

***OREGON CASCADES WEST
COUNCIL OF GOVERNMENTS***

PERSONNEL POLICIES



*Approved and Adopted by the OCWCOG Board
March 20, 2008 (Revised 1/21/2016)*

TABLE OF CONTENTS

TABLE OF CONTENTS..... 1

INTRODUCTION..... 5

EMPLOYMENT WITH OREGON CASCADES WEST COUNCIL OF GOVERNMENTS 6

NON-DISCRIMINATION AND RETALIATION..... 6

 Equal Opportunity Employment 6

 Anti-Harassment Policy 6

 Genetic Information Non-discrimination Act (GINA) 6

 Domestic Violence 6

 Veterans’ Preference in Hiring 7

 Meeting Participation 7

 Whistle Blowing 7

 Disability Accommodation 7

 Religious Accommodation..... 8

 Anti-Retaliation Policy 8

 Complaint Procedure 8

CRIMINAL HISTORY AND BACKGROUND CHECKS 9

WORK-PLACE PRIVACY AND CONFIDENTIALITY 9

 Entity..... 10

 Background Screening 10

 Medical Records 10

 Personnel Records..... 10

EMPLOYMENT CLASSIFICATIONS 10

 Introductory Period (Trial Service) Employees 10

 Regular Employees 11

 Temporary Employees 11

 Limited Term Employees 11

EMPLOYEE TERMINATIONS AND RESIGNATIONS..... 11

 Involuntary Terminations..... 12

 Layoffs and Furlough..... 12

 Resignations 13

 Final Paychecks 13

 References..... 13

EMPLOYMENT OF RELATIVES 14

STANDARDS AND CONDUCT OF EMPLOYEES..... 15

HOURS OF WORK..... 15

 Workdays and Workweeks 15

 Flexible Scheduling 15

 Changes in Work Schedules and Hours..... 15

 Overtime 15

 Exempt Employee Compensatory Time 16

 Use of Compensatory Time 16



Lunch Breaks	16
Breaks	16
Breast Feeding Breaks	17
VIOLENCE IN THE WORKPLACE.....	17
Introduction.....	17
“Zero Tolerance” Policy	17
Bullying Conduct	17
Ensuring Safety.....	18
Reporting Procedures.....	18
EMPLOYEE RESPONSIBILITIES.....	18
In General.....	18
Cooperation and Teamwork.....	19
Personal Appearance.....	19
Attendance and Punctuality	19
Outside Employment	19
Change of Name, Address, Telephone or Status	20
Smoking.....	20
Conflicts of Interest.....	20
Political Activities at Work.....	21
Ethics.....	22
Client/Customer Confidentiality	22
Misrepresentation.....	23
Compliance with Laws	23
Holiday Decorations	23
Performance Reviews	24
DRUG AND ALCOHOL POLICY.....	24
Prohibited Conduct	25
Mandatory Testing.....	26
Searches	26
Safeguards.....	27
Prescribed Medication	27
Rehabilitation and Return to Work.....	27
EMPLOYEE CONDUCT	28
Minor Infractions	28
Major Infractions	29
GRIEVANCE AND COMPLAINT PROCEDURE	30
Grievance and Complaint Procedure	31
COMPENSATION AND BENEFITS	33
COMPENSATION	33
Paydays	33
Direct Deposits.....	33
Time Sheets.....	33
Corrections.....	33
Travel Expenses and Meal Reimbursement.....	33



Cell Phones	33
Payroll Deductions.....	34
Pay Rates.....	34
HEALTH AND WELFARE	35
HEALTH BENEFITS.....	35
Eligibility Requirements	35
OCWCOG Contributions.....	35
Enrollment Forms and Changes in Status.....	35
Termination of Coverage	35
Statutory Continuation of Benefits	36
Disputes and Changes in Coverage.....	36
Summary Plan Booklet	36
OTHER EMPLOYMENT BENEFITS.....	36
PERS Retirement Plan	36
Deferred Compensation Plan	36
Educational Assistance	36
Professional Development	37
Longevity Bonus	37
LEAVES OF ABSENCE	38
VACATION LEAVE	38
Vacation Benefit Schedule.....	38
Vacation Scheduling.....	38
Early Cash Out.....	39
Payment Upon Termination.....	39
Donating Vacation Leave	39
SICK LEAVE	39
Eligibility for Sick Leave Pay.....	39
Use of Sick Leave	40
Payment of Sick Leave	40
Abuse of Sick Leave	41
Payment on Termination.....	41
HOLIDAYS	41
Holiday Pay Eligibility	42
Amount of Holiday Pay	42
Working on a Holiday.....	42
Personal Days.....	42
OTHER LEAVES OF ABSENCE.....	43
Personal Leave of Absence	43
Bereavement and Compassion Leave	43
Military Leave.....	44
Jury Duty and Witness Leave	44
Family Medical Leave, Parental or Pregnancy Leave	44
Workers Compensation Leaves	52
Other Medical Leaves	52

Domestic Violence Leave	53
Other Leaves	53
EMPLOYEE OFFICE SAFETY AND PROTECTION.....	54
SAFETY.....	54
Safety and On-The-Job Injuries	54
Reporting Injuries and Unsafe Working Conditions	54
First Aid Kits.....	54
Fitness for Duty Examinations.....	54
Personal Protective Equipment (PPE)	54
SAFETY COMMITTEE	55
Organization.....	56
EMERGENCY OFFICE CLOSURES	56
USE OF OCWCOG OFFICE AND EQUIPMENT.....	59
USE OF OCWCOG TELEPHONES	59
COMPUTERS AND ELECTRONIC EQUIPMENT	59
Ownership, Use, and Access.....	59
Electronic Equipment Security	60
Internet Access.....	60
Use of OCWCOG Computer Equipment.....	60
Use of Software Licensed to the OCWCOG	61
Use of Software Not Licensed to OCWCOG	61
Use of Online Applications Licensed to OCWCOG	61
Confidential Information	61
Use of Personal Equipment – Personal Computers, Cell Phones, Smart Phones, and Tablets	62
PROHIBITED ACTIVITIES	62
Discipline	63
COMMUNICATIONS	65
SOCIAL MEDIA	65
Prohibited Activity.....	65
Encouraged Conduct.....	65
Request for Employee Social Media Passwords.....	66
COMMUNICATING WITH THE MEDIA	66
Scope.....	66
Designation of Company Spokesperson	66
Guidelines for Talking with the Media.....	67
Guidelines for Seeking Media Coverage	68
RECORDED CALLS	70
EMPLOYEE HANDBOOK ACKNOWLEDGMENT OF RECEIPT.....	71

INTRODUCTION

Welcome to Oregon Cascades West Council of Governments (hereinafter “OCWCOG”). Whether you are a newcomer or a current employee, we want you to know we are pleased to have you as a part of our organization.

In order to foster a better understanding of OCWCOG’s practices, we have developed an Employee Handbook. It is the purpose of the Handbook to provide some answers to questions that frequently arise regarding basic policies and rules. The policies and rules, which are outlined in the Employee Handbook, cover all employees. Individuals who are performing services as independent contractors or employees of independent contractors are not covered.

For our union employees covered by a Collective Bargaining Agreement, in the event that any provision of this Handbook is in conflict with the provisions of the Collective Bargaining Agreement, the terms of the Collective Bargaining Agreement will control.

You should understand that this Handbook is not intended to serve as a contract for employment or benefits between you and OCWCOG. It is a summary of our current policies. We reserve the right to change or discontinue any benefit plan, policy, or practice at any time as we determine appropriate to the operation of the organization. Changes to this Handbook can, however, only be made by the Executive Director, who is designated to keep the Policy Handbook updated and can only be made in writing. **Nothing in this Handbook should be construed as a guarantee of continued employment, but rather, employment with OCWCOG is on an at-will basis.** This means that the employment relationship may be terminated by you or OCWCOG for any reason not prohibited by law.

This Employee Handbook becomes effective January 21, 2016, and supersedes all prior personnel policies and practices, written or verbal. If you have any questions about matters covered in this Handbook, please contact the Human Resources Manager.



EMPLOYMENT WITH OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

NON-DISCRIMINATION AND RETALIATION

Equal Opportunity Employment

Oregon Cascades West Council of Governments (OCWCOG) recognizes that the strength and growth of the Agency is in its people. It is our policy to provide equal employment opportunities to all qualified persons without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, age, mental or physical disability, military status, married status, veteran's status, injured worker's status, or other protected status in accordance with applicable law. We strive to make employment decisions based on our evaluation of an individual's qualifications, ability and contribution to the success of OCWCOG.

We trust that all employees of OCWCOG will continue to act responsibly to establish a pleasant working environment free of discrimination.

Anti-Harassment Policy

It is our policy that all employees have a right to work in an environment where the dignity of each individual is respected. For that reason, we expect all employees to accomplish their work in a business-like manner with concern for the well-being of their co-workers. Any harassment of employees by fellow employees is not permitted, regardless of their working relationship or supervisory status.

Specifically forbidden is harassment of a sexual, racial, ethnic, age, religious or disability-related nature. This includes on or off-duty conduct such as unwelcome sexual advances, innuendos; or requests for dates; unwelcome touching; dirty jokes; offensive derogatory comments about a person's gender; sexually explicit posters; and other verbal, graphic, electronic or physical conduct of a sexual nature which has the purpose or the effect of creating a hostile or offensive work environment. It also includes racial slurs; ethnic jokes; derogatory comments or gestures about a person's physical or mental limitations or sexual orientation and other verbal, graphic, physical or other conduct of a racial, religious, ethnic, age or disability related nature which creates a hostile or offensive work environment.

In addition, no one should suggest or threaten that an employee's cooperation, tolerance or objections to conduct of this nature will have any effect on that employee's employment. Oregon Cascades West Council of Governments does not base employment decisions on such factors.

Genetic Information Non-discrimination Act (GINA)

OCWCOG does not discriminate against applicants or employees based upon either the employee's or the employee's family genetic information; nor does our agency use genetic information in employment decisions.

Domestic Violence

OCWCOG does not discriminate against employees who are victims of domestic violence, sexual assault, or stalking.



Veterans' Preference in Hiring

All things being equal, OCWCOG may give preference to veterans, when making hiring decisions; our agency does not discriminate against individuals based on current or prior military service.

Meeting Participation

OCWCOG does not take adverse employment action against employees who choose not to attend agency-sponsored meetings where OCWCOG's "position" regarding religious or political matters, will be presented.

Whistle Blowing

OCWCOG has established procedures to encourage and enable employees to raise reasonable, good faith concerns about unlawful or unethical conduct within the agency without the fear of retaliation.

It is your responsibility to report conduct that you reasonably believe violates any state or federal law, rule or regulation, or agency rules or regulations. We also believe that all employees have the responsibility to report conduct they reasonably believe constitutes mismanagement (i.e. serious agency misconduct that has the effect or potential to undermine OCWCOG's ability to fulfill its public mission); misappropriation of funds, materials, and assets of the OCWCOG; abuse of authority; or gross waste of funds of OCWCOG.

In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor for any reason or you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management whom you are comfortable in approaching, the Compliance Officer (Human Resources Manager) or the Chair of the OCWCOG Board of Directors.

Employees are encouraged to review policy #GA01-07-06 for detailed information and procedures regarding OCWCOG's Whistleblower policy.

Disability Accommodation

Oregon Cascades West Council of Governments is committed to complying fully with state and federal disability discrimination laws. This commitment extends not only to prohibiting discrimination against disabled applicants and employees, but also to complying with reasonable accommodation obligations. Consequently, if you require workplace modifications or other assistance to accommodate your disability, it is your responsibility to contact the Human Resources Manager or your immediate supervisor to make sure we are aware of not only your disability, but also your need for accommodation. Not every physical or mental limitation qualifies as a disability. Also, accommodations will not generally be made unless those accommodations are necessary to enable a disabled employee to perform his or her job duties or as a temporary step to assist an employee who has a pending worker's compensation claim to return to productive employment.

If you advise us of a condition that you believe requires accommodation, we will analyze your medical condition to determine whether it constitutes a disability. If it does, we will enter into an interactive discussion with you to determine what, if any, accommodations can be made to enable you to perform your job duties in a safe and satisfactory manner. All employees are expected to cooperate with our requests for medical confirmation of the condition they believe constitutes a disability, as well as requests for medical confirmation of the current, precise limitations on their

ability to perform their job duties. If, even after any required reasonable accommodation, an employee is unable to perform their essential job duties, we are receptive to exploring opportunities to place disabled employees in other available positions that are, with or without reasonable accommodation, suited to their skills and limitations.

Religious Accommodation

It is our policy to provide reasonable accommodation for religious observances or practices of employees, according to applicable state and federal laws.

Anti-Retaliation Policy

It is also important for you to understand that Oregon Cascades West Council of Governments respects the rights of its employees to raise harassment and discrimination concerns and to participate in investigations. We do not allow supervisors, managers or employees to retaliate against employees who report or oppose harassment or discrimination or otherwise cooperate with investigators. “Retaliation” is broadly construed and means any adverse action against an employee for opposing harassment or discrimination. It may include any on-duty or off-duty conduct that could discourage an employee from making a complaint of discrimination or harassment or testifying, assisting or participating in an investigation proceeding or hearing.

It could also include conduct against a current or former employee such as changing their duties, treating an employee rudely, acting with deliberate coldness or disregard, giving a negative job reference, etc.

Complaint Procedure

If you believe that you have been subjected to any form of:

1. Discrimination in violation of this Policy or equal employment opportunity laws;
 2. Harassment, particularly harassment of sexual, age, racial, ethnic, religious or disability-related nature;
- OR**
3. Retaliation for reporting discrimination or harassment; opposing discrimination or harassment or cooperating with investigations, you should promptly report your concerns to your supervisor, the Human Resources Manager or the Executive Director.

We encourage employees to report complaints and work with us to informally resolve problems involving violations of our Equal Employment Opportunity Policy. Our ability to resolve these kinds of problems is dependent on your cooperation in reporting incidents that raise discrimination, harassment and retaliation concerns. We believe that all our employees have an affirmative obligation to report unwelcome conduct that they believe violates this Policy.

In the event an incident or complaint is reported, an investigation will be undertaken immediately. Investigations will be kept confidential to the extent we determine confidentiality can be maintained, while allowing us to comply with our obligations. Violators will be subject to appropriate disciplinary or other corrective action.

CRIMINAL HISTORY AND BACKGROUND CHECKS

It is the policy of OCWCOG to provide a safe and secure environment for our clients, employees and volunteers, and to make sure that all clients who receive our services can expect to do so in safety and without fear in an atmosphere of mutual trust and respect. In accordance with this policy and applicable law, OCWCOG requires criminal background screening and fitness determinations for all selected applicants, employees, interns, and volunteers who work or will work in covered positions. “Covered positions” include all positions in which an employee, intern or volunteer provides or may provide care, treatment, education, training, instruction, supervision, placement services, transportation, recreation or support, or otherwise have direct contact with vulnerable people, including children, seniors or persons with disabilities.

OCWCOG’s screening process includes criminal history checks conducted through the Department of Human Services’ (DHS) Criminal History Records Unit and general background checks (including but not limited to verification of identity, verification of bondability, and verification of licenses, certifications, degrees and other qualifications). Criminal history checks include checking the State of Oregon Law Enforcement Data System (LEDS), the Federal Bureau of Investigation (FBI), Driver and Motor Vehicles Division (DMV), court records and other states’ data systems.

WORK-PLACE PRIVACY AND CONFIDENTIALITY

OCWCOG recognizes our employees' right to privacy. In achieving this goal, the agency has adopted these basic principles:

1. The collection of employee information typically is limited to information OCWCOG needs for business and legal purposes.
2. Personal information and information in confidential records ordinarily will not be disclosed, except as permitted or required by law, or as authorized by the employee.
3. Verifications of employment dates, job title, and wages may be provided without written approval.
4. Internal access to employee records will be limited to those employees having an authorized need-to-know.
5. Employees are permitted to review your personnel file, and may correct inaccurate factual information or submit written comments in disagreement with any material contained in their personnel records.
6. All employees have a responsibility not to accidentally disclose information about employees or clients through overheard conversations, mislaid documentation, and faxes, e-mails and hard copies of correspondence sent to a wrong destination. Unauthorized communication of confidential information is regarded as a serious matter and may be subject to disciplinary action.
7. OCWCOG’s Technology Services Department maintains reasonable safeguards to ensure the security, confidentiality, and integrity of personal identifying information stored in all agency electronic systems.
8. All employees are required to follow these principles, as well as any other OCWCOG policy or practice related to confidential information. Violations of this may result in disciplinary action, up to and including termination.
9. All employees who routinely work with employee or client personal identifying information, including medical information, are required to take and successfully pass the Health Insurance

Portability and Accountability Act (HIPAA) Privacy Essentials and Privacy and Information Security training provided by the agency.

Entity

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, such as OCWCOG. Although there are some exceptions (such as personnel files), most records in a public body are available to the public for inspection. It is our intent to be responsive to requests for public records. If you receive a request for public information, you are to forward that request to your supervisor or program director.

Background Screening

OCWCOG’s Human Resources maintains all employee background screening information in secured locking cabinets separate from the personnel files, and it is not available to employees for review.

Medical Records

Your medical records are also stored in access-protected files in Human Resources, separate from employee personnel files.

Generally, employees “own” their medical information, which means that without your permission, we will not typically inform other employees of an individual’s medical condition(s).

Personnel Records

Official personnel files for each employee are kept secure in the Human Resources Department. Access to these files is on a need-to-know basis and is restricted to authorized persons only.

Authorized persons typically, are any individuals in a direct line of supervision over the employee, as well as the Executive Director and the Human Resources Manager, and the individual to whom the file applies; the employee may also give written permission for an otherwise unauthorized individual to view his/her file.

Information in the personnel files may be treated as exempt from public disclosure as provided in ORS Chapter 192. Information which cannot be treated as confidential under the law includes: name, job title, salary, and dates of employment with OCWCOG. Other information in the files may be subject to public disclosure by order of a court or tribunal of competent jurisdiction.

EMPLOYMENT CLASSIFICATIONS

We have developed basic employment categories in order to ensure a common understanding of terms used in this Handbook. Please refer to these definitions as you read through the policies.

Introductory Period (Trial Service) Employees

The introductory period for new employees who are hired for ongoing employment is six (6) months from last date of hire. The introductory period is an integral part of the examination of new employees and provides OCWCOG with the opportunity to observe the employee’s work and to train and aid the employee in adjustment to his/her new position. During this period you will have

an opportunity to evaluate whether the work for which you were hired, the people with whom you work, and the general atmosphere and conditions at OCWCOG meet your expectations.

The attitude and aptitude you show in your work habits during the introductory period, in particular, your demonstration of required and/or desirable skills, attendance, punctuality, ability to learn, and ability to get along with people, will be primary factors used in determining whether you will be assigned to regular employment status.

Completion of the introductory period is not intended to provide an employee with any particular job rights or guarantees. You should also understand that OCWCOG has no obligation to retain you as an employee for the entire six (6) month introductory period if, in our determination, your performance or other business considerations warrant termination of your employment.

During the introductory period you are not eligible for benefits except as specifically provided in this Handbook and as required by law.

Regular Employees

Regular employees are employees who have been hired for on-going employment and who have completed the introductory period.

A regular full-time employee is one who regularly and consistently works at least 40 hours per week. Regular full-time employees are eligible to receive all the employee benefits outlined in this Handbook, provided they meet the eligibility requirements.

A regular part-time employee is one who regularly and consistently works less than 40 hours a week. Regular part-time employees are not eligible for benefits except as specifically provided in this Handbook and as required by law (unemployment, workers' compensation, etc.).

Temporary Employees

Temporary employees are those who perform services on an interim, relief or on-call basis or as needed for temporary short-term employment of twelve or fewer months. Temporary employees are not eligible for employee benefits, except as required by law.

Limited Term Employees

Limited Term employees are hired to fill in for a regular employee who is on an extended leave of absence, perform work for a new service or function, or to fill a position requiring unique skills when the work is generally subject to the continuation of a grant, contract, or award. Services are performed for a specific project on a short-term basis, not to exceed a two (2) year period. All employment benefits are extended to individuals in Limited Term appointments under the same conditions as they are extended to regular service employees.

EMPLOYEE TERMINATIONS AND RESIGNATIONS

(The provisions of this policy apply to non-union employees only. Union employees should refer to the Collective Bargaining Agreement for applicable termination and layoff standards.)

Employment with Oregon Cascades West Council of Governments is not and should not be construed as a contract of employment. Any past or future verbal or written promises to the contrary are expressly disclaimed and should not be relied upon by any employee.

Involuntary Terminations

OCWCOG reserves the right to terminate the employment of any employee for any reason we determine is sufficient "at will," with or without notice. Examples of some reasons for termination include, but are not limited to: unsatisfactory work performance; unsatisfactory attendance; dishonesty including any false reports made under any other provision of this Handbook; failure to comply with legal verbal or written work instructions or directives; failure to cooperate and demonstrate teamwork qualities; violating any OCWCOG policy presently in effect or subsequently issued that we feel is serious enough to justify termination; misconduct or any other action that is, in the view of OCWCOG, sufficient to justify termination.

An employee's overall work record may be considered by OCWCOG in determining what discipline should be imposed in a particular case. In any event, OCWCOG will determine what the facts are, whether discipline is warranted, and what level of discipline is appropriate. Lesser forms of discipline may include oral or written warnings, suspension, demotion, transfer, etc.

If you believe you have been unfairly discharged or disciplined, we encourage you to use the grievance and complaint procedure.

Layoffs and Furlough

It is our goal to provide stable employment to our employees by operating OCWCOG effectively and efficiently. However, changes in our funding or operations may affect our employment needs.

Furlough is a temporary unpaid time off due to a shortage of funds within a program and/or a work unit. In the event a furlough is necessary, your supervisor will discuss with your work unit the alternatives for scheduling and implementing the furlough. If employees are required to take furlough, they will not have their holiday compensation affected if the scheduled furlough falls the workday before and after a compensable holiday. Furlough will not reduce the employee's leave rate of accruals or insurance benefits; however, it will reduce the required contributions towards an employee's Public Employee Retirement System account.

In the event we decide that it is necessary to eliminate or consolidate jobs or otherwise curtail operations, layoffs may be necessary. In determining whether or not an employee will be laid off, OCWCOG will consider the comparative work performance of the employees affected, as well as the skills and abilities of those employees to perform the work remaining, and the needs of OCWCOG.

If we feel the performance, skills and abilities of the employees we are considering for layoff are relatively equal, preference will be given to Regular employees and employees with the longest length of service with OCWCOG.

OCWCOG makes every effort to reassign or transfer employees to available positions for which OCWCOG determines they are qualified before implementing a layoff.

In the event that layoffs become necessary, OCWCOG will provide affected employees with as much advance notice of the layoff as possible. Employees who are laid off have no recall rights and no right to bump other employees out of positions. However, in the event that positions are reinstated, laid-off employees who held those positions prior to layoff will generally be given preferential consideration in filling the position based on their prior work performance, skills and abilities.

Resignations

If an employee does resign from OCWCOG, we request the courtesy of at least two weeks (10 working days) advanced written notice to your immediate supervisor with a copy to the Human Resources Manager and the Executive Director. This notice should include the effective date of termination of employment and the reason. Employees who provide the requested notice will be considered to have resigned in good standing.

Final Paychecks

If you are discharged by OCWCOG, your final paycheck will be available by the end of the next business day following your termination.

If you resign and provide at least 48 hours notice to OCWCOG, your final paycheck will be available on your last day of work or on the next business day if your last day falls on a Saturday, Sunday or holiday.

If you resign and fail to provide at least 48 hours notice to OCWCOG, your final paycheck will be available within 5 days of your termination or on the next payday, whichever comes first.

Your final paycheck will include payment for earned and unused overtime-compensatory time at one and one-half (1 ½) times your rate of pay at the time it was earned.

Your final paycheck will also include any earned and unused annual vacation leave benefits. However, employees who voluntarily terminate their employment with OCWCOG and fail to provide at least two weeks (10 working days) advance notice of the termination will forfeit any earned and unused annual vacation leave benefits.

Unused sick pay benefits of any kind will be forfeited.

References

Employees who leave our employment will be given the option of authorizing Oregon Cascades West Council of Governments to release information regarding their work performance, attendance, inter-personal relations, etc. **or** information limited to their length of employment, position and pay rate. When employees leave our employment without giving us written authorization to release more detailed information we will, as a general practice, release only information about their length of employment, position and pay rate. All reference requests should be directed to the Human Resources Manager for response.

EMPLOYMENT OF RELATIVES

We do not prohibit the hiring of an employee's family members. However, an employee will not be permitted to serve in a position of supervisory status or grievance adjustment authority over a family member. For the purposes of this policy, an employee's family member will include the employee's spouse, children, siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent and stepchild, or other permanent member of the employee's household.

STANDARDS AND CONDUCT OF EMPLOYEES

HOURS OF WORK

Workdays and Workweeks

A workday is defined as the hours you are scheduled to work in a 24-hour period. Our workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight of each week and our office hours are from 8:00 a.m. to 5:00 p.m.

Flexible Scheduling

To attempt to accommodate employees' personal needs and the needs of our clients, OCWCOG generally permits employees to create their own work schedules with prior approval. If you would like to take advantage of OCWCOG's flexible scheduling policy, you must:

1. Develop a proposed work schedule of at least one (1) month in duration, which provides for a starting time of not earlier than 7:00 a.m. and an ending time not later than 6:00 p.m.; and,
2. Submit your proposed schedule to your supervisor at least five (5) working days in advance of the start date of the schedule.

Proposals that will create a hardship to the public, your co-workers or office productivity will be denied.

Employees who have an approved flexible schedule must understand that the agency can rescind approval of that schedule at any time without notice; however, up to five (5) day's notice will usually be provided.

Changes in Work Schedules and Hours

We reserve the right to change the schedule and/or hours of all or any part of our work force to provide for efficient and uninterrupted service. We also want you to understand that although we are interested in providing our employees with a stable work schedule, our ability to do so depends on our assessment of work needs and business conditions. ***Nothing in this Handbook is intended to be a guarantee of employment for a specified number of hours per week or day.*** Employees may be reduced in hours or laid off if management believes it is necessary due to lack of work, interruptions in workflow, or other business reasons.

Overtime

Employees not exempt by state or federal law from earning overtime pay, including all hourly employees and non-exempt salaried employees, will be provided compensatory time or paid overtime at time and one-half for all hours worked in excess of 40 hours in one workweek, in accordance with applicable law. For employees who are salaried non-exempt, your salary already includes the straight-time portion of your hours worked.

Non-exempt employees will be permitted to save compensatory time for up to three months, at which time it will be paid at one and one-half (1 ½) times the employee's regular rate of pay when the hours were earned.

The computation of overtime is based on hours worked. The hours an employee receives for holidays, personal days, sick leave, and vacations will not count as hours worked in computing overtime.

Employees are expected to perform any overtime work required by OCWCOG as a condition of employment. All overtime must be authorized in advance, unless we determine unusual or emergency conditions prevented prior authorization.

Exempt Employee Compensatory Time

Employees exempted by state and/or federal law from earning overtime pay are not entitled to payment for overtime hours worked. However, in recognition of the fact that our exempt employees often work long hours, OCWCOG provides exempt employees up to 80 hours of compensatory time off each fiscal year.

Eligible employees must provide the Human Resources Manager and the Finance Director with the number of hours to be compensated, based on their estimated number of "overtime" hours by July 1st of each year. Exempt employee compensatory time must be used during the fiscal year in which it is issued or it will be forfeited. Any unused exempt employee compensatory time will not be paid on termination of employment.

Use of Compensatory Time

Employees who wish to take compensatory time off should request the time off at least one day in advance. Compensatory time off must be taken in increments of at least ½ hour. Requests for compensatory time off will generally be granted unless in our judgment your absence would cause an unusual disruption to OCWCOG.

Lunch Breaks

Employees working six (6) or more hours are required to take a lunch break of at least 30-minutes and no more than one (1) hour. This lunch break is unpaid. During this time, you are to be completely relieved from duties and should not work. In the event that you are not relieved of all duties during your meal break, you should notify your supervisor immediately. You and your supervisor will schedule your lunch break.

Breaks

Employees are allowed a fifteen (15) minute paid rest period during each four (4) hour segment of work. Rest periods are to be scheduled by you and your supervisor. Unused rest periods cannot be accumulated, or added to meal break, nor used to compensate for time taken off.

In the interest of sustaining quality work and in an effort to help employees balance their work and personal life, full-time employees may be allowed additional break time, to be taken in blocks of at least fifteen (15) minutes, up to sixty (60) minutes per week, to be used in conjunction with your morning or afternoon breaks and/or lunch times. Part-time employees receive a pro-rated amount.

Additional break time is to be scheduled by you and your supervisor. Unused additional break time cannot be accumulated, or be used to alter your start and stop time.

Breast Feeding Breaks

OCWCOG provides employees with reasonable rest breaks as needed to express breast milk in accordance with applicable law. Generally, employees who need to express breast milk are expected to do so during their regularly scheduled meal and rest breaks. However, if additional time is needed, please contact your supervisor to arrange for additional unpaid break time during the day.

VIOLENCE IN THE WORKPLACE

Introduction

OCWCOG is committed to providing a work environment that is free of violence. Any acts or threatened acts of violence between coworkers, or between clients and OCWCOG employees, will not be tolerated. Employees engaging in violence will be subject to disciplinary action, up to and including immediate termination, and may be subject to other civil suits or criminal liability.

“Zero Tolerance” Policy

Under our “zero tolerance” policy, the following types of conduct are strictly prohibited:

1. Provoking, participating in or encouraging fights or other physical altercations.
2. Threatening the safety or well being of another employee, whether directly or indirectly.
3. Vandalizing OCWCOG property or the property of public agencies, clients, or other employees.
4. Screaming, cursing or engaging in outbursts of temper, particularly when directed at another employee.
5. Intimidating or coercing another employee.
6. Advocating or encouraging acts of violence toward others.
7. Being in possession of guns, weapons or explosives on OCWCOG property, including parking lots or in OCWCOG vehicles.
8. Distributing “hate” literature or engaging in other communications that advocate violence.
9. Engaging in bullying-type conduct as defined below.
10. Engaging in any other conduct we consider menacing, threatening or violent.

Bullying Conduct

Bullying conducts generally includes repeated verbal and/or non-verbal conduct that is malicious, vindictive, cruel, or deliberately hurtful, etc. It also has the effect or purpose of threatening, embarrassing, humiliating, intimidating, insulting, offending, or sabotaging/undermining another employee; and/or interfering with an employee’s performance.

Bullying does not include legitimate workplace disciplinary or other corrective action by your supervisor or agency management.

Ensuring Safety

1. You should always take bomb threats or other threats of harm to persons or property very seriously and not ignore them.
2. If you believe you are in a dangerous situation or if you receive threats either by phone or in person, you should immediately call 911 for immediate assistance, then notify your supervisor of your concerns.
3. If threats are received on voice mail, the message should not be deleted until the police have had an opportunity to record the message.
4. With approval from your supervisor, services can be delayed to clients who act violently or threaten OCWCOG employees, clients, or other providers. These incidents should be documented in writing.
5. You may request that clients who yell or threaten you, your co-workers, OCWCOG clients, or providers, to immediately leave the premises.
6. If you witness any violent acts while on the job, or have reason to believe that such actions may occur, you should call 911 for immediate assistance and then report the incident promptly to a supervisor, program director, or Human Resources.

Reporting Procedures

Employees should immediately report incidents that involve violations of this “zero tolerance” policy to their supervisor, the Human Resources Manager or the Executive Director. Incidents will be investigated. Violators will be subject to discipline as we determine appropriate, up to and including discharge. Retaliation against those who report incidents or provide information in connection with an investigation will not be tolerated. Employees who engage in retaliation will be subject to immediate discharge.

EMPLOYEE RESPONSIBILITIES

The orderly and efficient operation of OCWCOG requires that employees maintain proper standards of conduct and quality of work at all times. With that in mind, OCWCOG has established general employment policies. Employees must comply with these policies and observe all other standards of conduct currently or subsequently required by OCWCOG.

In General

It is your responsibility to use good judgment and follow OCWCOG 's policies in performing your job. All employees are expected to become familiar with our policies and keep up to date on changes in those policies. When new sections of the Employee Handbook are issued, you are responsible for inserting those sections in your copy of the Handbook.

Cooperation and Teamwork

In addition to performing job functions in a manner that meets our standards, it is the responsibility of all employees to be cooperative, polite and positive in relations with co-workers, management, clients, other public agency staff, and the public.

When an individual joins OCWCOG, that person becomes a part of our organization. We strongly endorse the concept of teamwork and maintaining a strong positive attitude as independent job requirements. OCWCOG defines teamwork as working cooperatively with all members of the agency in order to accomplish the organization's mission and goals.

Personal Appearance

Public relations are an integral part of each OCWCOG employee's job. As a result, all employees are required to be neatly groomed and wear clothing that is clean and appropriate for their position as an employee in public service. Your supervisor will advise you of any specific dress code requirements for your position.

Attendance and Punctuality

Regular attendance and punctuality are essential to the efficient and orderly operation of OCWCOG. We require our employees to maintain good attendance records. An unsatisfactory attendance record as determined by OCWCOG, including excessive or unauthorized absenteeism, tardiness, or failure to limit lunch periods to the time designated will be justification for discipline, including discharge.

If you will be late or absent from work for any reason, you should notify your supervisor as soon as possible, but at least 30 minutes prior to the beginning of your shift, to report the reason for your absence and the time of your anticipated return to work. When you are off work due to illness or injury, you are expected to keep your supervisor informed of your progress and anticipated date of return to work on a daily basis unless you receive authorization to report less frequently.

Outside Employment

Generally, we have no objection to employees holding other jobs or being self-employed as long as we feel:

1. You are able to meet performance, attendance, overtime and other requirements of your job at Oregon Cascades West Council of Governments;
2. Your off-duty work activities do not, in our view, interfere with or negatively reflect on the interests and reputation of Oregon Cascades West Council of Governments; and,
3. Your off-duty work activities do not directly or indirectly compete with Oregon Cascades West Council of Governments or its interests.

You must discuss with your supervisor any outside employment, compensated or non-compensated, which will involve OCWCOG members, and/or client population, and/or business that the OCWCOG contracts with.

Change of Name, Address, Telephone or Status

When employees change their name, addresses, telephone numbers, marital status, beneficiaries, number of exemptions claimed for tax purposes, etc., they should immediately notify the Human Resources Manager. It is important that correct, updated information is maintained on all employees. It is your responsibility to keep OCWCOG updated. No change to your personal and/or payroll information can be made without written authorization from you. Change authorization forms are available on line.

Smoking

We are concerned with the general working environment of all of our employees. Because of this concern, we have established a policy prohibiting smoking in our buildings and vehicles. Smoking is allowed only in designated outside areas. If you have any questions about where you may smoke, contact your supervisor.

Conflicts of Interest

The proper operation of OCWCOG requires that employees be independent, impartial, and responsible to the people they serve; that decisions and policy be made in the proper channels of the OCWCOG structure; that OCWCOG not be used for personal gain; and that the public have confidence in its integrity.

Therefore, employees are prohibited from engaging in any business or transaction or from having a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties or which would tend to impair his/her independence or judgment or action in the performance of his/her official duties.

Specific examples of conflicts of interest are enumerated below for your guidance:

1. Interest in Appointments

Canvassing of members of OCWCOG, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to staff service shall disqualify the candidate for appointment except with reference to positions filled by appointment by the OCWCOG Board.

2. Preferential Treatment to Individuals Generally

Granting any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen, unless required by law.

3. Incompatible Treatment

Engaging in or accepting private employment or rendering services for private interests when such employment or service is incompatible with the proper discharge of the employee's duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4. Disclosure of Confidential Information

Disclosure of confidential information concerning the property, government or affairs of OCWCOG or a member government without proper legal authorization; or using such information to advance the financial or other private interest of the employee or others.

5. Representing Private Interest Before OCWCOG or Courts

No person whose salary is paid in whole or in part by OCWCOG shall appear on behalf of private interests before any OCWCOG committee or board; or committees or boards staffed by OCWCOG.

An employee may appear before OCWCOG and its committees on behalf of constituents in the course of his/her duties as a representative of OCWCOG or in the performance of his/her obligations. However, employees are prohibited from accepting a retainer or compensation that is contingent upon a specific action by an OCWCOG agency.

6. Interest in Contract with OCWCOG

Employees are generally prohibited from holding any interest in or accruing any benefits from any contract issued by OCWCOG. Limited exceptions may be allowed with advance approval of the Executive Director.

7. Disclosure of Interest in Legislation

An employee of OCWCOG who has a financial or other private interest in any project or program being considered by OCWCOG is required to disclose on the records of OCWCOG, or other appropriate authority, the nature and extent of such interest. This provision shall not apply if the person disqualifies himself/herself from voting.

An employee who has a financial or other private interest and who participates in discussion with or gives an official opinion to OCWCOG shall disclose on the records of OCWCOG, or other appropriate authority, the nature and extent of such interest.

8. Client/Employee Relationships

No employee of OCWCOG shall engage in a relationship that would, in OCWCOG's view, impair the judgment of an individual from making an informed, unbiased decision; or, a relationship that appears, to an unrelated third party, that there is a likelihood that the relationship would tend to impair the judgment of the individual.

If you have any questions about the applicability of this policy, you should contact the Executive Director.

Political Activities at Work

Employees are prohibited from soliciting any money, influence, service or other thing of value, or otherwise aid or promote any political committee, or the nomination or election of any person to

public office while on the job during working hours; however, nothing in the subsection is intended to restrict the right of the employee to express his/her personal political views.

Solicitation is verbal communication for the purpose of selling, political campaigning, organizing for civic activities or any other cause. Distribution is an exchange of printed materials such as handbills, letters, and pamphlets for any sale, candidate or any cause.

Employees are strictly prohibited from promising an appointment to any OCWCOG position, favorable treatment, or the influence of his/her office or other favor or reward in return for partisan political activity on his/her behalf, or on behalf of any candidate or cause.

If you have any questions about the applicability of this policy, you should contact the Executive Director.

Ethics

We believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of OCWCOG, or its members, or situations that may compromise their reputation or integrity.

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

Employees who violate the Ethics Policy or who create an equally detrimental impact on the organization may be subject to disciplinary action up to and including termination.

If you have questions about whether an activity meets OCWCOG's or Oregon's ethical standards, please talk with your manager.

Client/Customer Confidentiality

OCWCOG employees may have access to highly confidential, legally protected, and proprietary client/customer information. Confidential information includes all information acquired by an employee during the course of employment that is of economic value to the agency and not generally available to the public, including legally protected information. Financial data, payroll information, formulas, business plans and member data such as enrollment data are typical examples of information that we consider to be proprietary and confidential. Our members, clients and customers entrust this agency with confidential information. The unauthorized disclosure of such information would have a material adverse impact on the integrity of OCWCOG and/or its members.

Any records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of OCWCOG) may not be removed from our premises without permission from the appropriate program director. Additionally, the contents of records or information otherwise

obtained in regard to OCWCOG business may not be disclosed to anyone, except where required for a business purpose. Employees are subject to appropriate disciplinary action up to, and including, dismissal for revealing information of a confidential nature. Since many times it is difficult to distinguish between common and confidential information, the best rule to follow is not to discuss business information with persons outside of the COG unless employees have received prior approval from their manager.

You are advised to be careful when discussing confidential information about clients in public areas, where it might be overheard; or when talking on the telephone.

Written confidential information about employees and/or clients should not be left where unauthorized persons can view it. This includes leaving confidential documents sitting in printer trays or placing such documents in open recycling bins. Any confidential information being routed using internal "mail", including van mail is to be sealed in an envelope marked "confidential."

Misrepresentation

As an OCWCOG employee you should consider how you represent us in your business transactions and interactions. You should be careful not to misrepresent our policies, practices or procedures, or misrepresent your status and authority to enter into agreements. You may not use OCWCOG's name, logo likeness, facilities, assets or other resources, or the authority of your position with this agency for personal gain or private interests.

Compliance with Laws

We conduct our business in an ethical and lawful manner. It is our intent to comply with all applicable laws and regulations. If you feel that anyone on our staff is engaging in unlawful or unethical business activities, you are encouraged to immediately report your concerns to the Human Resources Manager or the Executive Director. OCWCOG does not permit any form of retaliation against employees who report concerns over unlawful or unethical business activities.

Holiday Decorations

It is the policy of Cascades West Council of Governments to provide its employees an opportunity to create a comfortable and professional work environment at all times while still being sensitive and respectful of co-workers, clients, and the public.

Religious symbols, including any symbol that could be interpreted as belonging to a religious order and/or under the control of a religious body, may not be displayed in any public or common areas at any time during the year.

For the purpose of this policy, areas are defined as follows:

- | <u>Public Areas</u> | <u>Common Areas</u> |
|-----------------------|------------------------------|
| (a) Lobby | (a) Hallways in office areas |
| (b) Elevator | (b) Break rooms |
| (c) Restrooms | (c) Kitchens |
| (d) Parking lot | (d) Mail Room |
| (e) Building exterior | (e) Waiting areas |
| (f) Interview rooms | (g) Conference rooms |
| (h) Training rooms | |

1. Individual Work Space

Employees may decorate their own workspace according to their own beliefs as long as OCWCOG determines that they are maintaining a safe and professional work environment and remaining respectful of office mates and co-workers. Persons staffing reception space have the option of decorating their assigned work area, however, they must take into consideration that their workspace is also in view of the public. Therefore, receptionists must refrain from displaying religious symbols in public view.

2. Work Site Public Area and Holiday Decorations

Each work site may decide on how they choose to decorate public and common areas for that particular site in accordance with applicable laws. If there is a disagreement, the Executive Director will decide among the options being considered. Furthermore, the Executive Director may veto the collective decision if he/she feels the chosen option(s) will not reflect well on the image of OCWCOG.

3. Holiday Events and Gatherings

Employees may elect to hold holiday gatherings as long as the Executive Director determines that it will not interrupt normal work time or business operations.

Events held at any OCWCOG office may be held in any of the conference rooms as long as those rooms have been approved and scheduled with the appropriate staff person in advance. When holiday events are scheduled in a conference room that area is no longer considered a public area as defined above. Conference rooms that are approved and scheduled for a holiday event may be decorated during the time of the scheduled event as long as the decorations adhere to the provisions of this policy and are removed immediately following the event.

Performance Reviews

It is the policy of OCWCOG to review the work of each employee regularly to assure that the employee is meeting the performance standards of the particular position to which he/she is assigned.

Introductory period employees and employees who have been reclassified or promoted will generally receive a performance review after three months in their new position and again at the completion of the six month trial period. Thereafter, performance reviews are conducted annually.

Performance reviews are conducted by your supervisor and become a part of your personnel file. If you disagree with your performance review, you may submit a written statement, which will be included with the performance review. You may also use the grievance procedures in this Handbook or your Collective Bargaining Agreement.

DRUG AND ALCOHOL POLICY

OCWCOG has a strong commitment to provide a safe workplace for its employees and to establish programs promoting high standards of employee health, performance and productivity. Consistent

with the spirit and intent of this commitment, we have established a Drug and Alcohol Policy. Our goal is to establish and maintain a work environment that is free from the many adverse effects of alcohol and drug abuse.

As used in this policy, "drugs" includes all controlled substances regulated under the federal Controlled Substances Act, and medication containing controlled substances, including "designer drugs" not approved for use by the U.S. Food and Drug Administration.

Prohibited Conduct

Any employee of OCWCOG who engages in any of the following conduct will be in violation of OCWCOG policy, and will be subject to discipline up to and including immediate termination of employment:

1. Working, reporting to work, or returning to work following breaks or meal periods with any amount of drugs or alcohol in your system, and/or testing positive under this policy. "Testing positive" means a confirmed test result of a 0.02% or higher blood alcohol content, or any detectable level of drugs.
2. Consuming, manufacturing, buying, selling, distributing or possessing drugs or alcohol on OCWCOG premises, or while off the premises doing OCWCOG work or operating a motor vehicle on behalf of OCWCOG. This rule applies regardless of whether you are on paid time. "OCWCOG premises" includes all property rented, leased, owned or controlled by OCWCOG, including parking lots and adjacent areas. It also includes OCWCOG equipment and vehicles on or off our property.
3. Failing to fully cooperate with any aspect of OCWCOG's enforcement of this policy, including but not limited to refusing to promptly submit to required testing; giving false, diluted or altered urine samples, and failure to comply with rehabilitation conditions imposed by OCWCOG or rehabilitation counselors.

In addition to the above, employees must comply at all times with all federal and state statutes and regulations regarding alcohol and the illegal use of drugs.

It is important to note that Marijuana is an illegal drug under the federal Controlled Substances Act, which means that it has no acceptable medical use under federal law. Therefore, any on or off-duty use of marijuana which is inconsistent with the "prohibited conduct" listed above will be considered a violation of this policy, even if an employee has a prescription for the use of marijuana under the Oregon Medical Marijuana Act. However, employees who are using marijuana in compliance with a medical marijuana card will not automatically be subject to termination of employment. Instead, such employees are required to disclose any use which would constitute "prohibited conduct." If the Agency determines that the employee using medical marijuana is disabled under applicable disability discrimination statutes, the employee and will be asked to enter into an interactive discussion with Human Resources or other designated representatives to determine whether a reasonable accommodation can be made that would allow the employee to continue to be employed without violating OCWCOG standards.

Mandatory Testing

1. Pre-Employment Testing:

The final candidate who receives a job offer for any safety-sensitive position, including full-time, part-time and temporary status, will have the job offer conditioned on satisfactorily passing a drug test. Individuals with a positive drug test result will have the job offer rescinded. Also, current employees transferring from a non-safety sensitive function to a safety sensitive function will be required to submit to and pass a drug test with a verified negative result

2. Reasonable Suspicion Testing:

Employees will be required to immediately submit to alcohol and/or drug testing whenever OCWCOG reasonably suspects that the employee has drugs or alcohol in their system, or has used drugs or alcohol before reporting to work or returning from breaks. "Reasonable suspicion" shall be based on specific identifiable criteria, which may include observed behavior, witness statements, or employee admissions.

Employees who are required to submit to reasonable suspicion testing are prohibited from transporting themselves to the collection site. A management employee will provide transportation, and will arrange for the employee to be taken home after testing.

3. Return to Duty and Follow-up Testing:

Individual employees who undergo evaluation and rehabilitation treatment as outlined in the "Rehabilitation Assistance" section of this policy will be required to submit to return-to-duty and individualized follow-up testing for a minimum of 12 months following their return to duty or as outlined by a Substance Abuse Professional. The terms of the testing will be as outlined in the Last Chance Agreement for each employee.

Searches

When we believe there is reasonable suspicion that an employee is in possession of drugs or alcohol on OCWCOG property or during working time, as described in this Policy, personal items such as packages, bags, and lunch boxes that OCWCOG reasonably believes may contain drugs or alcohol are subject to search. In the event an employee refuses to permit such a limited search, OCWCOG will not force the search. The employee will, however, be subject to discipline for insubordination. Likewise, all OCWCOG property including, but not limited to desks, equipment, vehicles, lockers, etc. will remain the property of the OCWCOG and will likewise be subject to search if there is reasonable suspicion that the desk, vehicle, item, etc. being searched contains drugs or alcohol. In addition, OCWCOG property is subject to general access by coworkers, supervisors and managers. *This policy is not intended to restrict such access and employees do not have any expectation of privacy in OCWCOG property such as desks, vehicles, etc.*

When feasible, searches of employee property will be conducted by two supervisory or management employees. The Human Resources Manager or Executive Director must approve all such searches of employee property in advance. Otherwise, supervisors and managers are not authorized to conduct such searches.

No employee will be forcibly searched or detained. Efforts will be made to respect reasonable integrity and privacy. All illegal drugs or drug paraphernalia found in or on OCWCOG property will be released to a law enforcement agency.

Safeguards

OCWCOG recognizes the sensitivity of enforcement of this policy. We will use qualified supervisory personnel and make arrangements with a certified laboratory to administer this policy. As stated above, the detectable presence of any drug or alcohol in the system will constitute a "positive" test result. All positive test results will be confirmed using the GCMS testing method, or another confirmatory testing method approved by law.

Test results and other information concerning drug and alcohol investigations will be treated confidentially and released only when there is a legitimate business need to know, or as required by law.

Prescribed Medication

An employee who uses a prescription or over-the-counter medication is responsible for consulting with his or her doctor to determine whether there are any side effects that could affect the employee's ability to safely and competently perform his or her job duties. If there are any such side effects, the employee must notify his or her supervisor of the side effects prior to reporting for work with the prescription or over-the-counter medication in his or her system. Medical verification of the ability to safely perform job duties may be required before the employee is allowed to continue his/her work assignment. The employee need not disclose the medical condition for which the medication is being taken. As stated above, the prescription use of marijuana under Oregon's Medical Marijuana Act is unlawful under federal law, and is considered to be a violation of this policy.

Although the lawful use of prescription or over-the-counter medications is not grounds for disciplinary action by itself, failure to follow the reporting procedure discussed above will subject an employee to disciplinary action. Employees may also be disciplined for using medication that is unlawfully obtained, or for use that is inconsistent with the prescription or label.

Rehabilitation and Return to Work

Employees who believe they may have a substance abuse problem are encouraged to discuss the problem with the Human Resources Manager. Although OCWCOG will generally support treatment efforts for employees with substance abuse problems who voluntarily seek assistance, it is up to each employee to pursue treatment before the substance abuse results in unsatisfactory performance or attendance, safety violations, or violating this policy.

When an employee voluntarily reports a current substance abuse problem and seeks assistance based on purely off-duty conduct, that employee may be placed on a leave of absence to allow for evaluation by a qualified Substance Abuse Professional and/or rehabilitation treatment. Employees may qualify for family leave for this purpose. The employee will not be permitted to work until such time as a qualified medical professional verifies that the employee is fit for duty. The employee will also be required to comply with any additional requirements imposed on the employee or OCWCOG by law. The time an employee is off work for evaluation and/or treatment is unpaid, unless the employee has accrued paid leave available.

If an employee tests positive or otherwise violates this policy before seeking assistance for a substance abuse problem, OCWCOG may, at its discretion, allow the employee to enter into a Last Chance Agreement in lieu of discharge. OCWCOG's decision will be based on all of the surrounding circumstances, including the nature of the violation, the employee's length of service, and overall disciplinary record. A Last Chance Agreement will provide, among other things that the employee is subject to unannounced suspicionless testing for a period of time after returning to work, as recommended by the Substance Abuse Provider or required by OCWCOG

EMPLOYEE CONDUCT

We believe that most employees prefer to work in an environment in which serious or repeated violations of OCWCOG's standards are not permitted. With that in mind, we have established rules which, together with observing all other proper standards of conduct, all employees are required to obey. Aside from OCWCOG's right and your right to terminate our relationship at any time and for any reason, OCWCOG may issue verbal or written warnings, suspend, demote, or take other disciplinary action against employees for violation of our rules or policies as we deem appropriate.

We have grouped examples of the types of conduct that is not acceptable into 2 basic categories: minor and major infractions.

When we feel a regular employee has committed a minor infraction, the employee will generally receive a written warning prior to termination. (Temporary employees will not generally be given a written warning prior to termination.) However, each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary from that listed in each group based upon our determination of the seriousness of the offense. Also, a warning for different minor infractions may be combined to determine the type of discipline administered.

When we feel an employee has committed a major infraction, that employee is subject to immediate discharge or suspension.

Minor Infractions

These types of infractions include, but are not limited to, the following:

1. Unsatisfactory attendance, including unauthorized or excessive absenteeism, tardiness, failure to notify us of intended absence or tardiness or failure to comply with other reporting policies;
2. Careless, inaccurate, unreliable, or otherwise unsatisfactory work performance or productivity;
3. Interfering with or impeding any employee's work by talking or creating other distractions;
4. Performing other than OCWCOG work during work hours;
5. Failure to follow safe working practices. (Note: When we feel an employee has committed a serious safety violation, that employee is subject to immediate discharge);
6. Failure to promptly report an accident or injury or cooperate in accident or injury investigations;

7. Using OCWCOG property for personal use, without advance approval;
8. Engaging in off-duty conduct which negatively affects OCWCOG 's reputation or interests, but is not, in our view, serious enough to justify discharge;
9. Discriminatory behavior or harassment which, in our view, is not serious enough to justify immediate discharge;
10. Being rude or otherwise uncooperative in dealing with co-workers, managers, customers or business associates; and,
11. Violating any OCWCOG policy or practice which is presently in effect or subsequently issued.
12. Any other conduct which is, in the view of the OCWCOG, sufficient to justify discipline.

Major Infractions

These types of infractions include, but are not limited to, the following:

1. Threatening, intimidating, coercing or assaulting another employee, supervisor, member of the public, or business associate;
2. Insubordination, including failure to follow any legal verbal or written job instructions issued by a person in the position of authority as determined by OCWCOG;
3. Provoking or instigating arguments, dissension or fights during working hours or on OCWCOG premises or engaging in horseplay which results in injury or property damage;
4. Unauthorized possession of weapons, firearms or explosives on OCWCOG premises. Weapons include, but are not limited to any dirk, dagger, ice pick, slingshot, bat, club, knife, baton, or any similar instruments in which the use of such could inflict injury upon a person or property;
5. Deliberately delaying or limiting work tasks, or inciting others to delay or limit work tasks;
6. Any unauthorized or careless act of destroying or damaging OCWCOG property, tools or equipment, or the property of others on OCWCOG premises;
7. Falsifying any reports or records, such as applications, absence and sickness reports, or time records;
8. Dishonesty of any type;
9. Committing repeated or serious violations of safety rules or safe working habits which we feel are repeated or serious;
10. Engaging in discriminatory behavior or harassment which we consider to be serious enough to justify immediate discharge;

11. Violation of our Drug and Alcohol Policy;
12. Engaging in bullying-type conduct.
13. False, fraudulent, or malicious statements or actions involving relations with OCWCOG or other OCWCOG employees;
14. Marking, defacing, damaging, writing, or drawing on or upon any walls, doors, or windows of OCWCOG property or facilities;
15. Gambling of any kind during working hours or on OCWCOG premises, including but not limited to the following: participation in poker, dice, or other games of chance; the solicitation or acceptance of wagers, whether personally or on behalf of another person; and the selling or purchasing, or attempting to sell or purchase, lottery tickets or chances of any kind. Minor exceptions for certain specific events may be made by management.
16. Violating any OCWCOG policy presently in effect or subsequently issued which we feel is serious enough to justify immediate discharge; and,
17. Any other conduct which is, in the view of OCWCOG, serious enough to justify discharge or suspension.

We believe these rules are clear and require little explanation. However, if you have any questions concerning the application or intent of these rules, please consult your supervisor. Obviously, rules cannot be listed to cover every situation. Conduct not specifically mentioned will be disciplined according to the standards followed for what we feel is the most equivalent type of conduct listed.

An employee's overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. OCWCOG will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate. If you feel you have been unfairly disciplined or discharged, we encourage you to utilize the complaint procedure.

Notwithstanding all of the above listings and other verbal and written statements, employment can be terminated, with or without notice, at any time and for any reason OCWCOG considers sufficient at its option or the employee's option. The above lists are intended to give you examples of some of the types of conduct that will lead OCWCOG to exercise its termination options.

GRIEVANCE AND COMPLAINT PROCEDURE

(This policy is applicable to non-union employees only. Union employees should refer to the Collective Bargaining Agreement for applicable Grievance Procedures.)

Note: Any employee who has a concern about discrimination or harassment should follow the reporting methods described on page 8 of the Employment with Oregon Cascades West Council of Governments Section of this Handbook.

Grievance and Complaint Procedure

In any interpersonal relationship, problems may develop. Generally, a satisfactory solution to any problem can be worked out provided OCWCOG knows about the problem. A satisfactory solution to the employee's problem will not result if the employee merely discusses it with their fellow employees, friends or family. OCWCOG can only deal effectively with problems or complaints of which it is made aware.

Therefore, to provide an effective and acceptable means for employees to bring problems and complaints to the OCWCOG 's attention, we have established a grievance and complaint procedure.

1. Step 1 – Informal Conference with Supervisor

Since the purpose of this grievance procedure is to settle equitably and informally if possible, disputes constituting a grievance at the lowest possible administrative level, a thorough discussion of the claim shall be conducted by the employee and his/her immediate supervisor to seek grounds for the resolution of the problem.

2. Step 2 – Formal Conference

In the event the problem has not been resolved at Step 1, the employee must, within ten (10) working days after the informal conference, prepare a written statement of the fact constituting the complaint and setting forth:

- a. The section of the personnel policies allegedly violated;
- b. The nature and extent of the injury or loss they suffered;
- c. The results of previous discussions of the grievance;
- d. His/her dissatisfaction with the decision rendered at the informal conference; and,
- e. The remedy sought.

This statement should be provided to the employee's Program Manager or Program Director within the time frame set out above. The Program Manager or Director will meet with the employee, and if necessary, the supervisor, to attempt to resolve the matter. A written decision will be provided to the employee within ten (10) working days of the formal conference.

3. Step 3 – Appeals to the Executive Director

Within five (5) working days of receipt of the decision or within ten (10) working days after the formal conference held at Step 2, whichever is later, an employee who is not satisfied with the results of the formal conference may file an appeal in writing to the Executive Director, setting forth the grounds upon which the grievance is based and the reasons why the employee considered the decision rendered at Step 2 to be unacceptable. Copies of the decision and statement of reasons from Step 2 above must be filed with the appeal.

Within ten (10) working days after receiving the appeal, the Executive Director may meet with the employee for a thorough discussion of the employee's claim. The Executive Director may ask the program manager or director and/or the immediate supervisor to participate in this meeting. The purpose of the meeting shall be to resolve the complaint. The Executive Director shall try to render a decision regarding the complaint at this meeting. If he/she is unable to render a decision during the meeting, a written decision will be provided to the employee within ten (10) working days of the meeting.

The decision of the Executive Director is final.

OCWCOG makes every effort to process the grievance as rapidly as possible to avoid unnecessary strain on the employee and interruption in the workflow. The number of days indicated for settlement or appeal at each step of the procedure should be considered a maximum. The time limits can, however, be extended by mutual consent in writing of the parties involved at any step of the procedure.

An employee's failure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. Failure by OCWCOG, at any step of the procedure, to communicate the decision in writing on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.

COMPENSATION AND BENEFITS

COMPENSATION

Paydays

All employees shall be paid no later than the last working day of each month, except in cases outside the control of the Employer.

Direct Deposits

Employees may request partial or full direct deposits of their earnings, including payroll draws, to their checking and/or savings account. If you are interested in this direct deposit service, please contact the Payroll Department or the Human Resources Department. The Executive Director may temporarily or permanently end this service with 30 days notice to the employees.

Time Sheets

In order to provide sufficient time to calculate your pay, time sheets must be signed by your supervisor and turned in no later than the 20th of each month. Failure to do so may result in a delay in receiving your correct payment, and/or leave accruals.

Corrections

If you have questions about your paycheck, please contact the Payroll Department. We depend on our employees to accurately and completely report their hours worked and bring any possible mistakes in payment of their wages to our attention as soon as possible. Under payments of 5% or more will be corrected within three (3) days from when the error is realized. All other corrections will be made within five (5) days from when the error is realized, or on our next regular payday, whichever is sooner.

Travel Expenses and Meal Reimbursement

Employees who travel on pre-approved overnight OCWCOG business will be reimbursed for reasonable travel meal and lodging expenses. Meals for one-day workshops, fieldwork, or events will not be reimbursed. Employees who use their personal vehicles for authorized travel will be reimbursed for mileage at the current IRS rates.

Cell Phones

In order to ensure that managers are accessible to their staff and to each other when they may be out of the office, or in the event of an emergency, all managers and some designated non-management staff are required to carry a cell phone.

OCWCOG does not provide cell phones for managers and key designated staff. Management and staff required to carry a cell phone as a part of their job, will be provided a monthly cell phone stipend to cover the cost of conducting OCWCOG business on their personal cell phone.

Oregon law prohibits the use of cell phones while driving, unless use of the cell phone is: (a) a one-way communication device used within the scope of their employment; or, (b) employees are using

a “hands-free accessory.” Please note, the use of a speaker phone is not considered a “hands-free” accessory.

Payroll Deductions

Deductions from your paycheck fall into two categories: legally required deductions and optional deductions. Legally required deductions, such as FICA, federal and state taxes, etc. will be automatically deducted. Other items you wish to have deducted from your paycheck, such as deferred comp contributions, etc. will be deducted only upon written authorization from you.

Pay Rates

Each OCWCOG employee is paid a rate of pay within a salary range for the classification in which he/she is employed. Employee rates of pay will not be adjusted below the first step of the salary range, nor above the top step of the salary range for the classification in which he/she is employed, except on reclassification of the position to a lower range, or demotion, when the wage could be frozen.

HEALTH AND WELFARE

HEALTH BENEFITS

All Regular and Limited Term employees who meet the eligibility requirements will receive OCWCOG's health and welfare insurance. This insurance may include, but is not limited to, medical, dental and vision coverage as well as life, long-term disability, and long-term care insurance. The agency may also offer an Employee Assistance Program (EAP). When accepting employment with OCWCOG, it is the new employee's responsibility to verify the health and welfare benefits offered and the agency will make every effort to explain current benefits.

Eligibility Requirements

In order to be eligible for insurance coverage you must:

1. Be employed as a Regular or Limited Term employee;
2. Be actively working a minimum of 30 hours per week on a regular basis; and
3. Complete and submit the necessary online enrollment forms.

Employees who meet these requirements are eligible for employee and dependent coverage beginning on the first day of the month following one month of employment.

OCWCOG Contributions

OCWCOG currently pays 100% towards a high deductible health plan (HDHP) for eligible employees and their dependants. OCWCOG also contributes into a health savings account (HSA) for employees who qualify in accordance with I.R.C. 223-HSA's.

Employees not eligible for an HSA, may elect to participate in a Flex Spending Account (FSA) through payroll deduction.

Enrollment Forms and Changes in Status

Employees must sign complete and submit enrollment forms online in order to have coverage. Therefore it is important that you contact the Human Resources Manager to complete the necessary forms once you become eligible. Failure to comply with enrollment and other requirements imposed by our insurance company could result in delays or denial of coverage. It is also the employee's responsibility to notify the Human Resources Manager to include his/her dependents under the insurance program.

It is the employee's responsibility to promptly notify the Human Resources Manager when his/her dependents cease to be eligible under the insurance program (divorce, child's age, etc.) If you are uncertain about what events cause eligibility to end, contact the Human Resources Manager. This will prevent overpayments of premiums for coverage that is not available and will be denied.

Termination of Coverage

Covered employees continue to be eligible while they are being compensated by OCWCOG and continue to work at least 30 hours per week. Except as noted in our Family Leave Policy, coverage

through OCWCOG contribution will end on the last day of the month in which an employee does not have enough hours, resigns, is terminated, laid off, or otherwise stops receiving compensation from OCWCOG.

Statutory Continuation of Benefits

Employees who resign, are discharged or otherwise lose their medical insurance coverage may also elect to self-pay the premium for continued coverage in accordance with federal law.

Disputes and Changes in Coverage

It may become necessary to change insurance carriers or plans at any time. You will be notified prior to any such change. The agency makes no guarantee regarding the provisions of benefits or the mix of benefits offered. OCWCOG's obligation extends only to payment of premiums to qualifying employees after any necessary enrollment cards and qualification requirements have been satisfied and submitted. Disputes concerning coverage are governed by the terms of the insurance policy and are between you and the insurance company.

Summary Plan Booklet

Our insurance company publishes a certificate and summary plan description that describes the benefits of our program. Eligible employees will be issued a booklet upon request when they become eligible to participate in the program. If you lose your copy and desire another, contact the Human Resources Manager. We suggest that you keep a copy at home for easy reference. Benefit summaries are published online on the intranet site.

OTHER EMPLOYMENT BENEFITS

PERS Retirement Plan

OCWCOG will provide for membership in the Oregon Public Employees Retirement System for eligible employees. As an additional benefit to our employees, OCWCOG currently pays the employee contributions for eligible employees. The payment of the employee contribution may be discontinued by OCWCOG at its discretion. If you have questions regarding the PERS benefit, please contact the Human Resources Manager.

Deferred Compensation Plan

OCWCOG offers a deferred compensation plan that allows you to voluntarily contribute a portion of your monthly paycheck into the plan. Introductory, Regular and Limited Term employees are eligible to participate in such a Deferred Compensation plan. For more information, contact the Human Resources Manager.

Educational Assistance

OCWCOG supports its employees' participation in voluntary job-related training and skill enhancement. Therefore, OCWCOG provides tuition aid to eligible employees to assist with the cost of approved training sessions, classes or formal academic course work which will enhance their job-related skills.

In order to receive tuition assistance, the following requirements must be met:

1. Requests for tuition aid must be submitted and approved by the Executive Director in advance of enrollment;
2. The Executive Director must determine that the classes or coursework will enhance the employee's job-related skills;
3. You must successfully complete the training or coursework with a passing grade (if applicable); and,
4. You must remain employed by OCWCOG for a period of twelve (12) months following completion of the coursework.

In the event that OCWCOG *requires* you to attend training sessions or coursework; the cost of the training will be paid by OCWCOG and you will be paid your regular rate of pay for the time spent attending the training.

Professional Development

OCWCOG will provide reimbursement for one-half of the cost of one professional association membership for all OCWCOG employees. OCWCOG will reimburse Program Managers and Directors for all of the cost of one, or one-half the cost of two professional associations. In order to receive reimbursement, OCWCOG must determine that the professional associations relate to the job skills utilized by the employee at OCWCOG.

Longevity Bonus

Upon completion of seven (7) years of service with the Employer, an employee shall receive one additional personal holiday.

Once an employee has completed ten (10) years of continuous service with the OCWCOG, they will receive a one-time bonus of \$500.00.

Upon completion of fifteen (15) years of service with the Employer, an employee shall receive one additional personal holiday.

After completion of twenty (20) years of continuous service with the agency, the employee will receive a one-time bonus of \$1,000.00.

Upon completion of twenty-five (25) years of service with the Employer, an employee shall receive a one-time bonus of \$1,250.00.

Upon completion of thirty (30) years of service with the Employer, an employee shall receive a one-time bonus of \$1,500.00.

Temporary status does not count towards the employee's continuous service.

LEAVES OF ABSENCE

VACATION LEAVE

OCWCOG grants paid vacation leave to Regular and Limited Term employees as a reward for their service. All Regular and Limited Term employees who have been continuously employed by OCWCOG for a period of six (6) months are eligible to receive vacation leave benefits. Introductory and temporary employees do not earn annual vacation leave benefits.

Vacation Benefit Schedule

The amount of vacation leave pay a Regular and Limited Term employee is entitled to receive depends on length of continuous service with OCWCOG. Upon successful completion of the introductory period, regular full-time employees are credited with 48 hours of vacation leave benefits. Regular part-time employees and Limited Term employees are credited with a prorated amount. Thereafter, vacation leave benefits are earned monthly. The following chart sets forth the amount of vacation pay and time off a regular full-time employee who regularly and consistently works 40 hours per week will earn.

LENGTH OF CONTINUOUS EMPLOYMENT	VACATION BENEFIT
6 months to 36 months (3 years)	8 hours per month
37 months to 72 months (6 years)	10 hours per month
73 months to 144 months (12 years)	14 hours per month
145 or more months	16 hours per month

Regular part-time and Limited Term employees who regularly and consistently work less than 40 hours per week will earn pro-rated vacation benefits. For example, a part-time employee who regularly and consistently works 30 hours per week (or 75% of 40 hours) will earn 6 hours of vacation per month.

On January 1st of each year, an employee's maximum beginning vacation balance may be no more than three hundred (300) hours. Any accrued vacation hours over 300 hours on December 31st of each year will be added to your sick leave balance.

Vacation leave shall only be taken after the time has been accrued. For example, if an employee works the full month of December, they accrue eight (8) hours of vacation leave which is first available for them to use on January 1. Vacation leave will not be approved for employees who do not have sufficient accrued vacation time.

Vacation Scheduling

(The provisions of this policy apply to non-union employees only. Union employees should refer to the Collective Bargaining Agreement for applicable Vacation Scheduling standards.)

Vacations must be scheduled in such a way that OCWCOG can best serve the public by maintaining sufficient staffing to meet their needs. Therefore, time off for vacations must be mutually agreed upon between you and your supervisor. Requests for vacation leave should be made at least ten (10) working days in advance of the starting date of your requested leave for leaves of one week or more. Also, vacation leave must be taken in increments of at least ½ hour.

Early Cash Out

Employees are permitted to cash-out up to 25% of the dollar value of their earned and unused annual vacation benefits up to two (2) times per calendar year; however, not within the same month. No less than five (5) hours of vacation pay can be cashed out at any given time. Once vacation benefits are cashed-out, they are considered to be used and your vacation leave balance will be adjusted accordingly.

Payment Upon Termination

If you are discharged, resign or the employment relationship is otherwise terminated you will be paid your earned and unused vacation benefits, at your current rate of pay, with your final paycheck.

Employees who voluntarily resign their employment with OCWCOG and fail to provide at least two weeks (10 working days) advance notice will forfeit any earned and unused vacation benefits.

Donating Vacation Leave

An employee may request to donate vacation leave to another regular employee who is suffering from a severe off-the-job illness or injury and has exhausted all accumulated paid leave. Vacation leave cannot be donated to employees in order to extend vacation time, or any other leave.

Only vacation leave may be donated. Requests must be submitted in writing to the Payroll Department stating the amount of leave to be donated and to whom they are donating to.

The dollar value of the donating employee's leave will be donated. In all cases, the accumulation of donated leave will not be allowed to exceed the amount of time the employee needs prior to returning to work. Donations will be credited on a “first come-first used” basis. When the person benefiting from such leave returns to work on a regular schedule basis, the unused donated leave will be credited back to the donating employee(s) leave account. All employees donating leave will be notified as to the use or non-use of the leave they donated once the employee has returned to their regular schedule.

SICK LEAVE

Eligibility for Sick Leave Pay

All newly hired full-time employees, except for temporary employees, will receive forty-eight (48) hours of sick leave, effective their first day of employment. Newly hired part-time employees will receive sick leave at a rate proportionate to that earned by full-time employees. Temporary employees are eligible for up to 40 hours of paid sick leave per year. Paid sick time will accrue at a rate of 1.33 hours of sick time for every 40 hours worked. Temporary employees can use sick time for their own illness or that of a family member and for protected leave for victims of domestic violent, sexual assault and stalking.

After 6 months of continuous service with the agency, eligible employees who regularly and consistently work 40 hours per week will earn 8 hours of sick leave per month for each full month of service. Eligible employees who work less than 40 hours per week will receive a pro-rated amount of sick leave, based on their number of regularly scheduled hours.

Use of Sick Leave

Sick leave can be used **only** for the following reasons:

1. For bona fide employee injuries or illnesses which prevent you from reporting to work or would endanger the health of the public;
2. To attend or take a family member to a doctor, dental, optical or other medical appointment; and,
3. To care for a sick child or seriously ill family member in accordance with applicable law.

OCWCOG defines “family member” as an individual to whom the employee is related either by blood, marriage, adoption, legal guardianship, or qualifying domestic partnership.

Note: Employees who have been injured on the job and are receiving workers compensation benefits are permitted to use accrued and unused sick leave to make up any difference between workers compensation benefits and their salary.

In order to maintain a safe and healthy workplace for employees and clients, it is important that sick employees not report to work. If a supervisor feels an employee is too ill to work, he/she may require the employee to not report to work or leave the workplace. If the employee feels he/she is well enough to work without endangering the public or fellow employees, he/she may seek a medical opinion within twenty-four (24) hours from a licensed healthcare provider selected by the employee. If the employee is given a clean bill of health, the employee may return to work, and will be paid regular time, and not be required to use sick leave or unpaid leave for this absence. The Employer will pay any employee expense not covered by health insurance for such an examination.

In some cases, employees may be permitted to work from home with prior supervisor approval. For more information on working at home, please contact your supervisor.

Payment of Sick Leave

Sick leave must be used in increments of at least ½ hour. Sick leave pay will be paid at an employee's regular wages or salary for the hours the employee was regularly scheduled to work, not to exceed eight (8) hours in a workday or 40 hours in a workweek. For example, if an employee is regularly scheduled to work 6.5 hours per day, one day of sick leave will equal 6.5 hours of pay. To be eligible for sick leave pay caused by illness or injury, you must notify the office of your intended absence prior to your scheduled starting time on each day of absence unless you receive permission to report less frequently. If you fail to do so, you will not be entitled to receive sick leave pay for that day.

For absences in excess of three (3) consecutive days, OCWCOG may require medical verification that the absence(s) was required because of an illness, injury, or medical appointment as a condition of payment.

Abuse of Sick Leave

Abuse of sick leave, including dishonesty in reporting the reasons for an absence or need to be absent, will be addressed as a serious disciplinary matter, up to and including termination. You are expected to be honest and complete in reporting the circumstances surrounding absences.

In the event OCWCOG has a suspicion that an employee is abusing sick leave, it may require medical verification that the absence(s) was required because of an illness, injury, or medical appointment as a condition of payment.

Payment on Termination

Sick leave is not a vested benefit. All accrued sick leave benefits are forfeited upon termination of employment. However, upon retirement OCWCOG will report to the Public Employees Retirement System (PERS) the total number of unused sick leave days accumulated. The value of one-half (1/2) of the reported days is used in determining the final average salary when calculating retirement benefits.

As a limited exception, employees who have been laid-off by OCWCOG or have taken an approved personal leave of absence and are rehired by OCWCOG within one (1) year of lay-off or the initiation of the personal leave will be credited for sick leave benefits earned prior to their lay-off.

HOLIDAYS

Oregon Cascades West Council of Governments recognizes the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	½ Day on December 24
Two Personal Days	December 25

OCWCOG respects the right of each employee to worship as his/her faith dictates. Time off to observe a holiday other than those listed may be arranged with advance notice and approval from your supervisor. Employees will not, however, be granted more **paid** holidays than those recognized by OCWCOG.

If December 24th falls on a Saturday or Sunday, the preceding Friday will be observed as the Holiday.

For all other holidays, if the holiday falls on a Saturday, the preceding Friday is observed as a holiday; and, if the holiday falls on a Sunday, the following Monday is observed as a holiday.

Holiday Pay Eligibility

Employees who meet the following eligibility requirements are entitled to receive holiday pay:

1. The employee must be an Introductory, Regular or Limited Term employee on the date of the holiday. Temporary employees are not entitled to holiday pay.
2. The employee must be actively employed on the day of the holiday.
3. The employee must not be on any leave without pay status the workday before **and** the workday after the holiday is observed.

Amount of Holiday Pay

Salaried employees who are eligible to receive holiday pay will receive a continuation of salary without deduction. Full-time hourly employees who are eligible to receive holiday pay will receive eight (8) hours pay at their regular hourly rate. Regular part-time hourly employees will receive pro-rated holiday benefits. Limited Term employees will receive holiday pay based on the hours that they would normally be scheduled to work on the date of the holiday.

When a recognized holiday falls on a regular working day within an employee's vacation period, the day will be paid as holiday pay, and not as vacation pay.

Working on a Holiday

If an employee voluntarily chooses to work on a holiday, and receives written permission to do so from their supervisor, they may take their holiday time off on another day on an hour-for-hour basis within the same workweek.

If an employee is required to work on a holiday, they will accumulate compensating time off at 1.5 hours for each full hour worked. The supervisor must request in writing that the employee will need to work during a holiday to accumulate compensating time off.

Personal Days

Regular, Limited Term and Introductory employees earn two (2) personal days each fiscal year, beginning July 1st. Introductory employees cannot use their personal days until after successfully completing their introductory period. Personal days cannot be carried over into the next fiscal year.

Regular, full-time employees will be paid 8 hours of personal leave time at their regular rate of pay each personal day. If an employee works less than full-time for all, or part, of the previous six (6) months, they will earn a pro-rated portion of the 8 hours in proportion to the actual paid hours worked. Credit will not be given for unpaid hours, such as when an employee is on leave without pay.

Personal days must be scheduled in such a way that OCWCOG can best serve the public by maintaining sufficient staffing to meet their needs. Therefore, time off for a personal day must be mutually agreed upon between the OCWCOG and the employee. Personal day leave must be taken in increments of at least ½ hour.

OTHER LEAVES OF ABSENCE

When employees are hired, it is expected that they will work continuously as needed. We do, however, recognize that uncontrollable conditions do arise which may require employees to take a temporary leave of absence from employment. Accordingly, we have established a Leave of Absence Policy. All leaves of absence must be coordinated through the employee's immediate supervisor.

During the period of any leave of absence, no wages or benefits are paid unless specifically stated in this Handbook or required by law. However, except when prohibited by law, employees will be required to use any accrued and unused paid leave benefits before any unpaid time off is granted. Employees who wish to continue their health insurance benefits during the period of a leave of absence should contact the Human Resources Manager for information regarding when coverage paid for by the COG ends and how to continue coverage through self-payment of premiums.

Personal Leave of Absence

An employee may be granted a personal leave of absence of up to twelve (12) months upon a showing of good cause and provided OCWCOG determines the leave can be scheduled without adversely affecting the operation of the agency. Personal leave may be granted for short periods and partial days, as well as extended absences. OCWCOG will determine when sufficient cause exists at its discretion. All requests for personal leaves of absence should be made in writing to the employee's immediate supervisor.

Employees requesting a personal leave of absence will be required to use any accrued and unused paid leave time (e.g., vacation, sick leave, etc.) before unpaid leave time will be granted. Once all accrued paid leave time has been exhausted, personal leaves of absences are without pay or other benefits, unless otherwise approved in writing by the Executive Director. Please refer to the Health and Welfare Benefits section of this Handbook for information on how long OCWCOG will pay its portion of health benefits.

Employees returning from a personal leave of absence are not guaranteed re-employment, unless such agreement is in writing and approved by the Executive Director. Re-employment will generally be subject to the availability of a position that OCWCOG determines is suited to an employee's skills, qualifications and experience. A leave of absence in excess of 30 days will extend an employee's anniversary date, continued service date, and time in class date.

Bereavement and Compassion Leave

Employees will be allowed time off from their regularly scheduled work for the purpose of attending the funeral of and/or assisting in funeral arrangements for an immediate family member as defined below or to care for a terminally ill family member. Up to three days off will be granted **with pay**, subject to the approval of the employee's immediate supervisor. An additional two (2) days paid leave will be provided if travel of one hundred fifty (150) miles or more one way is required for this purpose. Vacation, sick and/or personal leave can be requested in addition to the three days of paid leave.

Immediate family members include: spouse, children, parents, siblings, grandparents, grandchildren, including adoptive, step, or natural family members, foster children, and legal and/or biological parents of the employee's minor child/children. Immediate family members also include present

father-in-law, mother-in-law, sister or brother-in-law, aunts, uncles, nieces, nephews, or any permanent member of the employee's household. Immediate family also includes a qualifying domestic partner and their equivalent family relations.

If you wish to attend the funeral of others, you may request the use of vacation leave, personal leave, or unpaid time off.

Military Leave

Employees who serve in the U.S. Armed Forces, National Guard or Reserves are granted a leave of absence for the period of their military service, and reinstatement in accordance with applicable law.

In addition, employees who have completed six continuous months of service with OCWCOG and who are required to participate in annual active duty training as a member of the National Guard, National Guard Reserve or any reserve component of the Armed Forces will be provided with a **paid** leave of absence for the number of days the employee would normally be scheduled to work within a 15 calendar day period, in accordance with applicable law.

If you have any questions regarding military leave, please contact the Human Resources Manager.

Jury Duty and Witness Leave

OCWCOG recognizes the duty of an individual to serve as jurors and witnesses. Any employee notified of selection to serve as a member of a jury or as a disinterested witness should notify their supervisor as soon as possible after receiving notice. All employees called to serve as jurors or subpoenaed as a witness will, upon proper verification, be granted a leave of absence with pay.

Upon proper verification, employees will receive their regular rate of pay for the hours they would have been scheduled to work during jury or witness service **less** any amounts received for the jury or witness service.

An employee called for jury duty or to serve as a witness will be required to return to work if they are excused from witness or jury duty during their regular workday.

Family Medical Leave, Parental or Pregnancy Leave

OCWCOG is covered by the Oregon Family Leave Act (OFLA), as well as the Federal Family Medical Leave Act (FMLA). You may be eligible for leave under one or both of these laws. **Please note that an employee may be entitled to more than one type of leave for the same absence. If so, the leaves will run concurrently unless prohibited by law. For information on these leave of absence policies, contact the Human Resources Department.** While these laws are similar, there are some differences. One of the primary differences is whether or not you are eligible. OFLA applies to employees who have worked for OCWCOG at least one hundred and eighty (180) days. In general, both the FMLA and OFLA apply to employees who have worked for OCWCOG at least twelve (12) months assuming they meet other eligibility requirements. In all circumstances, OCWCOG's policy will be interpreted and applied in accordance with applicable state and federal regulations.

Family Leave Under State Law (OFLA)

If you are an employee who has been employed by OCWCOG at least one hundred eighty (180) days immediately preceding the date your family leave would begin and you have worked an average of twenty-five (25) hours per week during that time period, you are eligible for family leave of up to twelve (12) weeks in any calendar year in accordance with applicable law.

1. *Purpose of Family Leave under OFLA*

Family leave may be taken for the following purposes:

- a. To care for a newborn child or a newly adopted or newly placed foster child under age eighteen (18), or an older child who is incapable of self care because of a physical or mental impairment. It includes leave time to effectuate the legal process required for placement of a foster child or the adoption of a child. (Please note that employees are not required to work the 25 hour minimum average in order to qualify to use family leave for this purpose.) This leave applies to both fathers and mothers of the child. However, if both parents work for OCWCOG, leave cannot be taken at the same time. Also, leave must be completed within twelve (12) months after birth or placement.
- b. To care for a family member with a serious health condition. For the purpose of this leave, "family member" includes an employee's spouse; same-sex domestic partner; custodial parent; non-custodial parent; adoptive parent; foster parent; biological parent; parent-in-law; parent of same-gender domestic partner; grandparents; grandchildren; and any person with whom the employee has a loco parentis (i.e., in place of parents) relationship. It also includes the biological, adopted, or foster child, stepchild of an employee, or the child of the employee's same-sex domestic partner.
- c. To recover or seek treatment for a serious health condition that renders you unable to perform one or more of the essential functions of your regular position.
- d. To care for your child if that child is suffering from an illness, injury or condition that requires home care but is not a serious health condition. The availability of another family member to provide home care for the child will be considered by OCWCOG in determining whether you are eligible for this leave.
- e. Because of a spouse or same-gender domestic partner being called to, or on leave from, active military duty.
- f. Bereavement leave (up to two weeks) to make funeral arrangements, attend the funeral or to grieve a family member who has passed away.
- g. "Serious health condition" means an illness, injury, impairment or physical or mental condition of an employee or family member:
- h. That requires inpatient care in a medical care facility such as a hospital, hospice, or residential facility such as a nursing home. When a family member resides in a long-term

residential care facility, leave shall apply only to:

- A. Transition periods spent moving the family member from one home or facility to another, including time to make arrangements for such transitions;
 - B. Transportation or other assistance required for a family member to obtain care from a physician; or,
 - C. Serious health conditions as described in Sections ii, iii, iv, v, vi, vii below.
- ii. That the treating health care provider judges to pose an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;
 - iii. That requires constant or continuing care such as home care administered by a health care professional;
 - iv. That involves a period of incapacity that involves two or more treatments by a health care provider or one treatment plus a regimen of continuing care or any period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity, such as asthma, diabetes or epilepsy;
 - v. That involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke or terminal stages of a disease. The employee or family member must be under the continuing care of a health care provider, but need not be receiving active treatment.
 - vi. That involves multiple treatments for restorative surgery or for a condition such as chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease that if not treated would likely result in incapacity of more than three days; or,
 - vii. That involves any period of disability due to pregnancy or childbirth or period of absence for prenatal care.

An eligible female employee may take an additional twelve (12) weeks off within any year if she took leave because pregnancy or childbirth disabled her from performing any available job offered to her by OCWCOG. Also, any eligible employee, male or female, who takes twelve (12) weeks of parental leave may take up to an additional twelve (12) weeks of leave within the one year period to provide home care to ill or injured children. However, if an employee uses less than 12 weeks of parental leave, no additional sick child leave is available, except for the balance of the initial 12 weeks which may also be used for any other OFLA leave purpose.

- a. When two family members work for OCWCOG, both employees may not take family leave at the same time unless:

- b. One employee needs to care for the other employee who is suffering from a serious health condition; or,
- c. One employee needs to care for a child who has a serious health condition while the other employee is also suffering from a serious health condition; or
- d. Both family members are suffering from a serious health condition.

2. ***Requirements under OFLA***

Request for family leave must be made in writing. If the need for the leave is known to you in advance, you must give thirty (30) days advance notice. If the leave is not known in advance, you must give verbal notice within twenty-four (24) hours of the after you return to work. Medical certification supporting the need for leave due to the serious health condition of an employee or immediate family member, or the need to provide home care to a child, may be required. However, medical verification will not be required to substantiate your need to be absent to provide "home care" for a child unless you are absent for more than three (3) separate days in a one year period for this purpose beginning of the leave, followed by confirmation in writing within three (3) working days

Under some circumstances, employees may take leave intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule. If leave is for a birth or placement for adoption or foster care, use of intermittent leave is subject to the OCWCOG's approval. However, OFLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.

3. ***Benefits under OFLA***

A family leave is without payment of wages. You may, however, be eligible to use accrued paid leave in accordance with OCWCOG policy and applicable law.

Eligibility for health insurance benefit continuation shall be in accordance with applicable law.

4. ***Reinstatement under OFLA***

In order to have reinstatement rights when you are returning from family leave you must request reinstatement promptly upon the expiration of leave. A request for reinstatement must be submitted in writing. If you make a timely request for reinstatement and comply with other requirements under the state regulations, you shall be reinstated to your former position in accordance with applicable law. If you cannot be reinstated to your former position because that position no longer exists, you will be reinstated to an available, equivalent position in accordance with applicable law.

Employees on leave must keep OCWCOG apprised of their anticipated date of return to work, changes in medical status, address and telephone number, and any other reporting obligations directed by OCWCOG. All employees who are either fully or partially released to return to

work must report to OCWCOG upon receipt of the release as outlined in the "Medical Leave" section of this Handbook. OCWCOG will generally require a release to return to work from an employee's treating physician before an employee will be allowed to return to work.

5. *Other Requirements under OFLA*

If you use OFLA leave, you may be required to provide the following:

- a. Second or third medical opinions (at OCWCOG's expense), periodic re-certifications and fitness for duty reports;
- b. Weekly reports during OFLA leave regarding the employee's status and intent to return to work; and,
- c. Fitness for duty certification.

When leave is needed for planned medical treatment to care for an immediate family member or the employee's own illness, the employee must try to schedule treatment so as not to unduly disrupt the OCWCOG's operation.

When an employee gives notice of OFLA leave, OCWCOG shall give the employee specific information on what is required of the employee and what might occur in certain circumstances, such as if the employee fails to return to work after OFLA leave.

Family Medical Leave Under Federal Law (FMLA)

OCWCOG will also comply with applicable federal laws regarding time off for the birth or adoption of a child; placement of a foster child; or when absence is necessary due to an employee's serious health condition or to enable an employee to care for an immediate family member with a serious health condition.

1. *Eligibility under FMLA*

To be eligible for FMLA benefits, you must have worked for a total of at least 12 months and have worked at least 1,250 hours over the previous 12 months.

An eligible employee is entitled to a total of 12 workweeks of unpaid leave during a calendar year for one or more of the following reasons:

- a. For the birth or placement of a child for adoption or foster care;
- b. To care for an immediate family member (spouse, child or parent) with a serious health condition; or,
- c. To take medical leave when the employee is unable to work because of a serious health condition.

- d. To care for a seriously ill or injured service member or veteran (up to 26 weeks); or,
- e. Due to a “qualifying exigency” arising out of a family member being on or called to active military duty.

Spouses employed by OCWCOG are jointly entitled to a **combined** total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law), who has a serious health condition. Leave for birth or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement.

Under some circumstances, employees may take leave intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule. If leave is for a birth or placement for adoption or foster care, use of intermittent leave is subject to OCWCOG's approval. However, FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.

2. *Schedule of Benefits under FMLA*

A family leave under FMLA is without payment of wages. You may, however, be eligible to use accrued paid leave in accordance with OCWCOG policy and applicable law. Employees who are absent due to on-the-job serious health conditions are eligible for Workers' Compensation benefits and family leave entitlement will run concurrently with a Workers' Compensation absence.

3. *Definition of Serious Health Condition*

"Serious health condition" has a different meaning under this law. It means an illness, injury, impairment, or physical or mental condition that involves:

a. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

b. Absence Plus Treatment

A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- i. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; *or*
- ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

c. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

d. Chronic Conditions Requiring Treatments

A chronic condition which:

- i. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- ii. Continues over an extended period of time (including recurring episodes of a single underlying condition); and,
- iii. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

e. Permanent/Long-term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

f. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

"Incapacity" means the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from.

"Treatment" includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

A regimen of "continuing treatment" includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

4. *Health Insurance under FMLA*

OCWCOG will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, OCWCOG may recover premiums they paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

5. *Reinstatement under FMLA*

In order to have reinstatement rights when you are returning from family leave you must request reinstatement promptly upon the expiration of leave. If you make a timely request for reinstatement and comply with other requirements under the federal regulations, you shall be reinstated to your former position in accordance with applicable law. If you cannot be reinstated to your former position because that position no longer exists, you will be reinstated to an available, equivalent position in accordance with applicable law.

6. *Other Requirements under FMLA*

If you use FMLA leave, you may be required to provide the following:

- a. Thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable;
- b. Medical verification of the need for leave due to a serious health condition affecting the employee or an immediate family member;
- c. Second or third medical opinions (at OCWCOG's expense), periodic recertifications and fitness for duty reports;
- d. Weekly reports during FMLA leave regarding the employee's status and intent to return to work; and,
- e. Fitness for duty certification.

When leave is needed for planned medical treatment to care for an immediate family member or the employee's own illness, the employee must try to schedule treatment so as not to unduly disrupt OCWCOG's operation.

When an employee gives notice of FMLA leave, OCWCOG shall give the employee specific information on what is required of the employee and what might occur in certain circumstances, such as if the employee fails to return to work after FMLA leave.

Leave taken as a result of a Workers' Compensation injury where the injury results in a "serious health condition" will be counted as FMLA leave.

Employees on leave must keep OCWCOG apprised of their anticipated date of return to work, changes in medical status, address and telephone number, and any other reporting obligations directed by OCWCOG. All employees who are either fully or partially released to return to work must report to OCWCOG upon receipt of the release as outlined in the "Medical Leave" section of this Handbook. OCWCOG will generally require a release to return to work from an employee's treating physician before an employee will be allowed to return to work.

Workers Compensation Leaves

OCWCOG grants employees leaves of absence as needed for illnesses and injuries incurred on-the-job. If you are injured on-the-job, please contact the Human Resources Manager right away for a workers compensation form. Employees who are absent from work due to work-related illnesses or injuries are eligible to receive workers compensation benefits.

Employees on a workers compensation leave of absence are required to report to their immediate supervisor on their status, progress and anticipated date of return to work at least once a week, unless you have received written approval to be absent until a specific date or report less frequently. Reporting to a coworker or another person will not be sufficient to comply with this reporting requirement.

All employees who are released to return to work from on-the-job injuries or illnesses must request return to work as soon as possible but no later than seven (7) days after receipt of notice by certified mail from our workers' compensation insurer that you have been released to return to work by your doctor. OCWCOG will comply with applicable reinstatement and reemployment laws for employees who are absent due to work related illnesses or injuries.

Workers compensation and OFLA absences do not run concurrently. Therefore, you may be eligible for OFLA leave following the conclusion of a workers' compensation leave. Eligible employees who are released to light duty after a workers compensation illness or injury, and remain off work will automatically be placed on an OFLA leave of absence consistent with applicable law. For more information, please see the "Family Medical Leave, Parental or Pregnancy Leave" policy or contact the Human Resources Manager.

Other Medical Leaves

Occasionally, employees are required to be absent from work for extended periods of time due to serious off-the-job medical injuries or illnesses that are not covered by FMLA or OFLA. In such circumstances, employees should contact their immediate supervisor regarding an extended medical leave of absence. Employees who are absent from work due to non-work-related illnesses and injuries may be eligible for disability benefits. Employees should contact the Human Resources Manager for additional information.

Employees on medical leave of absence must keep OCWCOG apprised of their anticipated date of return to work and changes in medical status. **Employees who have been off work on an approved extended medical leave are required to call their immediate supervisor, at least once per week to report their medical status, progress and anticipated date of return to work,** unless

you have received written approval to be absent until a specific date. Reporting to a co-worker or another person will not be sufficient to comply with this reporting requirement.

All employees who are released to return to work from a medical leave for extended off-the-job injuries or illnesses must request return to work immediately after receipt of a full or light duty release from your doctor.

The re-employment of persons returning from extended medical leave is subject to the availability of suitable work. OCWCOG will, however, comply with applicable laws.

Domestic Violence Leave

If you are the victim of domestic violence, sexual assault, stalking or harassment; or, the parent of a minor child or dependent who is the victim of domestic violence, sexual assault or stalking, you are eligible for reasonable unpaid leaves of absence for the following purposes:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of you or your minor child or dependant (including preparing for and participating in protective order proceedings or other criminal or civil proceedings) related to domestic violence, sexual assault, stalking, or harassment of the employee or his/her minor child or dependent;
2. To seek medical treatment or recover from injuries caused by domestic violence or sexual assault or stalking of the employee or his/her minor child or dependent;
3. To obtain or assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault or stalking;
4. To obtain services from a prosecutor provided or non-profit victim services provider for the employee or his/her minor child or dependent; or
5. To relocate or take steps to secure an existing home to ensure the health and safety of the employee or his/her minor child or dependent.

Requesting Leave

Eligible employees should contact the Human Resources Manager to request a leave. Verification of the need for leave will be required, and employees will be required to use any accrued paid leave benefits before unpaid time off will be granted.

Requests for domestic violence leave and all supporting documentation will be treated confidentially.

Other Leaves

OCWCOG will comply with other applicable laws regarding leaves of absence.

EMPLOYEE OFFICE SAFETY AND PROTECTION

SAFETY

Safety and On-The-Job Injuries

Your safety and health is very important to us and it is our policy to provide safe working conditions for all employees. We rely on our employees to work in a manner that does not produce injury to themselves, persons working with them or the general public. Our goal is to have zero accidents and injuries. Only through your complete cooperation will we achieve this goal. Therefore, your concerns and recommendations are welcomed and will be considered.

Reporting Injuries and Unsafe Working Conditions

Work related injuries and illnesses **must** be reported to your supervisor as soon as possible. This is essential. Even though a work related injury might appear to be of little consequence, it is important that it be reported in sufficient detail to establish a claim should complications follow. In the case of an on-the-job injury, an OCWCOG Incident/Accident form must be completed and submitted to the Human Resources Manager within 2 days of the injury/illness. If medical treatment is sought, the Human Resources Manager will provide you with a Form 801 to be completed and returned to the Human Resources Department.

All employees are likewise required to immediately report any accident involving other persons or their property, or injuries to the public. These accidents should be reported in sufficient detail to allow us to respond. Employees are expected to cooperate fully with all accident investigations.

It is the responsibility of all employees to report any unsafe working condition promptly. Reports should be made to your supervisor or safety committee member. We encourage our employees to work with us to maintain safety by alerting us to potentially unsafe conditions.

First Aid Kits

Each department, as well as each OCWCOG building is provided with a fully stocked First Aid Kit. Appropriate signs are posted indicating the location of each First Aid Kit. The supplies contained in the First Aid Kits are solely for the treatment of an injury at work. You are required to notify the contact person indicated on each First Aid Kit sign if you use the last of an item so the supplies can be promptly replaced.

Fitness for Duty Examinations

In the event that OCWCOG has a good faith concern about an employee's mental or physical capability to perform the essential functions of his or her job in a manner that does not pose a direct threat to the employee or to others, we may require the employee to submit to a medical evaluation to determine whether the employee is fit to perform the essential functions of his or her job.

The Human Resources Manager and the Executive Director will then evaluate the employee's individual situation and respond in accordance with applicable law.

Personal Protective Equipment (PPE)

All OCWCOG employees are expected to practice safe work practice controls, such as not reporting to work if sick, and proper hand washing, to eliminate or minimize exposure and/or the spread of

infectious disease. Therefore, employees will be expected to follow OCWCOG's Exposure Control Plan.

There are certain job classifications and/or tasks in which some employees may have accidental occupational exposures to blood or other potentially infectious materials (OPMI) and are required to carry or have immediate access to personal protective equipment. Your supervisor will inform you if you are classified as one of these positions, and you will be trained in exposure control and the use of PPE.

SAFETY COMMITTEE

We have established a Safety Committee to work with management to prevent accidents and injuries. The Committee is responsible for making recommendations to improve safety and health in the work place. In particular, the Committee has been charged with the responsibility to:

1. Identify problems and obstacles to loss prevention;
2. Identify hazards and suggest corrective actions; and,
3. Help identify employee safety training needs and develop accident investigation procedures.

The primary functions of the Safety Committee are as follows:

1. To maintain and promote the interest of both management and labor in occupational safety and health matters;
2. To provide an opportunity for open discussion of problems that result or could result in injury or illness;
3. To assist management in evaluation of recommendations for and improvement of safety in the workplace;
4. To improve the cooperative spirit between all employees to provide workplace safety;
5. To establish procedures for investigating safety-related incidents including injury accidents, work-related illnesses and deaths for the purpose of recommending corrective action to prevent similar accidents from reoccurring;
6. To study injury and disease statistics and trends so that reports may be made to management on unsafe and unhealthy conditions and/or practices together with recommended corrective action; and,
7. To evaluate employee training practices and recommend procedures to ensure that all employees are trained to perform their work in a safe manner.

Organization

The Safety Committee consists of equal Union and management representatives. Management is responsible for selecting their membership and the Union selects their membership, as defined in the Collective Bargaining Agreement. The Finance Director and the Human Resources Manager serve on the Committee in an advisory capacity.

Employees who have a genuine concern about safety issues and are motivated to make their workplace safer are encouraged to volunteer to participate on the Safety Committee. Members will have staggered terms so that not all new members will start at the same time. Each member will serve a one-year minimum term.

Minutes of each meeting are recorded, approved by the Safety Committee and then forwarded to all OCWCOG employees via e-mail. Hard copies of the minutes shall also be kept for a period of three years in the Human Resources Department. Electronic copies of the minutes will be kept for the life of the agency.

All reports, evaluations and recommendations of the Safety Committee will be made a part of the minutes of the Safety Committee meeting.

A system shall be established by the Safety Committee for obtaining suggestions, reports of hazards or other information directly from all persons involved in the operations of the work place. The Safety Committee will routinely review such information at its monthly meetings.

The Safety Committee will hold quarterly inspections of the workplace. The first of these inspections will include creating a list of major areas and sub-items to be inspected. From there, a checklist will become standardized for subsequent inspections. From these inspections the Committee will document their findings and make recommendations.

Employees who have suggestions for improving workplace safety should write out their suggestion(s), sign and submit them to the Safety Committee.

EMERGENCY OFFICE CLOSURES

In our effort to be conscientious of employee safety during inclement weather and/or emergency situations that would make it dangerous to report to work, and still maintain continuous, professional client/customer service, employees are to follow these procedures:

1. Albany Building Procedure

- a. The Executive Director will make the decision regarding office closure, or delayed opening by 7:00 a.m. each severe weather day, or day in which driving or working would be dangerous.
- b. If an office is to be closed, the Executive Director, or designee, will record information and instructions on the special Staff Information Line and post online at www.ocwcog.org . The local news media will also be notified of any office closures.

The Executive Director, or designee, will also change each main greeting for the General Administration, Senior Services, Disability Services, and the CED general reception lines to inform the public that the building is closed, or that the building will be opening at a different time.

- c. The Executive Director will then notify each Program Director.
- d. Program Directors will notify their management staff.
- e. In the event of weather or other emergencies which may result in dangerous driving and/or working conditions, staff are to access specific instructions each day by dialing 924-8434, or toll-free 1-888-777-5958, or by accessing the information online at www.ocwcog.org . The local news media will also be notified of any office closures.

2. **Toledo Building Procedure**

- a. The Senior and Disability Services Program Manager, in coordination with the Program Director, will make the decision regarding office closure by 7:00 a.m. each severe weather day or dangerous driving and working condition day.
- b. The Program Manager, or designee, will change the main voicemail message informing the public and staff that the office is closed, or that the building will be opening at a different time.
- c. Staff are to call the Toledo office at (541) 336-2289 or toll-free, 1-800-354-1095, and then follow the appropriate voice mail instructions. Information will also be posted online at www.ocwcog.org and the local news media will be notified of any building closures.

3. **Meal Sites and Satellite Offices**

- a. Meal Site staff have a separate procedure for weather related closures and are to refer to those procedures. If they have a special issue, for example they can't get to their meal site, they are to call their immediate supervisor or the Senior Meals Program Manager.
- b. Staff reporting to the Lincoln County Loan Office are to call the Loan Program Manager to report any inclement weather conditions or emergency situations to obtain consent to close the office. If the building where the Loan office is located is closed, but the Toledo Senior and Disability Services office is open, the Loan Program Manager may require staff to report to the Toledo office. In the event the Toledo office is to be used, the Loan Program Manager will coordinate the use of a vacant desk and computer with the Toledo Senior and Disability Services Program Manager.
- c. The Corvallis Office will follow the same procedures for the Albany building.

4. **Staff Responsibilities**

- a. Staff are to access specific instructions for the day as indicated above.
- b. If an employee has a question or concern, they should call their supervisor. Managers will return the call as soon as possible.
- c. If the office is closed, staff will change their personal voice mail greeting at all phones where they receive client calls.
- d. Designated program support staff will check department voice mail at 8:30 a.m., 10:00 a.m., 1:00 p.m., 3:00 p.m. and 4:30 p.m. and forward all voice mail messages to the appropriate staff person's voice mail.
- e. If the building is open and an employee cannot report to the office, they must contact their direct supervisor, as soon as possible, to explain their situation.

5. **Compensation**

- a. If the office is closed at the Executive Director's or Toledo Program Manager's direction, employees will be paid for a normal workday, and are expected to be as productive as possible (phone calls, paper work, etc.).
- b. If the office is open and an employee feels they cannot report to the office, they will need to use their own paid leave, or take leave without pay if they have no leave. They must call their supervisor to inform them that they will not be reporting to work. Staff may use flex-time when they can report to the office to minimize the amount of leave time they must take. The use of flex-time has to be approved in writing in advanced by their supervisor and consistent with State and federal law.
- c. The exception to this would be IF the employee has prior supervisory approval to work at home, the employee would be compensated for the hours worked.
- d. Staff who have already scheduled time off, will still be charged the appropriate paid leave, i.e., vacation, personal day, etc.
- e. Staff who work 4/10 schedules will be paid for a 10-hour day, for the day(s) the office is officially closed.
- f. Temporary employees will be compensated for the hours the office is officially closed if they had been scheduled to work.

USE OF OCWCOG OFFICE AND EQUIPMENT

USE OF OCWCOG TELEPHONES

Although OCWCOG recognizes that there are occasionally times when personal phone calls or messages must be made or received during business hours, we appreciate your cooperation in keeping incoming and outgoing calls to a minimum. All employees are responsible for notifying their family and friends of this policy. Whenever possible, personal phone calls should be made during your breaks and/or lunch period. No long distance calls are to be made that result in a cost to the agency. Instead, personal long-distance calls are to be made using a toll-free number, your calling cards, or your personal cell phone.

COMPUTERS AND ELECTRONIC EQUIPMENT

Ownership, Use, and Access

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems, including electronic mail (email), instant messaging (IM) and voicemail are the property of OCWCOG. These systems are provided to employees at OCWCOG expense to assist them in carrying out business activities. Consequently, all information transmitted through or stored in the system, including e-mail and IM messages, is considered business information.

All employee's use of our electronic communications systems should be restricted to business activities and should never interfere with employees' duties. Employee use of our electronic communication systems for personal business should be limited to necessary, occasional communication conducted only during lunch or before/after work, and does not interfere with the productivity of the employee and/or their coworkers. In addition, OCWCOG's systems cannot be used to convey or knowingly receive messages that are threatening, disruptive, or disparaging. Likewise, OCWCOG strictly prohibits the use of electronic communication systems to convey or knowingly receive messages or graphics that contain offensive material of a sexual, racial, religious, etc. nature. Employees are not to consume system resources or storage capacity on an ongoing basis; this includes the transfer of large files that deplete system resources available for business purposes.

To ensure that the use of our electronic communication systems is consistent with OCWCOG's policies and business interests, we reserve the right to monitor the use of such equipment and to access, review, copy, modify, delete, or disclose information transmitted through or stored in the system, including e-mail or IM messages, as we deem appropriate. **Consequently, employees using the Agency's electronic communication systems should have no expectation of privacy in connection with the use of this equipment or with transmission, use, or storage of information in the equipment, including stored e-mail, IM or voice mail messages.**

Employees should also be aware that all information on electronic office equipment, network storage device, computer or workstation, Surface Tablets or laptop is a public record if the content of the information would be a public record in any other format, and as such, is subject to the public records law.

Electronic Equipment Security

OCWCOG has a responsibility to ensure that all information stored on agency electronic office equipment, network systems, and staff personal devices, including cell phones, smart phones, and tablets, are appropriately secure. Employees authorized by the agency to access its equipment and systems share in this responsibility and must use information from these systems only for its intended purpose, and by maintaining the confidentiality, integrity, and availability of the information.

Every reasonable effort should be made to maintain privacy and security of any non-public information stored on mobile devices (laptops, tablets, USB flash drives, cell phones, and smart phones) used for OCWCOG business. Any mobile device used for OCWCOG business (personal or OCWCOG owned) is to have the screen-lock security code enabled to operate the device. Mobile devices should have the screen “time-out” enabled to avoid exposure of any potential confidential information.

Any mobile device used for OCWCOG business that has been lost or stolen is to be reported immediately to your supervisor. This report should include the serial number of the device.

1. Network Access

OCWCOG employees and authorized individuals will be assigned a user account for the duration of employment or term within OCWCOG. All requests to add, modify, or delete network accounts must be made through your supervisor. Each user account will be password protected, following procedures established by Technology Services.

2. Management of Network Directories

The Technology Services Department is responsible for setting up network directories to accommodate sharing of files among users within the agency’s departments. Directories will be created in such a way to restrict uncontrolled access. Each department is responsible for designating staff that will be granted access rights to specific directories.

3. Network Backup

Technology Services is responsible for establishing a routine backup scheme to copy information from the OCWCOG network to a second medium as a precaution in case of network failure.

Internet Access

General exploration of the Internet for personal use is not allowed during work time. OCWCOG’s account is not to be used to access sexually explicit, indecent, or illegal materials, or any other sites we consider contrary to the goals set forth in the agency’s policies prohibiting discrimination, harassment, or otherwise offensive to the interests of OCWCOG or its employees.

Use of OCWCOG Computer Equipment

A computer, workstation or other computer-related equipment may be assigned to an employee for OCWCOG’s business purposes. Employees are not permitted to perform any unauthorized upgrades, modification, or repairs to any computer, workstation, or other equipment assigned to

them, unless authorized to do so by your supervisor and Technology Services. Staff should follow proper procedures to request upgrades or additional equipment or to request support for problems that may result in troubleshooting or repairs.

Due to the risk of a computer virus, no employee is allowed to bring computer disks for use on any workstation or to download any programs or files to any machine without prior authorization.

Use of Software Licensed to the OCWCOG

When a computer or workstation is assigned to an employee for business purposes, that computer or workstation will contain software licensed to OCWCOG. Employees should contact their supervisor to request any changes to the standard software loaded on their computer or workstation, including upgrades, additions, or deletions. OCWCOG reserves the right to audit or remove at any time any software on any computer or workstation assigned to an employee.

Employees should not perform any action on any software licensed to OCWCOG that is in violation of a software license agreement. Similarly, employees should not perform any action in the use of any computer or workstation that is in violation of a copyright law. To avoid violations, employees are prohibited from removing or making copies of OCWCOG's computer software under any circumstances.

Use of Software Not Licensed to OCWCOG

Employees should not load or use without prior approval from OCWCOG, any software that is not licensed to OCWCOG. Such software includes copies of licensed personally to the employee, "shareware", "freeware", product demonstration copies ("demos"), or software obtained from electronic bulletin boards. Employees should not install any illegal copies of software on OCWCOG computers.

Use of Online Applications Licensed to OCWCOG

Employees may be provided access to certain online applications which are licensed to OCWCOG. These applications include, but may not be limited to, DonorPerfect, MailChimp, Springbrook, WordPress, or other online applications, that will assist in the day-to-day operations of the organization. Employees should not perform any action on any of these applications licensed to OCWCOG that is in violation of the application license agreement.

Employees are not to use the applications for any use other than OCWCOG work. OCWCOG reserves the right to change access to online applications assigned to an employee at any time.

Confidential Information

Please be aware that a greater degree of caution is required when transmitting confidential and client information on the computer system. Confidential information should never be transmitted or forwarded to outside individuals or companies who are not authorized to receive that information, nor should such information be transmitted or forwarded to other employees at OCWCOG who do not need to know that information.

Always use care in addressing e-mail messages and ensure that any mailing lists are current to avoid inadvertently sending confidential information to the wrong person. Confidential client data sent via e-mail must be encrypted.

Use of Personal Equipment – Personal Computers, Cell Phones, Smart Phones, and Tablets

From time to time, employees may be authorized to carry certain job related data on their personal computers, cell phones, smart phones, or tablets, such as telephone numbers, addresses, directions, client information, calendars, etc. Employees may also be authorized to connect directly to the OCWCOG's network via a remote desktop connection and/or email access. This data and information is the property of OCWCOG and is subject to public records disclosures under the same conditions as other OCWCOG materials.

Upon separation from OCWCOG, an employee using a privately owned cell phone, smart phone, or tablet will be required to back up all such data onto the OCWCOG network with the assistance of the Technology Services staff. An employee using a privately owned personal computer, cell phone, smart phone, or tablet or OCWCOG work must also realize that in the process of OCWCOG examining or recovering OCWCOG data from the employee's electronic equipment the employee's personal data may be inadvertently examined, transferred, or destroyed.

Any confidential data stored on privately owned computers which concerns program activities that would be considered confidential according to statute (State or Federal), must be encrypted and/or password protected. The use of privately owned computers to access or store confidential information is permitted only upon prior approval of your supervisor and the appropriate Technology Services staff.

Employees who use privately owned computers to access or store records are responsible for ensuring that confidentiality is maintained in accordance with OCWCOG policy and any and all statutes, licenses, use, or operating agreements. Failure to do so will result in discipline up to and including termination of employment.

PROHIBITED ACTIVITIES

Employees are strictly prohibited from using OCWCOG email, internet, network, computers and/or any other mobile device in connection with, by way of illustration but not of limitation, any of the following activities:

1. Using OCWCOG computers or agency-provided computer service for personal financial gain;
2. Using OCWCOG computers or agency-provided computer service to avoid financial detriment;
3. Using OCWCOG computers, or agency-provided computer service for the financial benefit of a business, or to avoid financial detriment to a business in which the employee or a relative of the employee has an interest;

4. Engaging in illegal, fraudulent, or malicious conduct;
5. Working on behalf of organizations without any professional or business affiliation with OCWCOG; or working on behalf of organizations with such affiliation, but outside of the specific Agency business with them;
6. Creating, posting/publishing, sending, soliciting, receiving or storing text, images, or other media that violate OCWCOG's anti-harassment and non-discrimination policies, which includes but is not limited to, offensive, pornographic, obscene, bullying, or defamatory material;
7. Posting/publishing any personal information of any OCWCOG consumers/clients, past or present;
8. Posting/publishing OCWCOG's confidential information, including internal reports, policies, procedures or other internal, organization-related confidential communications or information;
9. Soliciting or supporting political or religious causes or beliefs;
10. Annoying or harassing other individuals, including any prohibited form of harassment;
11. Downloading or running materials including software, screen savers, music or streaming video off the web without previous authorization from their Supervisor or Program Director, in consultation with the Technology Services Department;
12. Obtaining unauthorized access to any computer system;
13. Using another individual's account or identity without explicit authorization of the individual, unless this is approved by a Program Manager or the Deputy Director;
14. Distributing or storing chain letters, jokes, solicitations, junk mail, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature;
15. Giving non-agency employees or other users not authorized by a department director access to the internet, agency network, email, tablets, or computers;
16. Sending, receiving, and/or downloading (viewing) non-business related e-mails with large attachments or video clips;
17. Visiting, or participating in, instant messaging or chat rooms;
18. Visiting, or participating in, any gaming sites;
19. Purchasing, acquiring, or installing software or hardware without previous authorization from the Technology Services Department.

Discipline

The use of a computer or electronic and telephonic communication systems to engage in any communications that are in violation of any OCWCOG policy, or State or Federal law, including but not limited to, the transmission of defamatory, obscene, offensive, or harassing messages, is strictly prohibited. OCWCOG considers misuse of computer, electronic, telephonic, IM and email systems to be a serious matter. Failure to follow this policy may be grounds for disciplinary action, up to, and including termination of employment. If you have any questions, you may refer to Policy #TS01-09-05 or contact the Human Resources Manager.

COMMUNICATIONS

SOCIAL MEDIA

For the purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with OCWCOG, as well as any other form of electronic communication.

You are solely responsible for what you post/publish online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind any of your conduct could adversely affect your job performance, the performance of your co-workers, or otherwise affects OCWCOG's clients, citizens, or volunteers who work on behalf of the Agency. Your online actions may result in disciplinary action up to, and including, termination of employment.

Prohibited Activity

Employees will be subject to discipline, up to and including termination, if they create and post/publish any text, images, or other media that violate OCWCOG's no-harassment and no-discrimination policies that including but not limited to, the transmission of defamatory, obscene, offensive, or bullying messages.

Employees are prohibited from posting/publishing any personal information of OCWCOG clients, to include whether or not individuals have been a client.

Employees are prohibited from posting/publishing OCWCOG's confidential information. Do not post internal reports, policies, procedures or other internal, organization-related confidential communications or information.

Do not create a link from your personal blog, website, or other social networking site to a OCWCOG owned or –maintained website without identifying yourself as a OCWCOG employee.

Express only your personal opinions. Never represent yourself as a spokesperson for OCWCOG. If OCWCOG is the subject of the content you are creating, be clear and open about the fact that you are a OCWCOG employee, and make it clear that your views do not represent those of OCWCOG or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, OCWCOG volunteers, the clients that OCWCOG serves, OCWCOG's employees and elected officials, and suppliers and other third parties who do business with OCWCOG.

The work environment extends to social media posts, so keep this in mind as you post about your fellow co-workers and post kindly, if you post at all. Your posts could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or OCWCOG policy.

Request for Employee Social Media Passwords

OCWCOG is prohibited by law from requiring or requesting an employee, or an applicant for employment, to disclose, or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and passwords that would otherwise allow a supervisor/manager to access a private email account not provided by the OCWCOG.

Nothing in this policy prohibits the OCWCOG from requiring an employee to produce content from his or her social media account in connection with an OCWCOG-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

COMMUNICATING WITH THE MEDIA

OCWCOG is an established and highly respected agency. We have a reputation for providing excellent, professional services, and we enjoy strong relationships with our elected officials, clients, and citizens in the three-county region that we serve.

While providing this service, the news media is frequently interested in OCWCOG. We have a responsibility to be open and responsive to their information requests, because the media are among the many ways our citizens, clients, and business partners build their individual perceptions of OCWCOG and the work we do in the communities we serve.

This policy exists to assure that information disclosed by OCWCOG is timely, accurate, comprehensive, authoritative, and relevant to all aspects of OCWCOG. Adherence to this policy is intended to provide an effective and efficient framework to facilitate the timely dissemination of information.

Scope

This media policy applies to all employees and volunteers of OCWCOG and its subsidiaries and divisions. This policy covers all external news media, including broadcast (television and radio), electronic, and print. Types of media include articles, columns, features, advertisements, social media, etc.

Designation of Company Spokesperson

The Executive Director is designated as OCWCOG's principal media contact and Agency spokesperson. This individual has expertise in media relations and weighs each media inquiry to determine the best way to provide information in relationship with other information that is not yet public. The Executive Director will convey the official OCWCOG position on issues of significance or situations that are particularly controversial or sensitive in nature.

Among the Executive Director's responsibilities:

- Increase public awareness and understanding of OCWCOG, the services that the Agency provides our region and our future prospects for growth.

- Promote a positive public image of OCWCOG and the work the Agency does for the clients and citizens that are important to OCWCOG, which includes existing and prospective clients, employees, and vendors/landlords as well as government officials, partners and industry peers.

Depending on the situation, the Executive Director may designate another individual or employee to be a spokesperson on a particular issue due to their knowledge, experience, or expertise. If needed, the Executive Director will work with that spokesperson to prepare them for the media interview. Preparation may include developing talking points as well as counseling, training, and practicing for the interview.

Guidelines for Talking with the Media

Refer all media calls to the Executive Director. Do not say you are not allowed to talk to a reporter or have to get permission to do so. Instead, tell the reporter: “OCWCOG policy is to refer all media inquiries to the Executive Director. You can reach them at (telephone number).” Doing so will ensure that COG is viewed as a single entity, ensuring that OCWCOG’s members and the general public hear a cohesive message.

A reporter, producer, or other news media may contact you for a number of reasons, for example:

- To get information about OCWCOG.
- To get information about a recent unexpected event such as natural disasters; thefts or arrests; accidents or injuries; customer or employee complaints; federal, state or local regulatory actions; etc.
- To get information or comment about an action or event that could impact the Agency’s industry; new program launches; or changes in government or Company policies.
- To get general information on a topical story in our community, such as changes in local governmental officials or policies; problems or issues specific to the community, etc.

Whenever taking a call from the media, the same courtesy and professionalism in which we approach clients should be displayed toward the media. Please act quickly when approached by the media to ensure that the reporter’s deadline is met. This is important because the way this call is handled may be the reporter’s first impression of OCWCOG and that first impression may end up in the story published or the news segment broadcast. In order to promote our client service image, it is important to respond quickly, courteously, and professionally to all media calls.

Please remember to contact the Executive Director if and when you have been approached by the media. Even though you have referred the media, the Executive Director may need your help to prepare a response. Do not let a reporter compel you to answer questions on the spot. It is always beneficial to prepare in advance in order to provide accurate and relevant information.

A similar process as described above will be used when someone from the media is requesting permission to take photographs or to film inside our facilities. *Refer the caller to the Executive Director.*

No one will be given access to the Agency’s offices for a photo or filming without approval from the Executive Director, and equally important, the Executive Director will not give approval without

talking in advance with the Manager's located in that Agency office building. This is a joint decision. Decisions will be based upon a number of considerations including, but not limited to:

- What does OCWCOG have to gain from the photo and filming?
- How much disruption will this cause to operations?
- What is the age and condition of the facility?
- Does the facility look "picture perfect" good?

A reporter or camera crew may show up unannounced at an office building. This is most likely to occur in crisis situations at one of our facilities or within one of the communities OCWCOG serves. Or, it could occur if the media learned about an event at the building from an external source, when the media was not invited.

Please know that the Executive Director will not invite the media to any Agency operating building without prior approval by the Managers of that building. When dealing with reporters and camera crews who may show up unannounced, the Managers and staff should act with the same courtesy and professionalism as OCWCOG approaches its clients. Contact the Executive Director immediately and let them know which news source is there. The Executive Director will contact the camera crew's news room or the print photographer's editor for clarification.

We cannot prevent the filming or photographing of common areas outside of the Agency's building which we do not operate. Examples would include public parking lots, courtyards, and walk ways. The following guidelines should be used when television camera crews or print photographers show up unannounced at any Agency building.

- Although we cannot prevent the media from photographing or filming the exterior of the building, we will contact their news room and/or editors for clarification.
- The media cannot enter the building to photograph or film without permission.
- The media cannot block the entrance to or prevent people from entering the building or conducting business as usual.
- We can inform the media if our clients complain about the inconvenience caused in the parking lot or walkways.
- The media can speak to and record clients as they come and leave the building and if the clients are in common space, not owned by OCWCOG. If clients are in OCWCOG-owned space, the media cannot speak or record them.

Be courteous and friendly, but also remember that no matter how congenial or affirming the reporter, photographer or camera crew are, everything you say and do may be observed and reported by the media representative who is trying to make the facility come alive for his/her audience.

Guidelines for Seeking Media Coverage

In circumstances in which you believe you have a positive news story to share with the public, contact the Executive Director. He or she is the only individual authorized to distribute OCWCOG news releases, pitch coverage of particular events, or hold news conferences.

- Do not call a reporter directly without first consulting with the Executive Director.

- The Executive Director will work with you to gather information and determine if and how the news media should be contacted. Similar measures used by editors and reporters will be considered to determine if your story is newsworthy.
- Some news items may be more appropriate for internal publicity, such as the OCWCOG employee newsletter or other forms of employee communications.

These *Guidelines for Seeking Media Coverage* apply to our tenants, third party vendors, and contracted servicers.

RECORDED CALLS

In an effort to provide better quality assurance, training, client dispute resolution and additional backup documentation, the recording of telephone calls may be implemented in certain work groups. All call recordings comply with all state and federal laws, including notification requirements.

Only calls made or received through the ACD system are recorded. Personal incoming and outgoing calls from an employee's direct dial phone line is not recorded.

Prior to implementation of recorded calls, the Employer shall provide a ten (10) working day written notification to the affected work unit employees.

Personal incoming and outgoing calls from individual staff direct dial phone lines will not be recorded. The call recording feature is tied to the individual's queue group extension, which is used to log onto the ACD system. Only calls made or received through the ACD system will be recorded.

Management and designated lead workers may access recordings only for legitimate business purposes. Recordings used for group internal training purposes will require written approval by the recorded employee.

Recordings may be used for performance measures and/or disciplinary action and may be accessed by management conducting a workplace investigation to substantiate or refute any allegations concerning illegal activity, or violation of agency policy, behavior expectations, and/or work unit norms, subject to the just cause, grievance arbitration and other applicable provisions of the collective bargaining agreement.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Employee Handbook of Oregon Cascades West Council of Governments (OCWCOG), adopted by the OCWCOG Board on March 20, 2008 and recently revised on January 21, 2016, and that a copy of this statement will be placed in my personnel file.

I understand that OCWCOG reserves all rights necessary to the efficient and orderly management of its services. This Handbook is intended to be a guideline to employee and agency practices, not a contract. It may become necessary for OCWCOG to change this Handbook, or to change or discontinue any benefit plan, policy, or practice at any time as it deems necessary for the management of its services.

I have carefully read, understand and accept the policies and rules outlined in this Handbook. I recognize my employment and compensation can be terminated with or without notice, at any time, at the discretion of either OCWCOG or myself, unless the terms of a collective bargaining agreement governing my employment provide otherwise.

I also understand that no one other than the Executive Director has authority to enter into any agreement for employment for any specified period of time, to assure me of any future position, benefits, or terms or conditions of employment, including my right to resign and the OCWCOG's right to terminate me, or to make any promises contrary or in addition to this Employee Handbook. This Handbook supersedes all prior Handbooks, policies, verbal statements and understandings. Any past promises contrary to or in any way different from this Handbook, except the provisions of the Collective Bargaining Agreement for Union employees, are not valid and should not be relied upon by any employee. Likewise, any future promises contrary to or in any way different from this Handbook must be in writing, signed and dated by the Executive Director to be valid. This Handbook supersedes all prior Handbooks, policies, verbal statements and understandings.

Employee Signature

Date

(Print Name)

