST OF CRIMINAL SUSPECTS.

Performance Criteria:

- _____ All necessary information is included in arrest reports and case files.
- _____ Uses only the level of force necessary to effect the arrest.
- _____ Uses correct procedures in effecting an arrest.

_____ Total Average _____
=====

FACTOR E: ENFORCEMENT OF TRAFFIC REGULATIONS

Performance Criteria:

- _____ Actions taken are appropriate to the offense.
- _____ Citations are rarely returned for correction.
- _____ Traffic is controlled as required.

_____ Total Average _____
=====

FACTOR F: PERFORMANCE UNDER STRESSFUL, EMERGENCY OR UNUSUAL CONDITION.

Performance Criteria:

- _____ No serious deviations from expected performance are demonstrated under unusual circumstances.
- _____ Demonstrates ability to take command of emergency situations.
- _____ Composure is maintained under stress.

_____ Total Average _____
=====

FACTOR G: RELATIONS WITH CITIZENS AND THE COMMUNITY

Performance Criteria:

- _____ Knows and is responsive to community problems.
- _____ Courtesy is demonstrated in citizen contacts.
- _____ Anger and verbal abuse from citizens does not adversely affect performance.
- _____ Provides equal service without bias or prejudice.
- _____ Projects a favorable image of himself/herself and the department.

_____ Total Average _____

FACTOR H: WORKING RELATIONSHIPS AND COOPERATION WITH OTHER PERSONNEL

Performance Criteria:

- _____ Personal relationship with other personnel does not impair work relationship.
- _____ Readily assists/backs other officers.
- _____ Trains and guides less experience officers.

____ Total Average _____

=====

FACTOR I: WORKING RELATIONSHIP WITH OTHER AGENCIES.

Performance Criteria:

- _____ Maintain a good working relationship with members of other agencies.

____ Total Average _____

=====

FACTOR J: PREPARATION AND PRESENTATION OF REQUIRED REPORTS AND INFORMATION.

Performance Criteria:

- _____ Field interview reports are used.
- _____ Reports are legible, concise, grammatically correct, submitted at agreed upon time with required information.
- _____ Reports and information are rarely returned for correction.
- _____ Oral reports are communicated in clear, well organized, and accurate manner.

____ Total Average _____

=====

FACTOR K: OPERATION MAINTENANCE AND CARE OF DEPARTMENTAL EQUIPMENT.

Performance Criteria:

- _____ Vehicles are not abused through poor driving habits.
- _____ Specified operating and safety procedures are followed in the use and maintenance of equipment.
- _____ Automobiles are returned clean (interior) and serviced for the next shift.
- _____ Equipment wear, malfunctions, damages are identified and reported

____ Total Average _____

4. QUALITY OF WORK

Work seldom contains mistakes. Is careful about neatness and general work quality. Work does not have to be redone or reassigned due to poor quality.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

5. JOB SKILL LEVEL

Has adequate knowledge, experience, background and skill to perform assigned tasks, keeps informed of new developments in skill area.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

6. ORGANIZATIONAL ABILITY

Plans and organizes in efficient manner, is rarely in a crisis situation due to poor planning. Sets priorities well, coordinates work projects and timing to meet needs of department or other departments.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

7. OPERATIONAL ECONOMY

Works within limits of budget; is conscientious about obtaining materials and equipment at a reasonable price; is not wasteful; does not over-order, causing unnecessary or unusable surpluses; looks for new ways to save time and materials.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

8. APPEARANCE

Dresses appropriately for work, is well groomed and neat; clothing is in good repair and clean.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

9. ABILITY TO WORK INDEPENDENTLY

Performs work independently when required; capable of handling special assignments with little or no supervision.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

10. INITIATIVE

Accepts and discharges delegated duties willingly; is self-motivated and seldom needs prodding; has ability to get a project going. Takes on additional responsibility as needed.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

11. PERSERVERANCE

Works continuously; does not give up easily if something goes wrong. Can be depended upon to complete projects.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

12. COOPERATION WITH FELLOW EMPLOYEES

Is able to work effectively with others; does not create hard feelings or friction. Is aware of and responds to needs of others; is thoughtful and courteous.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

13. ABILITY TO DEAL WITH THE PUBLIC

Is pleasant and helpful to public; sees that desired information is provided promptly. Does not ask inappropriate or unnecessary questions, or get involved in extraneous conversations. Maintains a professional manner; is tactful.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

14. CARE AND USE OF EQUIPMENT AND MATERIALS

Is not harsh in treatment of equipment, does not leave equipment unattended without securing; is careful to protect equipment from environment. Puts tools and equipment away and cleans them as needed. Uses proper equipment for job, shares equipment well. Does not lose or misplace tools or equipment.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

15. PERSONAL VERSUS WORK INTERESTS

Does not allow personal interests to interfere with daily job activities or projects. Shows interest in present job, does not appear bored or distant or distract others from their work. Is willing to work outside normal work hours to accomplish project within time frame.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

16. ABILITY TO LEARN

Learns new things readily; does not need repeated instructions; grasps concepts adequately. Does not make frequent errors; learns well from mistakes.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

17. SELF IMPROVEMENT

Shows interest in improving job skills and performance; is interested in attending workshops, classes and seminars when opportunity is available. Applies new knowledge acquired to work situation. Shows interest in trying to correct deficiencies; accepts constructive criticism well.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

18. COMMUNICATION SKILLS

Is easily understood when speaking; makes points well without belaboring. Sets up effective communication network with supervisor and co-workers. Listens well, is courteous. Has good command of the English language; writes accurately, clearly and concisely without errors in spelling. Writes well-organized and easily understood reports.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

19. JUDGMENT

Can distinguish relevant from irrelevant facts in drawing conclusions. Tends to be logical in approach to solving problems. Uses common sense; offers opinions without being opinionated.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

20. REQUISITE KNOWLEDGE

Demonstrates knowledge of laws, rules and regulations necessary to perform effectively; demonstrates the ability to apply laws, rules and regulations in appropriate manner. (Includes both traffic and criminal laws.)

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

21. WRITTEN WORK

Written work is complete and accurate; neat, legible and grammatically correct. Work is complete and submitted in a timely manner, and the work communicates a logical and proper deduction of the facts. Writes organized and easily understood reports.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

SUPERVISORY TRAITS

1. DECISION MAKING

Makes good decisions on routine and complex problems. Decisions are well thought out and not hasty. Does not delay making decisions. Does not pass responsibility of decision making to others.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

2. LEADERSHIP

Supervisor elicits appropriate behavior and professional manner without being unreasonable. Creates positive and productive attitude in employees. Duties and projects within the department are carried out in an organized, effective manner. Supervision is consistent with City goals and objectives.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

3. FAIRNESS AND IMPARTIALITY

Does not show favoritism toward or rejection of any individuals; provides constructive criticism when necessary. Is available to employees for assistance and discussion when necessary. Does not hold grudges.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

4. DELEGATION OF AUTHORITY AND RESPONSIBILITY

Has ability to delegate authority and responsibility in order to maximize the overall efficiency of the city. Does not hamper work process with excessive personal control. Is clear and decisive in delegating authority during absences and leave time. Communicates delegations to supervisor. Accepts delegated changes in assignments and methods.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

5. FLEXIBILITY

Is not overbearing or close-minded. Is willing to listen to others' ideas and points of view. Allows good ideas to be used. Encourages expression in others. Adapts easily to changes in routine and circumstances. Can accept changes in work plans without causing disruption.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

6. EMOTIONAL CONTROL

Displays ability to perform routine assignments and solve problems with control and stability. Avoids confrontations with others without avoiding issues. Keeps personal problems with others out of work atmosphere.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

7. ABILITY TO WORK UNDER STRESS

Is not given to fits of temper or emotional outbursts in stress situations. Does not lose sight of objectives under stress. Remains calm and thinks clearly when under stress and helps others to remain calm and to be efficient.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

8. EMPLOYEE COUNSELING

Handles personnel evaluations in an objective, efficient and timely manner. Encourages employees to examine and improve job skills and objectives. Does not use excessive amount of work time to counsel employees. Does not become involved with personnel problems to the point of disrupting personal and group work assignments. Is able to provide constructive and appropriate criticism.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

9. INFORMATION CONTROL AND COMMUNICATIONS

Sets up and maintains effective method of sharing information with other employees and supervisors. Does not provide more information than is necessary to accomplish job, but provides adequate information and answers questions. Is careful to impart confidential information only when appropriate.

Unsatisfactory Needs Improvement Satisfactory Above Standard Outstanding

Comments: _____

STAFF EVALUATION

1. Suggestions for Performance Improvement _____

2. Discussion of Problems and Achievements _____

Supervisor's Signature _____

Date: _____

I have reviewed this evaluation and have discussed it with my supervisor. My signature does not necessarily indicate agreement.

Employee's Signature _____

Date: _____

Additional comments may be attached

APPENDIX H

COMMAND STRUCTURE

