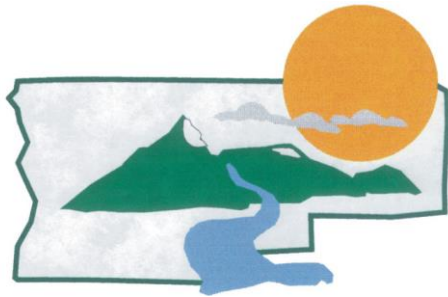


JEFFERSON COUNTY



POLICY & PROCEDURE MANUAL

ADOPTED: JANUARY 1, 2005

UPDATED: 12/5/07, 5/28/08, 8/6/08,
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9/23/20

PREFACE & INTRODUCTION

The Jefferson County Board of Commissioners (BOCC) values the public service provided by the employees of Jefferson County. It is the intent of the BOCC to treat employees in a fair and consistent manner in all aspects of the employment relationship. In return, the BOCC expects County employees to provide efficient and high-quality service to the citizens of Jefferson County at every opportunity.

Effective management of Human Resource-related issues is one of the most challenging aspects of supervision. This manual has been prepared jointly by the Jefferson County Board of Commissioners, Finance Department, Human Resources Office, and County Counsel.

Every attempt has been made to provide clear and concise information related to the County's employment policies and practices; however, this manual is not intended to be all-inclusive of every situation. It presents standard practices and policies typical of our work environments. Jefferson County operates in an at-will employment environment. This means that either the employee or the employer may decide to end an employment relationship at any time, for any reason other than a reason that is made impermissible by civil rights protections. Our at-will provisions extend to all employees unless otherwise exempted by a collective bargaining agreement or other contract. The Grievance/ Problem Solving Procedure and Discipline and Discharge guidelines are subordinate to the County's Employment At-Will Policy. Any conflicts between the two will be resolved in favor of the Employment At-Will policy.

This manual should not be considered an employment contract nor a guarantee of continued employment with Jefferson County or its affiliates. Rather, it is a guideline for use by Jefferson County's supervisory staff on employment-related matters.

The Jefferson County Board of Commissioners (BOCC) reserves the right to deviate from this policy and use discretion in making any employment decision. Jefferson County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, or any other classification protected by law. We endeavor to maintain a harassment-free, drug & alcohol-free and violence-free workplace and expect every supervisor to accept their responsibility toward this goal.

This policy manual shall serve as a guide unless it conflicts with negotiated labor contracts, specific employment contracts, or specific laws or statutes, which shall take precedence to the extent applicable. Representations made by supervisory employees that are contrary to any of the following policies shall not be binding upon the County. Jefferson County reserves the right to amend, modify and/or revoke any of its policies, procedures, practices and standards summarized in this manual at any time with or without advance notice. **The most recent version of this manual became effective December 1, 2004 (last updated on September 23, 2020) and supersedes all previous statements, memos, policies and practices that are in conflict with the following provisions. Employees are not entitled to any benefit, policy or procedure which may have existed in a prior version of the County's Human Resources Policy and Procedure Manual.**

Questions and issues related to the interpretation of this information should be directed to the Human Resources Office.

JEFFERSON COUNTY
Human Resources Policy & Procedure Manual
Complete Revision, December 2004
Last updated, September 23, 2020

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010. DEFINITIONS OF EMPLOYMENT STATUS

Jefferson County maintains standard definitions of employment status and classifies employees for the purposes of human resource, benefits administration and related payroll transactions. The following definitions are currently in use:

- ◆ *At-Will Employment*: This group includes all non-union employees. Under the at-will relationship, both the employer and employee may choose to terminate an employment relationship at any time, for any reason. Department Heads and Senior Administrative Staff are not included under the Discipline and Discharge or Grievance/Problem Solving Procedure sections of this manual.
- ◆ *FLSA Exempt*: An employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and is normally paid a monthly salary. The determination of whether a position is designated as exempt is a function of specific standards set by the FLSA and state law. Exemption has no relation to union membership.
- ◆ *FLSA Non-Exempt*: An employee who is eligible to receive overtime or compensatory time for work beyond a 40-hour workweek. Non-exempt employees are normally paid a monthly salary based on an hourly rate of pay. The determination of whether a position is designated as non-exempt is a function of specific standards set by the FLSA and state law. Being non-exempt is not related to union membership status.
- ◆ *Non-union*: Employees who are not included under a collective bargaining agreement.
- ◆ *Union*: Employees who are included under a collective bargaining agreement.
- ◆ *Full-time*: Employees scheduled to work 40 hours per week on a regular basis and who have completed their probationary period.
- ◆ *Half-time*: Employees scheduled to work at least 20 and less than 40 hours per week. Half-time employees are eligible for pro-rated benefits based on their FTE. For example, a 0.60 FTE employee would receive 60% benefits.
- ◆ *Part-time*: Employees scheduled to work 19 or fewer hours per week, or less than 80 hours per month. Part-time employees are not entitled to most benefits. (Specific information on benefits eligibility can be obtained from the Human Resources Office.)
- ◆ *On-Call*: On-call employees are not scheduled to work regular shifts and assignments are made at the complete discretion of the supervisor. On-call employees work under 1,039 hours per calendar year and therefore are not entitled to benefits.
- ◆ *Temporary Hire*: Employees who are hired for a pre-established time period, not to exceed six (6) months. Usually this occurs during peak workload periods or for vacation and work absence coverage. Temporary employees may work a full-time or part-time work schedule. Regardless of the number of hours worked, temporary employees are not entitled to most benefits, including holiday pay.
- ◆ *Emergency Hire*: Should a department face an emergency whereby public services may become seriously impaired, a vacant position may be filled a maximum of 90 days as an Emergency Hire. This process does not require a normal, open and competitive recruitment process, but must be approved by the Department Head and County Administrative Officer. Upon approval, any qualified person may be appointed to such a position in order to prevent stoppage or loss of public services or serious inconvenience to the public. The appointment may be for a maximum of 90 days. Emergency hire employees may not be offered regular employment in the same or any other classification without taking the necessary steps to become eligible and by competing in a normal and open recruitment process. Upon approval of the County Administrative Officer, an emergency hire may be obtained through a temporary employment agency using the guidelines listed above.
- ◆ *Probationary Employment Period Employee*: All newly hired, re-hired, transferred, promoted or demoted employees with less than twelve (12) months of service in a specific position. Note: The Probationary Employment Period may be extended beyond the stated twelve (12) month period by collective bargaining agreement or other authorization by the Board of County Commissioners. Union employees should review their contract for clarification on the applicable probationary time period.
- ◆ *Regular Status Employee*: An employee who has successfully completed his/her Probationary Employment Period.

020. RECRUITMENT & SELECTION

PURPOSE

To establish the various roles and responsibilities in the recruitment and selection of employees; to maximize efforts and resources in selecting the best employees available; and, implement a Veterans' Preference (ORS 408) in hiring.

POLICY

It is Jefferson County's policy to hire employees who are the best qualified to meet the requirements of the job and the organization's overall goals. Jefferson County has established standard practices related to recruitment and selection of employees for several reasons. These include: To establish job-related and consistent hiring

practices throughout the County; To maintain a highly qualified, successful and productive work force; To contribute to the organization's goals of promoting diversity among its employees; And to continually improve the performance of its employees and the quality of public service. Jefferson County's hiring practices are intended to comply with all applicable state and federal laws. The rights of employment applicants and current employees to be free from discrimination shall be protected and honored.

All applicants seeking employment in an open position must submit a current Jefferson County Employment Application form to the Human Resources Office. In addition, other information may be required as detailed in the job announcement. A resume may be accepted during the initial screening process in addition to an Employment Application. The distribution and collection of Employment Applications is coordinated by the Human Resources Office. Employment applications are normally accepted only for positions which are currently posted. Applicants who are eligible for a Veterans' Preference shall submit a Veterans Preference Form to the Human Resources Office at the time they submit an application. All applications must be complete and must include an original signature of the applicant (this may be obtained at the interview in cases where an application has been submitted electronically or via facsimile). Applications are considered active for a period of 6 months.

GUIDELINES: The steps detailed below should be followed by all departments when hiring any full-time, half-time, part-time, temporary or seasonal employee:

- ◆ **General Philosophy:** Jefferson County hires candidates who best demonstrate the technical and professional skills to meet both the requirements of the position and the goals of the organization. As a result, the most qualified applicant may not always be the candidate with the most years of experience or highest degree of education. The most qualified candidate may be the applicant who can demonstrate not only technical or professional competence, but also other important skills or qualities, as determined by the County. These may include relevant factors such as communication and interpersonal skills, orientation toward teamwork, creativity and initiative, demonstrated ability to be responsible and accountable, and other characteristics associated with high performance.
- ◆ **Verify the Job Description:** To fill a position, first obtain a copy of the current job description from Human Resources. Be sure to review and update all information, including job responsibilities and minimum requirements. The updated job description should be signed and returned to Human Resources.
- ◆ **Complete an Employment Requisition Form:** This form should be completed and returned to Human Resources at least three (3) days prior to the requested posting date. All requisitions for new positions do require advance approval by the County Administrative Officer and acceptance by the Board of County Commissioners and should have justification for the new position attached to the Employment Requisition Form. Requisitions involving increases in budget line items must be accompanied by justification and also require advance approval by the County Administrative Officer and the Board of County Commissioners.

Guidelines for job postings are listed below:

| Posting & Position Type | Posting Period |
|--|-----------------------------|
| Internal Job Posting within Jefferson County for <i>Regular</i> and <i>Temporary</i> positions | Minimum of 5 calendar days |
| External Job Posting for <i>Regular</i> and <i>Temporary</i> positions | Minimum of 10 calendar days |
| Emergency Hire | No posting required |

HR will prepare and distribute a job announcement, add the position to the County's employment website as well as circulate the general employment listing throughout the County.

HR will notify appropriate recruiting source(s), including, but not limited to, newspapers, State Employment Division, social service agencies, professional associations and publications, and other applicable city, county and state governments.

- ◆ **Application Process:** Human Resources will collect **ALL** employment applications and send copies along with a list of applicants to the hiring supervisor. Original applications will remain on file with Human Resources.
- ◆ **Required Steps in the Selection Process:** The selection process must include the following:
 1. Completed and signed application (cover letter and resume are optional).
 2. Minimum Qualifications Screening. The Human Resources Office shall screen all applicants and divide them into two categories: 1) meets minimum qualifications, and 2) does not meet minimum qualifications. Only applicants that meet the minimum qualifications may proceed to the next step. If a Department Head/Elected Official disagrees with the decision of the Human Resources Office the County Administrative Officer shall make the final determination.
 3. Selection of Applicants to Interview. The Department Head/Elected Official, Hiring Panel or Hiring Supervisor shall select candidates to be interviewed.
 - a. Veterans' Preference. If any applicant that meets the minimum qualifications is eligible for a Veterans' Preference (ORS 408) the Department Head/Elected Official, Hiring Panel or Hiring Supervisor shall using the following process to select candidates to be interviewed:
 - i. The applications shall be divided (ranked) into one of four categories:
 1. Low
 2. Medium-Low
 3. Medium-High
 4. High
 - ii. An applicant that is eligible for the Veterans' Preference shall be moved up one category (example, an applicant ranked as Medium-Low shall be moved to the Medium-High category).
 - iii. The Department Head/Elected Official, Hiring Panel or Hiring Supervisor shall select the top applicants to be interviewed. If an applicant is eligible for a Veterans' Preference and they are in the "high" category they shall be placed on the Interview list.
 4. Interview by both the hiring supervisor or interview panel;
 5. Background and reference verification and assessment by Supervisor.
 6. Hiring Recommendation. If at least one of the interviewees was eligible for the Veterans' Preference and was not hired, the person(s) who made the decision **shall** document that the Veteran was not "equal to or better than" the person who was recommended to be hired.
- ◆ **Optional Steps in Selection Process:** The hiring supervisor and Human Resources may also use other optional selection materials or tools, when job-related and appropriate for the position to be filled. These include, but are not limited to:
 - Motor Vehicle Driving Records
 - Occupational Health Exams
 - Clerical exams such as typing, math, spelling & letter format
 - Supplemental Application Questionnaires
 - Psychological Exams
 - Writing Samples
 - Motorized Equipment Skills
 - Pre-Employment Drug Screen

Medical examinations (As allowed by Americans with Disabilities Act (ADA), medical examinations may be required only after a written, conditional offer of employment is made.)
- ◆ **Use of a Scoring Matrix:** Supervisors should develop a screening matrix to assist in the selection process. By doing so, specific criteria may be evaluated, weighted and scored by each interview panel member and then discussed by the entire group. Human Resources may assist with this development if necessary.
- ◆ **Job Posting:** Human Resources Office prepares job announcements for all positions. In collaboration with the Department Head, Human Resources will determine whether the vacancy is posted internally, externally or both. An internal posting is intended to include only current Jefferson County employees who have already completed their probationary period and must be approved by the County Administrative Officer. Current County employees receive employment consideration on a strictly

competitive basis whenever a job is posted, subject to labor contract requirements. External postings are normally posted for a minimum of ten (10) days; Internal postings for five (5) days.

- ◆ **Interviews:** The hiring supervisor should review the applications received and select candidates to be interviewed. The hiring supervisor will return the applicant list to Human Resources indicating which applicants will be interviewed and the dates of the interviews. Generally the supervisor should select at least three (3) applicants to be interviewed. The hiring supervisor should then identify a minimum of two (2) to comprise an interview panel. The panel will conduct the interviews using the interview questions and scoring matrices previously developed.
- ◆ **Reference Verification and Assessment:** Department Heads will conduct a minimum of two references on all final job candidates. Each reference will be asked to provide information related to the candidate's knowledge, character, skills and abilities. Relevant background information such as work history and education will also be verified. An assessment of the information collected will be performed and the Department Head will decide if the candidate is recommended for hire or not.
- ◆ **Hiring Recommendation & Decision:** The supervisor should complete the Salary Order, Job Description and the Application form signed by the candidate. The salary order should identify the starting step in the compensation range. All requests for starting pay above Step 1 must be justified by stating how the applicant exceeds the minimum qualifications. Such requests must be submitted by the Department Head Finance to address budgetary impacts. Requests for compensation exceptions must be reviewed for internal equity and must be approved by the Board of County Commissioners.
- ◆ **Notification of Selection Decision:** Any written job offer other than the salary order must be approved by County Counsel. The written job offer will include: the job classification for which the applicant is being hired, the starting salary and other compensation, the starting date and location of employment, the County's orientation process, and other terms or conditions of employment. The offer may be conditioned upon the completion of job-related requirements, including, but not limited to a pre-employment drug screen or medical examination. The Department Head or Human Resources will notify the unsuccessful applicants of the hiring decision.
- ◆ **Documentation of the Selection Process:** At the close of every selection process, the Human Resources Office will maintain the following records:

A copy of the Employment Application for the selected candidate (original to employee file);

A copy of any applicants' Veterans' Preference Form;

A copy of the job offer letter (employee file);

The completed matrices for all interviewed candidates;

All interview questions or other selection tools used;

Applications of all candidates interviewed;

Applications of all candidates not interviewed;

A summary outlining the position filled, dates of the interviews, the interview panel, candidates interviewed for the position and the person hired;

A summary outlining how the Veterans' Preference was applied

* Decision to interview

* If interviewed and not hired documentation on "equal or better" ;

A copy of the supervisor's memo recommending a hiring decision;

Any other documents relevant to the selection process.

Human Resources will also maintain a file of applications received on all candidates for the position who were not interviewed for a minimum of three (3) years.

- ◆ **Retire/Rehire:** ORS 238.082 allows Law Enforcement personnel in Counties less than 75,000 population to receive PERS retirement benefits and continue to work full-time. When this occurs, the County does not contribute to PERS on the employee's behalf offering a substantial savings to the County. If a current employee desires to take advantage of this opportunity and the Board of Commissioners determines it is in the public interest, the County may elect to deviate from this policy and allow the employee to be rehired to a similar position without going through the normal process outlined in this policy.
 - In a rehire agreement, the County may allow the employee to retain accumulated unused sick leave;
 - In a rehire agreement, the County may offer the employee two options regarding accumulated unused vacation leave.
 - Option 1. If the employee elects to be paid-out all unused vacation leave, the employee will be granted new vacation leave using the rehire date to determine the

“length of service” in Policy 310, except the employee does not need to wait the normal 6 month waiting period.

- Option 2. If the employee does not elect to be paid-out all unused vacation leave, they will carry forward all accumulated unused vacation leave and retain their current “length of service” date in determining the amount of new vacation leave in Policy 310.
- Absent a rehire agreement, the County will handle sick leave and vacation leave in the same manner as if the employee has retired and has been rehired as a new employee.

(Updated May 5, 2010)

Jefferson County Veterans' Preference Form



Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call Human Resources at (541) 325-5002.

This completed form and the required documentation must be submitted at the time you submit your application.

A. QUALIFIED VETERAN QUESTIONS: You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215.

ORS 408.225(e)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 or 215, Certificate of Release or Discharge, Copy 4, and
 2. A public employment preference letter from the United States Department of Veterans Affairs.
To order the letter, call 1-800-827-1000 and request a public employment preference letter. ORS 408.225(c)
- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
 - I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
 - I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name

_____-_____-_____
Social Security Number

Signature of Applicant

Date

Position Applied for: _____

ORS 408. 225-230 Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.

021. EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE

To maintain an employment environment free from illegal discrimination.

SCOPE

This policy applies to all employees of Jefferson County.

POLICY

Jefferson County maintains a policy of non-discrimination with current employees and applicants for employment. No aspect of employment within the County will be inappropriately or illegally influenced in any manner by race, color, religion, sex, sexual orientation, national origin, marital status, age, veteran status, disability, victim of domestic violence, victim of sexual assault, victim of stalking, or other class of protection which is addressed by state or federal law. Employment decisions will be based on job related factors.

AMERICAN WITH DISABILITIES ACT

PURPOSE

To maintain the responsibilities of the County under the Americans with Disabilities Act.

SCOPE

This policy applies to all employees of Jefferson County.

POLICY

Jefferson County maintains a policy of non-discrimination with current employees and applicants for employment in compliance with the Americans with Disabilities Act as outlined in Addendum "021-A".

(Updated May 28, 2008) (Updated May 5, 2010)

022. EMPLOYMENT OF RELATIVES

PURPOSE

To prevent problems of supervision, safety, security and morale in employing two or more related individuals within Jefferson County.

SCOPE

This policy applies to all employees of Jefferson County pursuant to ORS chapters 244 and 659A.

POLICY

Applications for employment from relatives or members of the household will be considered on a strictly competitive basis whenever job vacancies occur. Relatives or members of the household may not be hired, promoted, demoted or transferred into a position where they directly supervise, exercise jurisdiction or exercise control over another relative or member of the household.

Public officials (Jefferson County employees or volunteers) may not appoint, employ or promote a relative or member of the household to, or discharge, fire or demote a relative or member of the household from, a position with the public body that the public official serves or over which the public official directly supervises, exercises jurisdiction or exercises control over.

Public officials may not participate as a public official in any interview, discussion or debate regarding the appointment, employment or promotion of a relative or member of the household to, or the discharge, firing or demotion of a relative or member of the household from, a position with the public body that the public official serves or over which the public official directly supervises, exercises jurisdiction or exercises control over. As used in this paragraph, "participate" does not include serving as a reference, providing a recommendation or performing other ministerial acts that are part of the normal job functions of the public official.

Public officials may appoint, employ, promote, discharge, fire or demote, or advocate for the appointment, employment, promotion, discharge, firing or demotion of, a relative or member of the household to or from a

position as an unpaid volunteer with the public body that the public official serves or over which the public official directly supervises, exercises jurisdiction or exercises control over.

DEFINITIONS

“Member of the household” means any person who resides with the public official.

“Public official” means all Jefferson County employees and volunteers irrespective of whether the person is compensated for such services.

“Relative” means the spouse or domestic partner of the public official, any children of the public official or of the public official’s spouse or domestic partner, and brothers, sisters, half brothers, half sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren or parents of the public official or of the public official’s spouse or domestic partner.

GUIDELINES

If an employee becomes a relative or member of the household after their initial hiring and directly supervises, exercises jurisdiction or exercises control over another relative or member of the household, the County may require one or both of the employees to transfer or resign.

Employees shall notify their Department Director or Elected Official within ten (10) days of becoming a relative or member of the household of any employee which they directly supervise, exercise jurisdiction or exercise control over. The Department Director or Elected Official should then, in turn, notify Human Resources. If such notification is not provided by the employees, the County reserves the right to make the final decision regarding transfer or termination of either of the employees. The failure to notify the County within ten (10) days is grounds for discipline up to and including termination. This guideline also applies to situations where reorganization creates such a conflict.

FRATERNIZATION IN THE WORKPLACE

Relationships outside of the workplace between employees can often lead to problems in the workplace (such as sexual harassment) and affect job performance when such relationships deteriorate. County employees are expected to conduct themselves in a professional manner while in the workplace, and to leave personal disputes outside the workplace. If personal disputes create problems in the workplace, the employees involved may be subject to any level of discipline necessary to resolve the problem. To minimize or avoid the problems created in the workplace when interpersonal relationships deteriorate, the County may require one or both of the employees involved to either transfer (if available) or resign. To avoid additional problems such as favoritism and bias, all management personnel, as a condition of continued employment, are prohibited from dating or having intimate/romantic relationships with employees they directly supervise, exercise jurisdiction or exercise control over. Allegations of violations of this policy shall be brought to the attention of the County Administrative Officer or the Human Resources Department.

(Updated May 28, 2008)

023. EMPLOYMENT OF MINORS

PURPOSE

To establish guidelines to occasionally hire employees under the age of 18 during school breaks, at peak work periods, or on an internship or volunteer basis.

SCOPE

This policy applies to all positions in Jefferson County.

POLICY

As a general rule, employees of Jefferson County must be at least 18 years of age. The County may hire students or others who are ages 16 or 17, but this may be done only under special conditions and must be approved in advance by the County Administrative Officer and the Board of County Commissioners.

GUIDELINES

- ◆ *Required Permit:* Jefferson County must, on an annual basis, apply to the State of Oregon's Bureau of Labor and Industries (BOLI) for a labor permit allowing the employment of minors in specified positions.

- ◆ *Number Of Hours Worked:* The Oregon State Wage and Hour Commission is responsible for setting minimum standards for the wages, hours and working conditions of minors. Generally, minors age 16 and 17 may not work more than 40 hours in any one workweek. In addition, regular break periods must be provided. For complete information contact Human Resources regarding Oregon Revised Statute (ORS) 653.305, the Employment of Minors.
- ◆ *Wages:* Regardless of age, minors must be paid the current minimum wage as is required by applicable state or federal law.

024. NEW EMPLOYEE ORIENTATION AND IN-PROCESSING

PURPOSE

To establish a centralized and consistent manner for the completion of the required paperwork associated with employment or re-employment with Jefferson County; To provide all employees with a review of available benefit options; and to ensure the complete review and acknowledgement of all policy and safety information prior to starting employment with Jefferson County.

SCOPE

This policy applies to all employees and departments of Jefferson County.

POLICY

All newly hired or re-hired employees must participate in the New Employee Orientation program. The orientation session provides employees with an introduction to the various Human Resource and Risk Management topics associated with employment. An employee cannot be placed on the payroll system until this orientation and in-processing has been completed and Immigration Reform and Control Act (IRCA) regulations require specific paperwork be completed prior to beginning work with any employer in the United States.

GUIDELINES

All employees eligible for employment in the United States are required to complete the Employment Verification Eligibility Form (I-9 Form) as a result of IRCA. This form must be certified by a representative of the Finance Department.

Individual departments are responsible for ensuring that all employees receive specific job or department orientation by way of assigning a mentor.

025. PROBATIONARY EMPLOYMENT PERIOD

PURPOSE

To complete the recruitment and selection process by providing a probationary employment period of on-the-job work experience by which the new employee and the County may evaluate whether or not employment should be continued on a regular status. This determination should be made on the basis of knowledge, skill, ability, interest and other work-related factors.

SCOPE

This policy applies to all Jefferson County employees, including those union employees where a labor contract so specifies. Employees covered by collective bargaining agreements should consult their union contract to determine the actual length of their probationary employment period.

POLICY

Unless otherwise stated in collective bargaining agreements, all new employees serve a probationary employment period of twelve (12) months from date of hire, promotion, demotion or transfer. This introductory period is the final step in the recruitment and selection process and is key in determining whether the employment relationship should continue. During the probationary employment period, like all County 'at will' employees, Jefferson County may elect to terminate a person's employment at any time for any reason, and the progressive disciplinary guidelines and grievance/problem solving process will not be in effect for probationary employees. In turn, probationary employees may terminate their employment at any time for any reason during this period.

There will be a formal performance evaluation at the end of the probationary employment period. In addition, frequent informal and formal evaluation of employee performance is permitted as determined in the best judgment of the supervisor. If the County determines in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, probationary employment period employees may be terminated. Such decisions shall involve the consultation of the Department Director. The probationary employment period may be extended beyond the twelve (12) month period upon mutual agreement between the Department Head and Human Resources.

GUIDELINES

Department supervisors are responsible for the training and evaluation of a new employee during the probationary period. Formal and informal performance evaluations may be conducted at any time during the probationary period. Performance evaluation forms are available from the Human Resources Office. In addition to job orientation and training, informal coaching and feedback should be provided on a regular basis.

Upon satisfactory completion of the probationary period, employees are designated as “regular” status employees and are subject to the standard performance evaluation and progressive disciplinary processes. If, during the probationary employment period, unsatisfactory performance does not improve, the employee may be terminated from employment.

All employees, regardless of status or length of service, are required to meet and maintain the County's established standards for job performance and behavior.

026. EMPLOYEE RECORDS

PURPOSE

To establish standards by which information contained in personnel records is managed with the goals of accuracy, privacy and legal compliance.

SCOPE

This policy applies to all departments and employees of Jefferson County.

POLICY

Official employee personnel records are maintained solely by the Human Resources Office. They contain information on each County employee to meet state and federal legal requirements and to assure efficient personnel administration. Notification of changes in address, telephone number, and family status which impacts benefits or tax designation should be reported to Human Resources as soon as possible. Prompt notification is key to avoid a negative impact on an employee's income tax withholding, group insurance enrollment, and beneficiary designation.

Access to employee files is restricted to authorized employees of Human Resources, applicable supervisory staff (on a “need to know” basis), and the current employee to whom the file pertains. Employee files are the property of the County and may not be removed from the Human Resources. Information requests received from other departments and inquiries from outside organizations, including requests for employment verification, should be directed to Human Resources.

GUIDELINES

- ◆ **Employee File Contents.** When an employee is hired with Jefferson County, an employee personnel file is established generally containing the following information:

An original Jefferson County Employment Application and related hiring documents, such as resumes and educational transcripts.

Personal information and action notices related to pay or other employment status changes.

Performance management documents including disciplinary notices and performance evaluations.

Documents including recent education, records of outside achievements, changes affecting tax withholding, etc.

Other documents related to employment such as appreciation letters, employment references, motor vehicle driving records, certification of automobile insurance, training records, copies of current licenses/certifications, benefit enrollment records, etc.

Note: Medical records, employee relations or investigation files and Employment Eligibility Verification Forms (Form I-9) are kept in separate, locked files. The contents of these files may be examined only by appropriate officials with prior approval of Human Resources.

- ◆ **Examination of an Employee Personnel File.** Inspection of an employee file may be accomplished at reasonable times during office hours under the following conditions:

Employees are entitled, by state law, to examine their files, upon request, at reasonable times. This review shall take place in the Human Resources Office with a Human Resources representative present. Employment references and information from background checks are not part of the employee personnel file. Employees should be prepared to show picture identification in order to view their personnel file. Current employees may also obtain a certified copy of documents maintained in their file; however, the County will charge the actual cost of furnishing such records (per ORS 652.750). A complete copy of the employee file will be available free of charge upon termination.

Subpoenas and Requests for Discovery in the court system will be examined on a case-by-case basis and should be handled by County Legal Counsel.

- ◆ **Information Requests and Employment References.** If an employee wishes the County to verify information requested by outside sources for credit or other purposes, a release form with the employee's signature must accompany the request. Employment references on former employees are provided only by Human Resources or the Department Head and only as follows:

References with Written Approval: Job chronology and performance information may be released with written approval and release by the employee or former employee.

Telephone Inquiries: Information will be verified by the Human Resources Office via telephone (after reasonable caller identification) but is limited to the following:

- Hire and termination date(s);
- Position(s) held with Jefferson County;
- Confirmation of current compensation;

Written Inquiries: If the request for information is in writing and accompanied by the employee's signature, other information may be verified beyond the above. Such correspondence will be made in writing and a copy will be retained in the employee's file.

- ◆ **File Retention.** Original employee files are generally maintained by Human Resources for a period of three years after separation. In some cases, file retention may be extended beyond this period.

027. SEPARATION OF EMPLOYMENT

PURPOSE

To ensure timely and accurate processing of employees who are being removed from the County's payroll and to provide for a consistent termination process using positive employee relations practices.

SCOPE

This policy applies to all Jefferson County employees except those otherwise covered by collective bargaining agreements.

DEFINITIONS

For purposes of this policy, an employee's last day of work shall be the last day on which the employee was physically working on the job.

The categories of separation and their definitions are:

Voluntary Resignation: A voluntary separation of employment which includes the following circumstances:

- ◆ Resignation (employees are expected to provide a minimum of two weeks written notice).
- ◆ An absence of three (3) or more consecutive working days without any notice to the employee's department head or supervisor may be considered a "voluntary resignation for job abandonment".
- ◆ Failure to return from an approved leave of absence.
- ◆ Failure to return from a reduction in force/layoff recall.

Involuntary Termination: A separation in which the employee may not be qualified or adapted for the type of work assigned. This category also includes employees who are unable to perform satisfactorily during the probationary employment period, or employees who are terminated for violation of employee standards of conduct or safety regulations, unsatisfactory job performance, or any other reason deemed appropriate by the County.

Retirement: A voluntary separation, which usually includes qualification for benefits under the County's Retirement plan.

Reduction in Force or Layoff: Work is no longer available, the job has been eliminated, the contract expired, the department closed, etc.

Deceased: The death of an employee.

PROCEDURE

- ◆ **Notice to Employee:** There are no requirements for advance notice to employees upon separation, with the exception of notice of layoff as described above.
- ◆ **Management Approvals:** When an employee is terminated or laid off, written approval is required from the employee's supervisor and department head.
- ◆ **Change in Status:** Supervisors and department heads are responsible for completing the necessary Termination Request for employees who are leaving the payroll of Jefferson County.
- ◆ **Resignation:** An employee who resigns, with or without notice, should be asked to provide his/her supervisor with a letter documenting the voluntary resignation. The original letter should be forwarded to the Human Resources Office for retention in the employee's file. Employees, who do not provide a two (2) week notice, will normally be considered "not eligible for rehire".
- ◆ **Return of Equipment and Keys:** Prior to the last day of work, the supervisor must obtain all equipment and keys from the separated employee.
- ◆ **Final Paychecks:** Employees who are involuntarily terminated will receive their final paycheck no later than the end of the next business day following the termination (ORS 652.140(1)). All final paychecks will be returned to Human Resources so that the appropriate out-processing can occur (i.e. Pension, Property Control, Exit Interview, etc.).
- ◆ **Exit Interview:** Separated employees, whether voluntary or involuntary, are encouraged to contact the Human Resources Office to arrange for an exit interview before their last day of work.
- ◆ **Employment References for Separated Employees:** References are not normally provided unless a waiver specifically allowing Jefferson County to release information.

028. LAYOFF AND RECALL

PURPOSE

To provide guidelines for layoff and recall procedures.

SCOPE

This policy applies to all Jefferson County employees except those otherwise covered by collective bargaining agreements.

POLICY

Economic conditions, changes in technology or other unforeseen circumstances may require adjustments in staff levels by means of a layoff or reduction-in-force.

DEFINITIONS

Layoff is defined as situations where work is no longer available, the job is eliminated, the contract expired, the department closed, etc.

PROCEDURE

These procedures will guide decreases in the work force during a layoff period:

- ◆ **Layoff Process:** When the number of employees must be reduced, the Board of County Commissioners, or their designee, will establish the order in which the positions are affected based on the importance of each position, the continued existence of the department, function or program, and the circumstances that have necessitated the layoff. Layoffs may be made according to relative qualification. Retention will be based on skills and abilities. Employees will not have bumping rights based on seniority.
- ◆ **Advance Notice:** Whenever possible, thirty (30) days notice will be given to employees scheduled to be separated due to layoff.

029. EXIT INTERVIEWS

PURPOSE

To determine and document the reasons employees leave employment with Jefferson County and to identify opportunities for improvement of our workplace and job environment.

SCOPE

This policy applies to all Jefferson County employees except those otherwise covered by collective bargaining agreements.

POLICY

Prior to leaving the County upon separation, employees will have an opportunity to schedule an exit interview with a human resources representative. A copy of the *Exit Interview Form* is available from the Human Resources office.

Exit interview information will be reported back to County leadership and senior management in a summary format identifying quarterly or semi-annual trends. Actual exit interview information will normally be considered confidential information for limited review.

100. WAGE AND SALARY ADMINISTRATION

110. FLSA EXEMPT / NON-EXEMPT STATUS

PURPOSE

To define the status of exempt and non-exempt employee and to provide guidelines for determining this status according to law.

SCOPE

This policy applies to all Jefferson County employees.

POLICY

All positions within Jefferson County will be classified as either FLSA Exempt or FLSA Non-Exempt as required by the Fair Labor Standards Act (FLSA) and other applicable federal and state laws.

DEFINITIONS

Definitions of exempt and non-exempt status are based on provisions of the Fair Labor Standards Act (FLSA) and state law. (Note: FLSA Exempt or FLSA Non-Exempt status does not relate in any way to union or non-union status.) These FLSA definitions are summarized as follows:

FLSA Exempt: Select management, supervisory, professional or administrative employees whose position duties meet the requirements established by the FLSA and state law to allow exemption from the overtime pay requirements. Employees must fit plainly and unmistakably within the exemptions provided by law.

FLSA Non-exempt: Employees whose positions do not meet FLSA exemption tests and who either accrue compensatory time at a rate of 1.5 hours for every overtime hour worked, or who are paid one-and-one-half times their regular rate of pay for hours worked in excess of 40 hours in a pay week.

PROCEDURE

Human Resources determines the FLSA Exempt or Non-Exempt status of employees. In cases where the status is in doubt, the supervisor should contact the Human Resources Office and request a review of the position duties and responsibilities against FLSA exemption standards.

In order to maintain legal compliance, the County Administrative Officer will make the final decision in all cases, seeking guidance from legal counsel when necessary.

111. SALARY PROGRAM ADMINISTRATION

PURPOSE

To maintain a program of internally and externally equitable or consistent salaries that are comparable to similar positions in designated employment markets.

SCOPE

This policy applies to all positions in Jefferson County, except elected officials and those otherwise covered by collective bargaining agreements.

POLICY

The County strives to pay salaries competitive to similar positions within a designated and appropriate employment market. Determination of salary policy is the responsibility of the Board of County Commissioners. Administration of the program is the responsibility of the County Administrative Officer and the Accounting Manager.

SALARY PROGRAM ELEMENTS

Classification Plans: Each position in the County has been placed in a classification plan, which establishes the value of the position in relation to other positions in the organization. The Classification Plan includes titles for various classes of positions with the intent of providing equal pay for equal work. Job titles refer to the positions, not the employee filling a particular position, and shall be used in all human resource, budget and financial records. Each position is allocated to an appropriate classification, based on

knowledge, skills and abilities required to perform the duties, as well as the nature of the duties and responsibilities of the position. Detailed job descriptions for each position within the Classification Plan, as well as the Classification Plan, are on file and available for review in the Human Resources Office. All job descriptions for new positions must be developed by supervisors and/or Department Heads in cooperation with the Human Resources Office. Inclusion within a bargaining unit will be reviewed and a copy of the job description will be forwarded to the bargaining unit for verification and input when applicable.

Salary Schedules: Each classification level has been assigned a salary range. Employees will receive a salary that is within the range limits of the applicable classification level.

Range Minimum. (The minimum of the appropriate salary range). Employees will receive a salary that is within the range limits of the applicable classification level.

Requests for placement at any level greater than step 1 should include a written justification for the request of a higher rate of pay. Any placement above the minimum step must be recommended by the Department Head and approved by the County Administrative Officer and the Board of County Commissioners prior to making a formal job offer.

Range Maximum. The maximum of a salary range normally provides an upper limit of what employees in that classification may be paid.

Promotions Defined: A promotion is a change in status for an employee to a higher classified position.

Promotion Increases: Salary increases generally are granted when the new job duties are fully assumed for the promotion, advancing the employee to the step of the new range that is closest to a 5% increase in the current base salary for upward advancement. The date of promotion establishes a new anniversary date for purposes of performance evaluation and compensation increases.

Temporary Assignment Out of Classification: Employees assigned on a temporary basis in excess of 30 days, to fulfill the routine responsibilities and duties of the employee being temporarily relieved, may be paid with Board of County Commission approval, in accordance with the higher classification rate, or the employee's regular rate, whichever is higher during the temporary assignment. Employees to be temporarily paid at the higher classification rate shall be placed at the minimum step or at the step, which is closest to a 5% increase. Employees assigned on a temporary basis to a lower job classification shall be paid the rate for their regular classification. A temporary assignment shall be mutually agreed upon between the Department Head and the Board of County Commissioners. This section shall not be applicable for temporary assignments involving vacation coverage.

When an employee is temporarily assigned for relief purposes, it shall be the responsibility of the Department Head to provide the employee with advance written notice of the nature of the responsibilities expected of the employee, the rate of pay during the period of temporary assignment, and the duration of the assignment, if known. This provision shall not be applicable in emergency situations.

SALARY SCHEDULES

Salary schedules of the County pay structure are reviewed by the County Administrative Officer on a periodic basis to determine their integrity and adequacy for business and market conditions. Based on this analysis, a recommendation for increase or decrease may be made to the Board of County Commissioners. While adjustments may be made to the structure, salaries paid to individuals may not necessarily be adjusted at that time.

Employees at step 1 will normally be moved to step 2 upon successful completion of one (1) year of service. Increases beyond one annual step shall be substantiated by performance evaluations and are subject to the positive recommendation of the Department Head. Any recommended salary increase beyond one step within a budget year requires the approval of the Board of County Commissioners.

Non-Represented Employees Salary Schedules (matrices)

The group of Non-Represented employees shall be placed in one of two different salary schedules.

Salary Schedule "A": Represents the Salary Schedule for Tier I/II employees and employees that are employed under ORS 238.082(5)(a) (Sheriff's Employee Exemption to 1,040 hours limitation). For these employees the County will make the required 6% "employee share" of PERS.

Salary Schedule "B": Represents the Salary Schedule for OPSRP employees. For these employees the County does not make the required 6% "employee share" of PERS.

(Updated February 7, 2018)

112. CLASSIFICATION AND RECLASSIFICATION OF POSITIONS

PURPOSE

To ensure equal treatment of all employees and departments, and to enable maintenance of a sound classification and compensation system.

SCOPE

This policy applies to all positions and departments in Jefferson County, except elected officials and those otherwise covered by collective bargaining agreements.

POLICY

Any significant change in job duties contemplated by any Department Head which could affect any position or group of positions within a department should be reviewed, in writing, with the Board of County Commissioners prior to implementation of such changes. A significant change shall be interpreted as any change which could lead to an increase or decrease in job responsibilities which could potentially result in an increase or decrease in the classification level of the position. This same process applies to new positions being created within the County.

PROCEDURE

Any proposed change of duties, which could affect a position's classification should be submitted in writing to the Human Resources Office. Upon review it will be routed to the County Administrative Officer for approval. The Department Head should include a statement of projected fiscal impact of any reclassification and whether funds are available in the department's budget. If the BOCC determines there is sufficient cause and funding for possible reclassification, Human Resources will be directed to conduct a study for job evaluation and proper classification.

Classifications or reclassifications shall only be developed or modified outside of the budget process. Budget line items modifying existing classifications shall be considered as planning parameters. (Note: reclassifications also include job pricing studies and adjustments).

Once the reclassification study is complete, the findings and recommendations will be presented to the BOCC by the County Administrative Officer. When applicable, this report may include suggested alternatives for the management of workload or staffing issues that initially prompted the reclassification request. Should a reclassification be recommended by the County Administrative Officer but denied by the BOCC, the Department Head will be advised.

200. HOURS OF WORK AND PAYROLL PRACTICES

210. HOURS OF WORK AND PAYDAYS

PURPOSE

To establish the hours of employment in the County's basic workday and workweek and to identify pay periods and paydays to allow for the accurate payment of wages, salaries and overtime.

SCOPE

This policy applies to all Jefferson County employees, except elected officials and those otherwise covered by collective bargaining agreements.

POLICY

- ◆ **Hours of Work:** The Jefferson County offices shall be open to the public at times as approved by the Board of County Commissioners, except during County authorized holidays.
- ◆ **Lunch and Rest Periods:** Except in emergency situations or unusual circumstances, non-exempt employees should receive an unpaid meal break during each work period of six (6) hours or more in duration. During this break, the employee must be relieved of all work duties. To the extent consistent with operating requirements of the respective departments, meal periods shall be not less than thirty (30) and no more than sixty (60) minutes, except in cases of emergency, and shall be scheduled at or near the middle of the work shift. Jefferson County non-exempt employees should also receive one fifteen minute break for every segment of four (4) hours worked in one shift. This break period should be scheduled at the discretion of the employee's immediate supervisor. Breaks and lunches are statutory rights that can not be waived by the employee (i.e. skip two 15-minute breaks and leave work 30 minutes early).
- ◆ **Paydays:** Jefferson County employees are paid on a monthly basis. Paychecks are issued on the last working day of each month. If the above dates fall on a Saturday, Sunday or holiday, payment will be made on the preceding workday.
- ◆ **Overpayment:** Any employee who is paid for time not worked or otherwise receives compensation for which they did not qualify, shall have that amount deducted from their check for the following pay period if authorized by the employee in writing. Otherwise, the employee will be expected to reimburse the County for the amount of overpayment received.
- ◆ **Final Paychecks - Voluntary Resignation with Notice:** If an employee voluntarily terminates employment with the County providing less than 48 hours advance written notice (excluding weekends and holidays) the paycheck will be available within five (5) business days or on the next regular payday, whichever comes first (ORS 652.140(2)). All final paychecks will be available to former employees at the Human Resources Office unless the employee authorizes in writing to receive the final paycheck via certified mail to the last known address of the employee. (i.e. An employee quits without notice on Monday, one week before Labor Day. The final check must be paid by the Tuesday after Labor Day, unless a regular payday occurs before that date.) *Note: All County property must be returned prior to the release of a final check. This includes keys, tools, uniforms, County identification cards, alarm codes, telephone/voicemail passwords, computer passwords, and any outstanding financial debt.*
- ◆ **Final Paychecks - Voluntary Resignation without Notice:** Employees who voluntarily terminate employment with at least 48 hours notice, (excluding weekends and holidays), will receive their final check on the last day worked. In the event the last day worked is a weekend or holiday, the check will be available on the next business day (ORS 652.140). (i.e.. An employee gives three days notice that Saturday will be the last day worked. The final check is due on Monday; or, an employee gives two days notice that Friday will be the last day worked. The final check is due on Friday.)
- ◆ **Final Paychecks - Involuntary Termination:** Employees who are involuntarily terminated will receive their final paycheck no later than the end of the next business day following the termination (ORS 652.140(1)).

211. OVERTIME / COMPENSATORY (COMP) TIME

PURPOSE

To provide guidelines for the administration of overtime payments to comply with applicable federal and state wage and hour regulations.

SCOPE

This policy applies to all non-exempt Jefferson County employees except those otherwise covered by collective bargaining agreements.

POLICY

The County's overtime pay policy conforms to overtime provisions of the Federal Fair Labor Standards Act (FLSA) and applicable state laws. Exemption from these provisions can be honored only when it can clearly be established that the employee's duties and responsibilities meet the requirements for exemption from the FLSA.

Overtime pay policy for employees includes the following principal elements:

- ◆ Non-exempt employees will be paid straight time for all hours worked up to a maximum of forty (40) hours in a pay-week. For purposes of overtime payment, the County's established pay-week is *12:00am Sunday through 11:59pm Saturday*.
- ◆ Non-exempt employees will either accrue comp time at a rate of one and one-half (1.5) hours for every one (1) overtime hour worked, or be paid time-and-one-half the regular pay-rate for hours worked in excess of forty hours in one week.
- ◆ Non-exempt employees who work on a holiday will receive straight pay at their regular rate for hours worked and will receive eight (8) hours pay for the holiday.
- ◆ Only hours actually worked will be used to calculate overtime pay. Paid time off for holidays, jury duty, vacation, sick leave or any leave of absence will not be considered "hours worked."
- ◆ Overtime worked by non-exempt employees must be authorized in writing in advance by the employee's supervisor and/or Department Head. The employee must also sign an authorization form accepting receipt of compensatory time in lieu of overtime pay.
- ◆ Only in emergency situations where health and safety of the public are involved will overtime be allowed without Department Head approval. In such instances, approval after the fact should be obtained as soon as possible.
- ◆ Work compensated at overtime levels will be paid to bargaining unit employees in accordance with the provisions of collective bargaining agreement(s).

212. FLEXTIME

PURPOSE

To provide employees limited opportunity to alter the start or end of their workdays such that the total hours worked during a given period is not affected.

SCOPE

This policy applies to all FLSA Non-Exempt Jefferson County employees except those otherwise covered by a collective bargaining agreement. The farther flexible hours are extended, as from the day to the month, the more reliance is placed upon having a staff with a responsible attitude toward work and a management with confidence and trust in the staff.

POLICY

- ◆ Hours of Work. The concept of flextime incorporates two different types of time: core time and flexible time. Core time is the number of hours designated during which all employees must be present at work. Flexible time is all the time designated as part of the schedule of work hours within which the employee may chose to alter his/her time of arrival and departure from work, with prior supervisor approval.
- ◆ Requirements: 1) The employee must be present during core time, 2) Non-exempt employees must continue to account for the total number of hours worked each day, and 3) The total number of hours worked by non-exempt employees cannot exceed 40 without incurring an overtime expense.

- ◆ Flextime by the week: By definition, this is the carry over of debit or credit hours within the workweek. This enables the employee to cope with fluctuating workload without working overtime and better suiting his/her own convenience. The employee should be concerned with accounting for the actual number of hours worked during the week and with being present during core times.

PROCEDURE

- ◆ The Department Head is responsible for designating core time for each area under his/her responsibility in order to best align the needs of the organization to the service of the Public. For example, within an office environment, the core time may be 9:00 a.m. - 3:00 p.m.
- ◆ Employees are responsible for developing a flextime schedule with their supervisor. For example, an employee's start time could be 7a.m. and departure time could be 4p.m. (providing for complete coverage during the established 9a.m. to 3p.m. "core time"). Another example would be a starting time of 9a.m. and departure time of 6p.m. This system allows employees to manage their time more effectively in conjunction with supervisory approval.
- ◆ Urgent, unexpected projects may dictate the need for an employee to work over an eight-hour day. In order to compensate for that time and remain within the 40-hour weekly limit, flextime can be utilized to offset the additional time worked by allowing the employee to report to work the next day at a later time or leave early the following day.
- ◆ At no time can the employee choose to flex their schedule without supervisory approval.
- ◆ Cooperation of both the employee and supervisor is critical. Accountability of all work hours remains imperative.

213. TELEWORKING

INTRODUCTION

Telework is a management tool that may be used to increase productivity, reduce employee commute trips, and accommodate special needs of employees. The most common telework arrangements involve working at home or in an office close to home.

Telework is not an entitlement; rather, it is used at the County's discretion, such as flexible work schedules. This option allows work arrangements to be tailored to each Department Director, Elected Official or work unit's unique requirements. Jefferson County may allow the use of telework in situations where it will work to the mutual benefit of the customers, employees, and the County.

These guidelines provide a general framework for teleworking, and do not attempt to address the special conditions and needs of all employees. The intent is to allow County Departments the discretion in designing their own telework programs. More specific conditions relating to the employee working away from the principal work site are detailed in the Telework Authorization, which shall be negotiated by the employee and supervisor, subject to manager's, department director's or elected official's approval. The Supervisor/Manager, Department Director or Elected Official will forward the Telework Authorization to the County Administrative Officer for final approval.

PURPOSE

The purpose of the Jefferson County Telework Policy is to provide a framework for telework addressing customer service needs, employee productivity, and related management issues. In addition, Jefferson County perceives telework as a viable mechanism to support its business goals.

1. GENERAL

- a. This policy pertains to Jefferson County employees who meet the criteria and requirements of this policy. The number of employees allowed to participate will be based on the business needs of the County.
 - i. Teleworking is a mutually agreed upon work option between the teleworker and his/her supervisor, subject to approval by the Department Director/Elected Official and the County Administrative Officer.
 - ii. Teleworking is not an employee right nor a universal benefit.
 - iii. Teleworking is a management option, which may be made available to some employees when a mutual benefit exists for the customers, the employee, and the County.

- iv. Individuals participating in teleworking shall enter into an agreement specifying performance expectations for the employee.
 - v. The agreement may be terminated by either party at any time.
 - b. Only a portion of the work week will be spent teleworking. The remaining time will be worked in the office. Flex schedules may be incorporated or continued for teleworkers.
 - c. Travel between the telework site and the normal worksite will not be reimbursed.
 - d. Teleworking employees must comply with all applicable laws, administrative rules, county policies, department and program rules and policies. The teleworker's conditions of employment shall remain the same as for non-teleworking employees. Employee salary, benefits, and employer sponsored insurance coverage shall not change as a result of teleworking.
 - e. Standards of performance and production will remain the same for teleworkers as for other employees.
 - f. Teleworkers may be required to change their schedules and spend regular teleworking days in the office when requested to do so by management.
 - g. Any change from the agreed upon working hours must be approved in advance by the teleworker's supervisor.
2. **EMPLOYEE ELIGIBILITY** shall be based generally on the requesting employee meeting all of the following criteria:
- a. Interaction and Scheduling. A good telework situation is when the nature of the work requires minimal face-to-face interaction with customers, supervisor or co-workers, or can be scheduled to permit telework.
 - b. Special Materials. A good telework situation is when there is minimal need for specialized material or equipment, or is at least capable of being scheduled to permit telework.
 - c. County Work Site Not Crucial. The employee's job is not dependent upon location of the workplace, and has tasks and deliverables that can be clearly defined and monitored at other than the traditional work site.
 - d. Low Impact on Workgroup. The employee's absence from the office is not detrimental to the productivity of the work group. An employee, whose job as a team member necessitates the presence of all members for efficient functioning, is an example where telework would not be compatible.
 - e. Performance Evaluation. Performance characteristics of the employee should demonstrate the ability to successfully meet the special working conditions of the telework status.
 - f. Legitimate Need/Benefit to the County. The Application shall set forth the legitimate need of the employee requesting telework approval and shall specify the County's interest in approving the telework application.
3. **TELEWORK AUTHORIZATION FORM** A Telework Authorization document based on the needs of the County, the employee's department, workgroup and job will be signed by the employee and supervisor describing the mutually agreed-upon arrangement. The Department Director or Elected Official and the County Administrative Officer must approve this document.
4. **TRAVEL AND OVERTIME** All current laws and Jefferson County policies, as modified from time to time, leave, hours of work and scheduling work, Fair Labor Standards Act (FLSA) rules on overtime and County travel policies and regulations shall apply to teleworkers.
5. **PERFORMANCE EVALUATION** Performance evaluation requirements shall not change, although the supervisor's method of monitoring and evaluating performance may focus more on results than direct observation. Deadlines, goals and objectives must be clearly communicated.
6. **EMPLOYEE COMPLIANCE** Employees must comply with all County rules, policies, practices and instructions. Failure to do so may result in removal from the telework program and/or disciplinary action.
7. **EMPLOYEE BARGAINING UNITS** Employees within a union bargaining unit may be included in the telework program unless prohibited by the collective bargaining agreement.
8. **WORKERS COMPENSATION**
- a. Employee Injuries. The County will have the same responsibility for job-related accidents or injuries to the employee that are caused by a condition within the designated work site that it has at the employee's regular County office.
 - b. Family and Visitor Injuries. The County shall not be liable for injury to any persons at the employee's residence or alternate workspace within it.
9. **WORK HOURS AND ACCESSIBILITY**
- a. Work Hours and Scheduling. The number of hours worked will not change because of telework. The teleworker's work hours scheduled should be rigid, and any teleworking should occur on the same day(s) of the work week. The supervisor must approve any changes in advance.

- b. Adequate Time in Office. The amount of time spent teleworking during a work week may vary according to each job, equipment needs and the individual Telework Authorization. Minimally, the telework schedule must allow adequate regular office time for meetings, access to facilities and supplies, and communication with other employees and with customers.
- c. Accessibility. Teleworkers will maintain accessibility to their supervisor, co-workers and customers as agreed upon in the Telework Authorization. A rigid set of daytime hours must be maintained.
- d. Family Care and Duties. While telework may facilitate employees' working around family responsibilities, it is not intended to be a substitute for family care. Telework is not a substitute for child or elder care. Teleworkers shall make arrangements for family care during the agreed upon work hours.
- e. Visitors. The teleworker shall not entertain visitors during work hours. Notice should be given to friends and neighbors that while working at home, the teleworker is not available to socialize.
- f. Overtime and Leave. Requests to work overtime must receive advance approval, and requests for leave shall be reported and/or approved by the supervisor, in a manner consistent with County policy.
- g. Emergency Excuse From Work. If an office closure or emergency excuses other employees from working and work can proceed at the alternate work site, teleworkers are not excused from working. However, an employee may be excused from working for an emergency such as a power failure that affects the alternate work site but not the office, or may be required to report to the regular office. The immediate supervisor must be notified of the emergency and shall excuse the employee or require attendance at the regular office.
- h. Teleworker's Privacy. Only the employee's supervisor or persons authorized by the employee will be provided with a teleworker's home phone number.

10. COMMUNICATIONS

- a. Customer Communication:
 - i. During approved telecommuting hours, voice-mail will be checked hourly or as determined by the manager/supervisor and calls will be returned the same day if reasonably possible.
 - ii. Teleworkers shall include information on availability and call return expectations in their office voice-mail greeting so callers will know what to expect.
- b. Communication with Co-Workers and Management:
 - i. Teleworkers are expected to check email messages hourly, or as determined by the manager/supervisor, from their remote site.
 - ii. Teleworkers are also expected to maintain communication with supervisory staff based on a mutually agreed upon plan.
 - iii. Teleworkers will immediately notify their supervisor if they are unable to perform work assignments due to equipment failures, illness, injury or other unforeseen circumstances.

11. COMPUTER EQUIPMENT AND SOFTWARE

- a. County Property and Inventory. Software and/or hardware provided by the County remains the property of the County and shall be returned at the end of the telework arrangement. The teleworker's department will maintain an equipment/software inventory record for County assigned equipment for off-site use. Products, documents, computer files and other records used and/or developed while telecommuting shall be considered to be the property of the County. Such items are also subject to departmental and divisional policies regarding confidentiality and authorized access. Restricted access documents and other materials may not be taken out of the regular County office without prior supervisory approval.
- b. Software. County-owned software may not be duplicated except as authorized. Teleworkers using County software must adhere to the manufacturer's licensing agreements. The employee is responsible for protecting the integrity of copyrighted software, and following policies, procedures, and practices related to them to the same extent applicable in the regular office. The employee must take all precautions necessary to avoid contamination of data (for example, by use of unauthorized software that may contain a computer virus).

12. COUNTY COMPUTER SUPPORT Support services may be provided by the Network/Telephone (NT) Department, by an approved vendor, or by a combination of these resources.

- a. Installation. The teleworker should use his/her own computer equipment, but the NT Department may require the telecommuter to bring in the PC for evaluation, configuration and software loading. A minimum configuration standard (such as firewall software) may be established by the NT Department that all teleworkers' computers must conform.
- b. Repair. If County-owned computer equipment is provided at the alternate work location, the NT department will be responsible for its repair. Repair of non-County owned computer equipment

would be the responsibility of the teleworker unless specifically provided for in the approved Telework Authorization.

13. VOICE-DATA TELECOMMUNICATIONS

- a. General Expenses. The County may pay telephone (including cellular) services that are deemed necessary by the CAO for the employee to do the job if specifically approved by the Telework Authorization. If the alternative worksite is the Teleworker's residence, the Teleworker shall ensure a phone line separate from the primary residential phone line of the employee is available and operating during all approved teleworking hours.
- b. Long-Distance Expenses. Teleworkers should use the least expensive method when making long-distance work-related voice communications. Long distance charges incurred using other long distance carriers may be reimbursed as stipulated in the Telework Authorization. If a teleworker receives a "cell phone allowance" the amount of the allowance shall take into consideration all long distance charges incurred by the teleworker.
- c. Internet/Data Connection Expenses. If the alternative worksite is the Teleworker's residence they may be required to provide access to a high speed (cable, DSL, or other equivalent service) internet/data connection at the Teleworker's sole expense.

14. COUNTY PROPERTY USE AND PROTECTION

- a. Office Supplies. Supplies necessary to complete assigned work at the alternative work site should be obtained during one of the teleworker's in-office work periods.
- b. Exclusive Use. All equipment, software, supplies, or other material purchased or maintained by the County are to be used by the teleworker and only for County business.
- c. Equipment Liability. Jefferson County will be responsible for the repair and maintenance of equipment provided by Jefferson County. The employee will be responsible for:
 - i. any intentional damage to the equipment
 - ii. damage resulting from gross negligence while in the employee's possession (i.e., family, friends, neighbors, etc.),
 - iii. damage resulting from a power surge if no surge protector is used.
- d. Care of Property. The employee has the same responsibility for taking appropriate steps to minimize damage to County property used at the alternate work site as would exist at the regular County office.
- e. Surge Protection. Surge protectors will be provided by the County and must be used with any County owned computer equipment. The employee will be responsible for damage resulting from a power surge if no surge protector is used.
- f. Employee Owned Equipment. The employee is responsible for any damage to his own equipment.

15. PERSONAL WORKSPACE EQUIPMENT

- a. Purchases. Purchases of home office furniture or equipment (e.g., desks, file cabinets, answering devices, etc.) are the teleworker's financial responsibility.
- b. Maintenance and Repair. Employees who use their own equipment (not furnished by the County) are responsible for its maintenance and repair.
- c. Damage or Loss. The County shall have no liability for damage or loss to property owned by the employee at the alternate work site.

16. WORKSPACE

- a. Adequacy and Safety. The employee is responsible for establishing and maintaining a designated, adequate workspace at the alternate work site. The employee is responsible for maintaining this space to the same safety and other standards as are applicable at the regular County office. The County may inspect the workspace for the purpose of ensuring that adequate safety standards are in place prior to telework commencing. Employee shall submit three photos of the home workspace with the Telework Authorization agreement.
- b. County Visits. The County may make an on-site visit(s) for inspection of the workspace to ensure that it is sufficient for the equipment, safe from hazards and/or install or retrieve County equipment or property. The employee's supervisor may make visits, or anyone designated by the supervisor to make an inspection during the teleworker's scheduled work hours.
 - i. The County may also make on-site visits to measure the success and productivity of the telework arrangement. Visits may be made by the employee's supervisor or anyone designated by the County Administrative Officer, Department Head or Elected Official for the department. On-site visitation will occur during the teleworker's regular work hours.

17. COSTS

- a. Cost Obligations of the Employee. Teleworkers who have necessary office equipment at the home office are expected to use it. Individual tax implication, auto/homeowners insurance and incidental residential utility costs are the responsibility of the employee. If required by the Telework

Authorization the employee may be required to provide access to a high speed (cable, DSL, or other equivalent service) internet/data connection.

- b. Cost Obligations of the County. Depending upon the nature of the job and availability of funds, the teleworker's department may provide communications software, job-specific software, and related computer equipment. The County will not purchase computer equipment specifically for telecommuting purposes.

18. ADMINISTRATIVE PROCEDURES

- a. Employee/Teleworker. The employee collaborates with the supervisor to create a mutually suitable Telework Authorization agreement, and signs it if approved by the supervisor.
- b. Supervisor. The supervisor approves or denies the Telework Authorization agreement. If approved, the supervisor signs the Telework Authorization agreement and forwards it to the Department Director or Elected Official for approval. In some departments the supervisor is a Department Director or an Elected Official.
- c. The Department Director or Elected Official. Approves/disapproves the Telework Authorization agreement. If approved, Department Director or Elected Official signs and forwards it to the County Administrative Officer for review and final approval.
- d. County Administrative Officer. The County Administrative Officer will review the authorization documents and approve or disapprove. The County Administrative Officer will communicate back to the Department Director or Elected Official. If approved, a copy of the Telework Authorization shall be sent to the Human Resources Department.

19. TELEWORK PROGRAM EVALUATION Customer service is the primary consideration when evaluating a program's success. Energy savings and cost effectiveness should also be evaluated. Each telework employee and supervisor should develop a list of program objectives and methods to measure program successes that are consistent with the County Business Plan. These objectives and measures should be reviewed and updated periodically to assure the continued success of the telework arrangement.

20. Departments may have procedures that are more limiting than the county's teleworking policy, but department procedures must at minimum comply with this policy.

(Updated August 6, 2008)

Jefferson County Teleworking Authorization



Instructions: Complete with your supervisor after the Teleworking Application is approved.

Employee Information:

Name: _____ Work Phone: _____
 Department/Program: _____
 Supervisor: _____ Phone: _____
 Proposed telework location: Home Satellite office
 Other: _____
 Telework address: _____ City: _____
 Telework phone: _____ Fax: _____ Pager: _____
 Telework office e-mail (if different from permanent worksite): _____

In addition to the employee's supervisor and other management staff, the following employees are authorized to have your telework phone number: _____

Telework Schedule:

Employee's usual teleworking days: Mon. Tues. Wed. Thurs. Fri.
 Daily Schedule: Total hours per day: _____
 Start: _____ a.m./p.m. Finish: _____ a.m./p.m.
 Lunch: _____ a.m./p.m. To: _____ a.m./p.m.

NOTE: Teleworking hours may be changed at any time at the discretion of management.

Accessibility and Records:

How can you be contacted when you telework? Phone Voice mail/answering machine
 E-mail: Other: _____

How will incoming calls at the permanent worksite be handled on teleworking days?

How often will you call the permanent worksite for messages?

Long distance phone charges will be handled as follows (e.g., calling card, cell phone allowance):

Other Accessibility Issues:

Computer Information:

Computer data security issues will be addressed as follows:

County equipment to be used at telework work site (attach separate sheet if necessary):

Equipment: _____

Inventory no.: _____

Other arrangements agreed upon by the employee and/or supervisor:

Terms and Conditions:

1. Typical tasks for teleworking days and the evaluation criteria for the assignment are attached to this agreement.
2. Teleworker will return all phone calls within one hour (or as determined by the supervisor/manager) after they are received. This includes phone messages left at the telework site, as well as messages left at the permanent work site.
3. Either party can terminate this agreement at any time.
4. Teleworking hours may be changed at any time at the discretion of management.
5. The employee agrees to adhere to the attached Teleworking Policy and any future modifications to the policy.
6. The employee agrees to follow all County policies regarding confidentiality and security of data.
7. The employee agrees to adhere to all County policies on the use of County owned equipment and materials.
8. There will be no reimbursement for travel between the telework site and the employees permanent work site.
9. The employee agrees to notify his/her supervisor immediately of any accident or injury occurring at the telework site during teleworking hours.
10. The employee agrees to notify his/her supervisor immediately of any illness, or Emergency, etc., that will prevent the employee from performing his/her duties.

Agreement:

I have read and understand this agreement and the Teleworking Policy and agree to abide by and operate in accordance with the terms and conditions described in both documents. I understand that failure to abide by the terms and conditions of both documents may result in disciplinary action, up to and including termination. I agree that the sole purpose of this agreement is to regulate this teleworking assignment and it constitutes neither an employment contract nor an amendment to any existing contract.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Approved By:

Department Director/Elected Official: _____

Date: _____

County Administrative Officer: _____

Date: _____

300. EMPLOYEE BENEFITS AND SERVICES

310. VACATION

PURPOSE

To provide a traditional paid-time-off benefit that will provide a restful break in year-round routine and support Jefferson County's goal to attract and retain quality employees.

SCOPE

This policy applies to all regular employees of Jefferson County, except elected officials and those otherwise covered by collective bargaining agreements.

POLICY

The County encourages each employee to take an annual vacation entitlement as paid time off away from work. The County does not provide vacation pay unless vacation time is actually taken as time off from work or upon separation. Vacation time is for the benefit of each employee, and is not transferable from one employee to another, except as otherwise approved by the BOCC.

ELIGIBILITY

- ◆ Bargaining unit employees will receive vacation credit and accrued vacation in accordance with the provisions of their collective bargaining agreements.
- ◆ Employees who have not completed their six (6) month benefit waiting period shall not be entitled to vacation time or vacation pay upon termination.
- ◆ Vacation time accrual is limited to 176 hours; however, for the purpose of calculating unused vacation accrual upon employee departure, the accrual is limited to 160 hours. Employees will not receive payment in lieu of vacation time, with the exception of those employees who retire or terminate with unused remaining accrued time.
- ◆ Newly hired employees may not utilize vacation during their probationary employment period. However, at the completion of this period, vacation accrual is retroactive to the employee's date of hire.
- ◆ Vacation time is not earned during an unpaid leave of absence. Accrual resumes upon return to active status.
- ◆ Unused vacation entitlement will be paid to employees upon separation provided they have completed their six (6) month benefit waiting period. Pay will be computed based on the rate earned upon separation.
- ◆ The following schedule specifies the amount of vacation earned by non-exempt eligible employees for a corresponding period of continuous service.

| Beginning January 1, 2017 (employees not receiving Floating Holiday hours) | |
|--|--|
| Length of Service Completed | Days Earned Per Year <i>(based on 40 hours/week)</i> |
| Less than 5 years | 8.0 hrs./month (12 workdays) |
| 5 to less than 10 years | 11.34 hrs./month (17 workdays) |
| 10 years and over | 14.67 hrs./month (22 workdays) |

- ◆ Hours paid, for the purpose of vacation accrual, are defined as hours actually worked, as well as paid time off for vacation, sick leave, bereavement leave and holidays. Overtime hours are not included in calculation of vacation accrual.
- ◆ Half-Time Employees: Vacation shall accrue on a pro-rated basis for half-time employees working a minimum of 20 hours per week.
- ◆ **Religious Observance or Practice.** An employee may use vacation, comp time or floating holiday(s) for the purpose of religious observances or practices if reasonably accommodating the leave will not impose an undue hardship on the County. This applies only to leave that is not restricted (by collective bargaining agreements, if applicable) as to the manner in which it may be used and that is allowed to be taken by adjusting or altering work schedules or assignments. (ORS 342.650)
- ◆ Temporary and Part-time Employees: Temporary and Part-time (less than 20 hours per week) employees shall not earn vacation.

VACATION SELL BACK

- ◆ Those employees with an accrual balance of 120 hours or more of vacation will have the option on June 1st of each fiscal year to sell back to the county one week of vacation provided they have taken a minimum of 40 hours vacation in the *last calendar year*.

SCHEDULING

- ◆ Vacations may be taken in increments of hours, days or weeks.
- ◆ Selection of vacation dates is subject to approval of the employee's supervisor and Department Head. Requests must be submitted in writing on the official Jefferson County Leave Request Form; the form must be signed by the employee, his/her supervisor, and the Department Head. It is mandatory that the signed forms be submitted with monthly payroll. Scheduled vacations must not adversely affect the operation of the Department or the County's business.
- ◆ If a paid holiday falls during an employee's vacation, the holiday will not be counted as vacation taken.
- ◆ Each supervisor shall maintain a department schedule and record of the vacation time taken by each employee.
- ◆ Continuous service, for the purpose of accumulating vacation leave credit, shall be service unbroken by a separation from County employment. Time spent by an employee on military leave, maternity leave, sick leave, authorized educational leave, or injury incurred in the course of employment shall also be included as continuous service.

(Updated October 12, 2016)

311. HOLIDAY PAY; FLOATING HOLIDAYS

PURPOSE

To provide a paid-time-off benefit to recognize traditional holidays and grant floating holidays.

SCOPE

This policy applies to regular, full-time and regular, half-time employees of Jefferson County, except those otherwise covered by collective bargaining agreements.

POLICY

- ◆ With the exception of our floating holiday, regular, full-time and half-time employees are eligible for holiday pay upon employment. Department Heads are responsible for ensuring the schedule of these hours.
- ◆ Whenever a paid holiday falls on a Saturday, it will be observed on the preceding Friday; paid holidays which fall on a Sunday will be observed on the following Monday.
- ◆ To be eligible for holiday pay, an employee must work or use paid leave the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the absence is approved in advance by the supervisor.
- ◆ If a paid holiday falls during an employee's authorized vacation, sick leave, or other leave with pay, the holiday will not be counted against such leave.
- ◆ An employee who separates or commences an unpaid leave of absence on the last scheduled workday preceding a holiday will not receive holiday pay.
- ◆ A paid holiday not worked will not be credited as a regular work day for computation of weekly overtime.
- ◆ Non-exempt employees required to work on a scheduled holiday will be paid straight time their regular rate for hours worked, in addition to their regular holiday pay.
- ◆ An exempt employee required to work on a holiday will be given another day off at a time mutually convenient to the employee and the Department Head, usually within 90 days following the holiday.
 - Except that Sergeants in the Sheriff's Office who are required by the Sheriff to work on a holiday will be paid straight time their regular rate for hours worked, in addition to their regular holiday pay; or the Sergeant may choose to be given another day off at a time mutually convenient to the employee and the Sheriff, usually within 90 days following the holiday.
- ◆ Full-time employees will receive eight (8) hours pay for each of the holidays listed above on which they perform no work.
- ◆ Less than full-time employees that work more than 20 hours per week will be eligible for pro-rated holiday pay based on their regular number of work hours. Temporary and part-time employees are paid only for hours actually worked and do not accrue holiday leave.
- ◆ The following days are recognized as paid holidays:

| Holiday | Date Observed |
|-----------------------------|-----------------------------|
| New Year's Day | January 1 |
| Martin Luther King, Jr. Day | Third Monday in January |
| President's Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Christmas Day | December 25 |

(Updated October 12, 2016)

312. SICK LEAVE

PURPOSE

To provide income protection for employees who, because of illness or accident, are absent from work.

SCOPE

This policy applies to all regular half-time and full-time employees, except elected officials and those otherwise covered by collective bargaining agreements.

POLICY

- ◆ Amount of Benefit. During absence from work caused by illness or accident, an eligible employee's wage or salary will be continued for the amount of time accrued in the employee's sick leave account.
 - For exempt and non-exempt eligible employees, sick leave shall accrue at the rate of one (1) day per month.
 - The accrual rate shall be based upon a pro-ration of the employee's budgeted FTE multiplied by 8 hours.
 - Overtime is not included in sick leave calculation; time spent on sick leave, vacation or paid holidays shall be treated as time worked for purposes of this section.
 - Sick leave shall not accrue during any period of leave of absence without pay.
 - Amounts paid to an employee under Workers' Compensation Insurance will be deducted from these payments.
 - There is no limit on the maximum accrual of sick leave.
- ◆ Eligibility. An employee is eligible for the benefit upon accrual. The County may require an employee to support a request for sick leave benefits with medical certification. Failure to provide medical certification as requested may lead to a denial of benefits and possible corrective action.
- ◆ Separation. Employees will not be paid for accrued, but unused sick leave upon termination of employment.

PROCEDURE

- ◆ These guidelines should be followed by supervisors in administering sick leave:
- ◆ Supervisor Contact. On the first day of absence, an employee must contact his or her supervisor at the beginning of their shift (or make other suitable arrangements) in order for the supervisor to know the employee's estimated date of return to work. Sick leave benefits are contingent upon maintenance of regular contact.
- ◆ Physician's Authorization. The supervisor may require a physician's written statement for absences that exceed three (3) days. Depending on the length and circumstances of an employee's illness, the supervisor may require a physician's written release before the employee may return to work or to document the need for sick leave.
- ◆ (In certain cases, the Family Medical Leave Act or Oregon Family Leave may apply. Review policies contained later in this section for additional information.)

313. OTHER PAID TIME OFF

PURPOSE

To provide a means for employees to secure limited time off when such time is needed for bereavement, jury duty and voting.

SCOPE

This policy applies to all regular employees of Jefferson County, except elected officials and those otherwise covered by collective bargaining agreements.

POLICY

Bereavement. In the event of death in a employee's immediate family, the County grants bereavement leave up to three (3) working days with pay for in State travel or five (5) working days with pay for out of State travel. Under this policy, immediate family is defined as: spouse, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter, son, daughter-in-law, son-in-law, stepchild, stepparent, aunt, uncle, niece, nephew, grandparent, or grandchild.

Jury Duty. In order that regular employees may serve on a jury, if such service is completed by summons or subpoena, without loss of earnings, the County will pay an employee's normal earnings for the period of jury service. The employee must then sign over to the County all court payments received for jury service. Upon being excused from jury service, an employee shall immediately contact his/her supervisor and Department Head for assignment for the remainder of his/her regular workday. Volunteer jury service of any kind will not be compensated.

PROCEDURE

- ◆ Employees will continue to be covered under all insured benefit plans while they are on paid personal time off.
- ◆ Employees must obtain authorization for utilization of paid personal time off. Authorization must be obtained by completion and signing of the official County leave request form. (Supervisors will record paid personal time off on the employee payroll timesheet using the appropriate code. A copy of the signed official County leave request form must be attached to the payroll sheet and submitted to the Finance Department on a monthly basis).

314. LEAVES OF ABSENCE

PURPOSE

To enable employees to receive extended time away from work to satisfy military service obligations or handle compelling personal business.

DEFINITION

"Leave of absence" is defined as an excused absence without pay beyond five working days. An absence involving paid time off (i.e. jury duty, sick leave or bereavement leave) is not considered a leave of absence.

SCOPE

This policy applies to regular full-time and half-time employees, except those otherwise covered by collective bargaining agreements.

POLICY

Leaves of absence without pay may be granted to regular full-time and half-time employees to maintain continuity of service only in instances where unusual or unavoidable circumstances require prolonged absence. No loss of service credit with the County will occur as a result of the leave of absence, but no benefit credit will accrue toward vacation and sick leave entitlement for the duration of the leave.

- ◆ Military Service Leave of Absence. An employee who volunteers or is called to active military duty in a branch of the U.S. Armed Forces will be granted a leave of absence according to applicable state and federal law for the period of active duty. Employees who leave County service for military service and return to their position within 90 days after receiving an honorable discharge shall retain their previous service credit date.

- ◆ **Military Reserve Training.** Employees with less than 6 months of continuous service who are on active military reserve status may take up to 15 calendar days of unpaid leave per fiscal year for military reserve training. Employees with 6 months or more of continuous service with Jefferson County are entitled to a maximum of 15 paid absence days.
- ◆ **Personal Leave of Absence.** A personal leave of absence to handle compelling personal business may be granted to regular, full-time and half-time employees. Length of a personal leave of absence may range from five (5) to ninety (90) consecutive calendar days. To be eligible, the employee must have maintained a satisfactory record of employment with the County for a minimum of one year. Employees must use all accrued vacation before a personal leave of absence commences.
- ◆ A personal leave of absence is approved at the discretion of the employee's Department Head. The employee must be available to return to regular employment on or before the expiration date of the leave.

PROCEDURE

◆ **Application and Commencement**

Requests for leave of absence or an extension thereof must be submitted in writing on the official County employee leave request form. Requests must be submitted to the employee's Department Head two weeks prior to the commencement date. Extensions of leaves of absence are ordinarily not granted but, under critical circumstances, may be granted upon approval from the Board of County Commissioners.

◆ **Reinstatement**

Upon return from a military service leave of absence, employees will be reinstated according to applicable law. Upon return from a personal leave of absence, employees will be reinstated in the following priority of position reassignment:

First: The prior position, if available.

Next: A comparable position, within the department, for which the employee is qualified, if available.

Next: A lesser position, within the department, for which the employee is qualified.

If no work is available according to the reassignment priorities listed above, the employee will be separated.

An employee's failure to return from leave of absence, or failure to contact his/her supervisor on the scheduled date of return, will be considered a voluntary resignation.

315. FAMILY AND MEDICAL LEAVE

Purpose

Jefferson County recognizes that certain family and medical circumstances require employees to take time away from work. It is Jefferson County's policy to comply with all applicable state and federal laws, including the federal Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA), dealing with family and medical leave, parental leave and pregnancy leave.

Scope

All employees determined eligible in accordance with provision of federal and state leave laws covered by this policy except where collective bargaining agreement language conflicts.

Policy

Definitions

1. Family member:

- A. **Parent:** The biological or adoptive mother or father of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- B. **Child:** A biological, adopted, foster or stepchild, a legal ward, or a child of an employee standing in loco parentis. The child must be 17 years of age or younger or 18 years of age or older and incapable of self-care because of a mental or physical disability.
- C. **Spouse:** A husband or wife as defined under Oregon state law.
- D. Under OFLA only, the term family member additionally includes the employee's:
 - Grandparent or grandchild
 - Parent-in-law

- Same-sex domestic partner
 - Parent of a same-sex domestic partner
 - Biological, adopted, foster or step child of a same-sex domestic partner
 - Adult child with a serious health condition
2. Serious health condition:
 - A. Hospital care: Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such 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 on or both of the following:
 - Treatment two or more times by a health care provider
 - Treatment by a health care provider resulting in a regimen of continuing treatment
 - C. Any period of incapacity for pregnancy, pregnancy-related illness or for prenatal care (pregnancy disability).
 - D. Chronic conditions requiring treatment, including recurring and episodic periods of incapacity.
 - E. Permanent or long-term conditions requiring supervision: A period of incapacity that is permanent or long-term due to a condition for which treatment potentially is not effective.
 - F. Multiple treatments for non-chronic conditions: Any period of absence to receive multiple treatments by a health care provider for restorative surgery after an accident or injury and/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 chemotherapy, radiation or dialysis.
 3. Parental leave: Leave to care for a newborn child, a newly adopted child or a newly-placed foster child in the employee's home. The employee must complete parental leave within twelve months of the birth, adoption or placement of the child. In the case of leave for the birth or placement of a child, intermittent leave or reduced schedule leave is not permitted unless a mutual agreement is reached between the employee and Jefferson County.
 4. Sick child leave: Under OFLA only, absences to provide care for a child with a non-serious health condition who requires home care. This type of leave is limited to care for a child who is 17 years of age or younger or 18 years of age or older and incapable of self-care because of mental or physical disability.
 5. Incapacity: The inability to work, attend school or perform other regular daily activities due to a serious health condition or treatment for or recovery from a serious health condition.
 6. Treatment: Includes examinations to determine if a serious health condition exists and for evaluations of the condition. Treatment does not include routine physical, eye or dental examinations.
 7. Health care provider: a person who is performing within the scope of their profession license or certification and has primary responsibility for providing health care to an eligible employee or their family member.
 8. Rolling backward year: When determining an employee's FMLA and OFLA leave entitlement, a rolling-backward period is used. The County will look backward on the calendar for 12 months from the first day of the requested leave to determine if the employee is eligible for FMLA or OFLA leave.
 9. Definitions relating to military service only:
 - A. Active duty: Duty under a call or order to active duty under a provision of law in the United States Code.
 - B. Covered service member: A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise in the temporary disability retired list for a serious injury or illness.
 - C. Outpatient status: The status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
 - D. Next of kin: The nearest blood relative of the individual.
 - E. Serious injury or illness: An injury or illness incurred by the service member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating. This includes undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
 - F. Injured service member family leave: Leave given to a eligible employee to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness.

Guidelines

FMLA and OFLA entitle eligible employees to receive up to 12 weeks of protected leave for qualified purposes, subject to exceptions and requirements of applicable law. Application of FMLA and OFLA is not optional.

- Eligibility:

To be eligible for FMLA leave, the employee must have worked for Jefferson County for at least 12 months and for at least 1250 hours during the 12 month period just prior to the date the leave would begin. To be eligible for OFLA leave, the employee must have worked for Jefferson County for at least 180 calendar days just prior to the date the leave would begin and for an average of 25 hours per week during the 180-day period. The 25 hour per week average is not required for parental leave under OFLA. The time an employee is on military leave is considered time worked for the purposes of determining eligibility for FMLA and OFLA.

- **Purposes:**

An eligible employee may take FMLA and OFLA leave for the following purposes: to recover from or seek treatment for the employee's own serious health condition; to provide care for the employee's family member with a serious health condition; or parental leave. In addition, under FMLA, an eligible employee may take leave to care for the employee's spouse, parent, son, daughter or next of kin who is a covered service member, with a serious injury or illness. In addition, under OFLA, an eligible employee may take leave to provide home care for the employee's sick child with a non-serious health condition.

- **Leave entitlement:**

An employee meeting eligibility and purpose requirements is entitled to up to 12 weeks of leave qualifying as FMLA, OFLA or both during a 12 month period measured using a rolling backward year. In addition, under FMLA, an eligible employee is allowed up to 26 weeks of leave in a single 12 month period, to care for an eligible covered service member with a serious injury or illness. The 26 weeks is not in addition to the 12 week leave. In addition, under OFLA, an eligible employee may take up to an additional 12 weeks of leave in the same 12 month period for her own pregnancy related disability; and up to an additional 12 weeks of leave in the same 12 month period for sick child leave if the employee uses a full 12 weeks of parental leave under OFLA.

FMLA and OFLA leave are designated at the same time when the employee is entitled to and eligible for both leaves. Exceptions: OFLA leave is not designated when an employee is unable to come to work because of a disabling compensable injury or pending a determination of a workers' compensation claim. If the workers' compensation claim is denied, OFLA leave will immediately be designated if the employee meets OFLA eligibility and purpose requirements, such hours will be restored if the denial is reversed upon appeal. OFLA leave will be designated upon a refusal of an offer of transitional work in the event of a disabling compensable injury.

When both spouses work for Jefferson County and request FMLA or OFLA leave, they must share the entitlement for parental leave and military service leave. If both spouses are eligible for OFLA leave, they each have their full entitlement, but may not take leave at the same time unless both employees have a serious health condition, one employee has a serious health condition and the other employee must care for the employee or their child, or Jefferson County consents to leave at the same time.

- **Intermittent or reduced schedule leave:**

An eligible employee is entitled to take FMLA or OFLA leave on an intermittent or reduced schedule basis if medically necessary, for their own or a family member's serious health condition, or to care for a covered service member with a serious injury or illness. When an eligible full time employee takes FMLA or OFLA leave on an intermittent or reduced schedule basis, the employee is entitled to take up to 480 hours of time or up to 1040 hours for military service leave. When an eligible part time employee takes FMLA or OFLA leave on an intermittent or reduced schedule basis, the FMLA or OFLA entitlement is pro-rated depending on the usual number of hours or days the employee works in a week.

Request for Leave

A Request for Leave form must be completed and submitted to the Human Resources Office. Oregon law requires thirty (30) days notice for parental leave, with exceptions granted for premature birth or unanticipated custody of a foster child or adopted child. Applications for FMLA or OFLA leave, other than parental leave, should be submitted at least fifteen (15) days before the leave is to commence. However, if the illness/leave is unanticipated, an oral request confirmed in writing within three (3) working days is acceptable.

An employee who qualifies for OFLA sick child leave and is absent to care for an ill child, must follow normal County notification procedures for an unplanned absence. The employee must say the absence is to provide home care for an ill child.

An employee already approved for intermittent leave must follow normal agency notification procedures for an unplanned absence. The employee must say the absence is for their FMLA or OFLA qualifying condition.

Medical Certification

Jefferson County may require medical certification (Jefferson County Certification of Health Care Provider form) from a health care provider for the employee's own serious health condition and those of family members, including a covered service member, in accordance with FMLA and OFLA statutes. Medical certification is not required for parental leave.

If medical certification is required, an employee must provide it prior to commencement of the leave or within 15 days after Jefferson County requests the medical certification, whichever is later. If an employee refuses to or does not provide medical certification per FMLA and OFLA statutes, Jefferson County may deny the FMLA or OFLA leave.

Jefferson County may request medical certification for sick child leave for the non-serious health condition of a child requiring home care after the third occurrence in a rolling backward leave year.

If Jefferson County has reason to doubt the validity of a medical certification for an employee's serious health condition, Jefferson County may request a second opinion at its expense. If the opinions conflict, a third opinion of a mutually agreed upon health care provider may be required and will be binding.

Jefferson County may request updated medical information if the employee requests an extension of leave, if the duration or nature of the condition has changed significantly, if Jefferson County receives information causing doubt of the employee's reason for leave, or no more often than every 30 days for any other reason.

Benefits and Pay

FMLA and OFLA are unpaid leave entitlements. However, an employee is required to use accrued paid leave while on FMLA or OFLA leave. Once an employee exhausts all accrued paid leave, the employee is placed on leave without pay. Leave use policies and collective bargaining agreements, as applicable, dictate the order of leave used.

Jefferson County will continue group health insurance for employees on FMLA or OFLA leave. The employee is responsible for their share of the insurance premiums. If the employee is on unpaid leave, premiums should be paid directly to the Jefferson County Finance Department. If the employee fails to return to work following FMLA or OFLA leave, he or she may be required to reimburse Jefferson County for insurance premiums paid on their behalf, unless the employee does not return because of a continuation, a recurrence or onset of a serious health condition; a continuation, recurrence or onset of a condition related to care of the covered service member; or other circumstances beyond the employee's control.

While on FMLA or OFLA leave, an employee's seniority, salary increase and recognized service dates will be treated as though the employee was not on leave or according to applicable collective bargaining agreements.

Returning from leave

Jefferson County may require a statement from a health care provider certifying the employee is able to return to work, and to find out if the employee has any job-related restrictions and the duration of the restrictions.

An employee returning from OFLA leave or both OFLA and FMLA leave has a right to be restored to the position of employment held by the employee when the leave began. If the employee's position no longer exists, the employee will be restored to an equivalent position with equivalent pay, benefits and other terms of employment. An employee returning from FMLA leave has a right to be restored to an equivalent position with equivalent pay, benefits and other terms of employment. If the employee is unable to perform an essential function of the position, because of a physical or mental condition or the continuation of a serious health condition, the employee has no right to restoration to another position, unless governed by the ADA.

If an employee does not return from leave or is unable to perform an essential function of the position the employee held prior to the commencement of FMLA and or OFLA leave, with or without reasonable accommodation, the employee may be subject to termination under applicable law, rule, policy or collective bargaining agreement.

Employees who exhaust their FMLA and OFLA leave and desire to extend their absence may apply for a leave without pay according to Jefferson County's leave without pay policy.

(Updated May 28, 2008)

3151. OTHER UNPAID LEAVE

PURPOSE

To provide a means for employees to secure limited unpaid time off as required by state law.

SCOPE

This policy applies to all employees of Jefferson County, except as provided below unless otherwise provided by terms of a collective bargaining agreement.

POLICY

Expression of Breast Milk. An employee shall be allowed an unpaid 30-minute rest period to express milk during each four-hour work period, or the major part of a four-hour work period, to be taken by the employee approximately in the middle of the work period unless the County determines an undue hardship under state law (ORS 653.077). The County may require, if feasible, the employee to take the rest periods at the same time as the rest periods or meal periods that are otherwise provided. This shall only apply to employees expressing milk for her child 18 months of age or younger.

- Unpaid rest periods shall be treated as paid work time for the purpose of calculating the County's contribution to the employee's health insurance.

Victims of Domestic Violence, Sexual Assault or Stalking. An employee shall be allowed reasonable unpaid leave unless the County determines an undue hardship as allowed by state law (ORS 659A).

- Applies to employees who have worked an average of more the 25 hours per week for at least 180 days immediately prior to the requested leave.
- An employee shall be allowed to use accrued vacation leave and accrued compensatory time in lieu of unpaid leave.
- An employee who is claiming *Victims of Domestic Violence, Sexual Assault or Stalking Leave* shall: notify his or her supervisor at least 2 days in advance (of his or her intent to take such leave, unless giving the advance notice is not feasible; AND provide requested copies of certification that the employees or the employee's minor child or dependent is a victim of domestic violence, sexual assault or stalking as outlined in ORS 659A. The supervisor shall mark such documents as "confidential" and forward them to the Human Resources office for inclusion in the employee's permanent personnel record.

Criminal Proceedings. An employee who is a crime victim may take unpaid leave to attend a criminal proceeding involving the employee, or his or her spouse, domestic partner, father, mother, sibling, child, stepchild or grandparent, who is a crime victim unless the County determines an undue hardship as allowed by state law (ORS 659A.192).

- Applies to employees who have worked an average of more the 25 hours per week for at least 180 days immediately prior to the requested leave.
- An employee shall be allowed to use accrued vacation leave and accrued compensatory time in lieu of unpaid leave.
- An employee who is claiming *Criminal Proceedings Leave* shall: notify his or her supervisor at least 5 days in advance of his or her intent to take such leave, unless giving the advance notice is not feasible; AND provide attached to such request copies of any notices of scheduled proceedings received from a law enforcement agency. The supervisor shall mark such documents as "confidential" and forward them to the Human Resources office for inclusion in the employee's permanent personnel record.
- Nothing herein should be construed as protection for employees against immediate disciplinary action, up to and including immediate termination, if an employee's criminal acts, alleged or proven render him or her incapable of performing his or her duties.

Military Spouses Leave. An employee who is a spouse of a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States shall be allowed up to 14 days of unpaid leave *per deployment* during periods of military conflict (ORS 659A)

- Applies to employees who work an average of 20 hours per week.
- An employee shall be allowed to use accrued vacation leave, accrued sick leave and accrued compensatory time in lieu of unpaid leave. Leave taken under this section shall be included in the total amount of leave authorized under OFLA (Jefferson County Policy 315).
- An employee who is claiming *Military Spouses Leave* shall: notify his or her supervisor at least 5 days in advance of his or her intent to take such leave; AND provide attached to such request (1) Official

notice of an impending call or order to active duty or of a leave of deployment, and (2) Official notice of deployment for which they are claiming leave.

(Added May 28, 2008) & (Updated May 5, 2010)

316. EMPLOYEE ASSISTANCE PROGRAM (EAP)

PURPOSE

To provide employees and their families with access and referral to counseling services.

SCOPE

This policy applies to all Jefferson County employees, except those otherwise covered by collective bargaining agreements.

POLICY

The Employee Assistance Program (EAP) is designed to provide County employees and their families with confidential counseling services. The program can help with a number of personal issues.

For information regarding access to experienced, professional EAP services, contact the EAP provider directly or the Human Resources Office. All contact with the service is confidential as mandated by the professional ethics and applicable laws.

PROCEDURE

The Employee Assistance Program (EAP) offers confidential assistance to employees and their families that experience problems with the abuse of alcohol and other drugs, as well as other problems which affect the employee's health and job performance. Any eligible employee of Jefferson County wishing confidential assistance for any such problem should contact the EAP directly.

All self-referral contacts are held in confidence by EAP representatives unless the employee requests, through specific written release of information. If the problem involves danger to the employee, the public, or increased liability for the County because of the nature of the employee's job duties, the EAP may work with Human Resources and the supervisor to identify a reasonable job modification.

Supervisory Referrals: A supervisor who observes a continuing decline in job performance or attendance is encouraged to refer the employee to Human Resources when usual supervisory actions have failed to yield improvement.

Treatment vs. Dismissal: In cases where other management methods have failed to improve the employee's job performance, the Department Head, with the consent of the employee, has the option to mandate an employee's participation in a structured screening and treatment program as an alternative to dismissal for unacceptable job performance. Such an agreement will be clarified in writing between the employee and the County.

Leave Request: If an employee requires leave for substance abuse treatment or professional counseling, he/she can follow established personnel policy or the appropriate labor contract concerning sick leave use. If the employee requests that the purpose of the sick leave not be disclosed to his/her immediate supervisor, a doctor's medical slip can be processed directly through Human Resources in the interest of protecting confidentiality. Approval of time away from work must be coordinated with the employee's supervisor or Department Director.

Health Insurance: Health Insurance may cover substance abuse treatment or professional counseling services within the terms of the specific insurance policy. The employee assumes the financial responsibility for all services which are not covered by insurance.

(Updated September 2, 2020)

317. BENEFIT & INSURANCE PROGRAMS

PURPOSE

To summarize group insurance and other insurance programs offered by the County.

SCOPE

This policy applies to all eligible employees of Jefferson County, except those otherwise covered by collective bargaining agreements.

POLICY

The County provides a comprehensive group health program for regular, full-time and half-time employees. Full details can be found in the summary plan description booklet, which is distributed to all eligible employees. The County also provides life insurance coverage for each eligible employee, however, the County will not duplicate premiums paid in the event an employee and his/her spouse are both employed and eligible for coverage. In such event, monthly payments shall be paid only on behalf of one eligible employee, the other employee being designated as a dependent for health insurance.

The following are brief summaries of these programs; contact the Human Resources Office for more information

Life Insurance. The County provides life insurance coverage to employees, effective the first of the month following thirty (30) days of employment. The County will pay the cost of the life insurance coverage, which will be provided in the amount determined by the County. When an employee is on authorized paid leave of absence, life insurance benefits shall continue to accrue.

Health Insurance. Eligible employees can participate in the County's health insurance program.

NON-Represented Employees - Declination of Health Insurance. Employee who can provide proof of coverage from another GROUP medical plan may elect to decline coverage. If the County's Health Care Insurance plan rules require a minimal level of coverage (for example, Dental Coverage), then the employee will be required to participate AND will only be allowed to participate as an individual and not allowed the option of insuring other family members.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 (COBRA). COBRA requires employers to allow continuation of group medical coverage to employees and their dependents when group coverage ends because of a "qualifying event". Coverage is continued as follows:

- 18 months of continued coverage - in the event of termination or reduction in hours
- 36 months of continued coverage - in the event of the employee's death, divorce, legal separation or spouse's entitlement to Medicare
- for children in the event that coverage ends because they no longer qualify as a legal dependent.

Specific questions regarding COBRA accounts should be directed to Human Resources.

Social Security. All employees are covered by the Federal Social Security Act. A required percentage of an employee's salary is deducted to pay the employee's portion of this protection, and the County matches this deduction dollar for dollar. This plan was designed for an employee's future security and that of his/her dependents by providing retirement, disability, death survivor and Medicare benefits.

State Unemployment Insurance. Jefferson County is insured for unemployment insurance with the State of Oregon. The program provides weekly benefits to eligible employees as set forth by law. All unemployment information should be immediately forwarded to Human Resources for timely processing.

Workers' Compensation. The County is insured for coverage of the cost of work-related injury or illness through SAIF. Benefits help pay for an employee's medical treatment and for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances in each case. To be assured of maximum coverage, all work-related accidents or illnesses must be reported immediately to supervisors and the Human Resources Office so the County can take the necessary steps in processing a timely claim.

(Updated June 22, 2011) & (Updated September 2, 2020)

318. PENSION (RETIREMENT) PLAN

PURPOSE

To assist all eligible employees with securing a retirement income.

SCOPE

You become a member after working six full calendar months for a PERS-covered employer in a qualifying position requiring at least 600 hours per calendar year. Your start date must have been no later than August 28, 2003 to become a PERS member. Employees who first started working for a PERS employer after that date will become members of the OPSRP Pension Plan if they qualify. The six month "waiting period" cannot be interrupted by more than 30 consecutive working days. Your effective date of membership is the first day of the month after you have met this requirement.

POLICY

Jefferson County agrees to pay the 6% employee contribution for Tier I/II employees. OPSRP employees are required to pay the 6%. OPSRP employees received a 6.95% wage increase on July 1, 2018 for this exchange. Information regarding this coverage is available through the Finance Department.

(Updated February 7, 2018)

319. DEFERRED COMPENSATION

PURPOSE

To help eligible employees supplement their retirement income.

SCOPE

All regular full-time and half-time employees of Jefferson County.

POLICY

The County currently has established two (2) options for deferred compensation for employees. These plans are Public Employees Benefit Service Company (PEBSCO), and the Variable Annuity Life Insurance Company (VALIC). Eligible employees can opt to begin participation in deferred compensation on the 1st of the month following their date of hire. These voluntary plans permit employees to contribute a portion of their wage in accordance with IRS rules. While these plans have important savings and tax advantages, other aspects of the plans will require special consideration. Employees are encouraged to read all information provided and, if possible, talk with a qualified representative from the plan(s).

400. STANDARDS OF CONDUCT AND CORRECTIVE ACTION

410. STANDARDS OF CONDUCT

PURPOSE

To assure safe, efficient and harmonious operations and to fully inform all employees of their responsibilities in this regard.

SCOPE

This policy applies to all Jefferson County employees.

POLICY

The following represents only a partial list of unacceptable behaviors and conduct, as a complete list of all possible violations would be impossible to write. Conduct violations may lead to corrective action up to and including discharge.

- Falsifying employment application, timesheet, personnel, or other County documents or records.
- Unauthorized possession of County or employee property, gambling, carrying firearms or explosives, or violating criminal laws on County premises.
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee or County operations.
- Engaging in acts of dishonesty, fraud, theft or sabotage.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties assigned.
- Unauthorized use of County material, equipment or property.
- Damaging or destroying County property through careless or willful acts.
- Performance which, in the County's opinion, does not meet the requirements of the position.
- Engaging in such other practices as the County determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the County, its employees or customers.
- Negligence in observing, or refusal to observe, fire prevention and safety rules.
- Discourteous treatment of the public or other employees.
- Conducting personal business during working hours.
- Inexcusable neglect of duty.
- Being under the influence of alcohol or drunkenness while on duty; or, under the influence or sale of any illegal drugs while on duty.
- Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
- Failure to possess or keep in effect any license, certificate or other similar requirement specified in the employee's class specification and/or job description.
- Threatening to discharge, demote, suspend or in any manner discriminate or retaliate against an individual with regard to promotion, compensation or other terms, conditions or privileges of employment because the individual is a victim of domestic violence, sexual assault or stalking.
- Excessive absenteeism or tardiness.
- Smoking in unauthorized areas.
- Abandonment - unauthorized absence from the job.
- Other circumstance for which the County feels that corrective action is warranted.

(Updated May 5, 2010)

411. CONFLICTS OF INTEREST

PURPOSE

To protect the integrity of County information, services and employee efforts and to establish guidelines for standards of conduct that shall govern the performance of County employees and volunteers in the conduct of County business and to prevent potential conflicts of interest.

SCOPE

This policy applies to all Jefferson County employees and volunteers, except elected officials.

POLICY

Employees and volunteers (public officials) are expected to devote their best efforts to the interests of the County and the conduct of its affairs. The County recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our County business. However, a policy of full disclosure will be followed to assess and prevent potential conflicts of interest from arising. County employees and their relatives are prohibited from receiving gifts of any value from any source other than family members unless allowed by state law (ORS 244).

PROCEDURE

While describing all the circumstances and conditions which might develop is impossible; the following is set forth to guide employees. Employees have an obligation to their employment with the County and may not engage in any outside professional work without full disclosure to, and approval from their Department Head; nor will any employee engage in any activity of a nature that is in some way hostile or adverse to the County. Any questions regarding a possible conflict of interest should be discussed with the immediate supervisor or the Human Resources Office. Failure to disclose or discuss information related to any of the above points may lead to corrective action up to and including discharge. Employees may serve on internal or external Committees as long as no real or perceived conflict of interest exists, as determined by Jefferson County.

GIFTS

Employees are considered "Public Officials" under ORS Chapter 244, which regulates government ethical standards and practices. Therefore, it is County policy that as "public officials" County employees and their families [spouse, children, parents, or siblings] are prohibited from receiving gifts of any value from any source other than family members, unless specifically approved by the Board of County Commissioners. A free meal or beverage is not considered a gift so long as the person who is paying for the meal is present at the meal. Specific questions about gifts should be directed to legal counsel. Elected officials are responsible for determining their own compliance with ORS Chapter 244 and Government Standards and Practices regulations.

1. Definitions

- (A) "Actual conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (J) of this policy.
- (B) "Board of County Commissioners" means the Jefferson County Board of Commissioners.
- (C) "Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain but excluding any income-producing not-for-profit corporation that is tax exempt under section 501(c) of the Internal Revenue Code with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.
- (D) "Business with which the person is associated" means:
 - (1) Any private business or closely held corporation of which the person or the person's relative is a director, officer, owner or employee, or agent or any private business or closely held corporation in which the person or the person's relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding calendar year;
 - (2) Any publicly held corporation in which the person or the person's relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year;
 - (3) Any publicly held corporation of which the person or the person's relative is a director or officer; or
 - (4) For public officials required to file a statement of economic interest under ORS 244.050, any business listed as a source of income as required under ORS 244.060 (3).

- (E) "Commission" means the Oregon Government Ethics Commission.
- (F) (1) "Gift" means something of economic value given to a public official or a relative or member of the household of the public official:
- (a) Without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or members of the household of public officials on the same terms and conditions; or
 - (b) For valuable consideration less than that required from others who are not public officials.
- (2) "Gift" does not mean:
- (a) Gifts from relatives or members of the household of the public official.
 - (b) An unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item, with a resale value reasonably expected to be less than \$25.
 - (c) Informational material, publications or subscriptions related to the recipient's performance of official duties.
 - (d) Admission provided to or the cost of food or beverage consumed by a public official, or a member of the household or staff of the public official when accompanying the public official, at a reception, meal or meeting held by an organization before whom the public official appears to speak or to answer questions as part of a scheduled program.
 - (e) Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American Tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code and that receives less than five percent of its funding from for-profit organizations or entities, for attendance at a convention, fact-finding mission or trip, or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent Jefferson County.
 - (g) Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing Jefferson County:
 - (i) On an officially sanctioned trade-promotion or fact-finding mission; or
 - (ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.
 - (h) Food or beverage consumed by a public official acting in an official capacity:
 - (i) In association with the review, approval, execution of documents or closing of a borrowing, investment or other financial transaction, including any business agreement between Jefferson County and a private entity or public body as defined in ORS 174.109;
 - (i) Waiver or discount of registration expenses or materials provided to a public official at a continuing education event that the public official may attend to satisfy a professional licensing requirement.
 - (j) Expenses provided by one public official to another public official for travel inside this state to or from an event that bears a relationship to the receiving public official's office and at which the official participates in an official capacity.
 - (k) Food or beverage consumed by a public official at a reception where the food or beverage is provided as an incidental part of the reception and no cost is placed on the food or beverage.
 - (l) Entertainment provided to a public official or a relative or member of the household of the public official that is incidental to the main purpose of another event.
 - (m) Entertainment provided to a public official or a relative or member of the household of the public official where the public official is acting in an official capacity while representing Jefferson County for a ceremonial purpose.
- (G) "Honorarium" means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event.
- (H) "Income" means income of any nature derived from any source, including, but not limited to, any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, or anything of economic value.
- (I) "Member of the household" means any person who resides with the public official.
- (J) "Potential conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:

- (1) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- (2) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
- (3) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.
- (K) "Public official" "Public official" means all Jefferson County employees and volunteers irrespective of whether the person is compensated for such services.
- (L) "Relative" means:
 - (1) The spouse of the public official;
 - (2) The domestic partner of the public official;
 - (3) Any children of the public official or of the public official's spouse;
 - (4) Siblings, spouses of siblings or parents of the public official or of the public official's spouse;
 - (5) Any individual for whom the public official has a legal support obligation; or
 - (6) Any individual for whom the public official provides benefits arising from the public official's public employment or from whom the public official receives benefits arising from that individual's employment

2. Code of ethics; prohibited actions

- (A) Except as provided in subsection (B) of this section, a public official (Jefferson County Employee or Volunteer) may not use or attempt to use their official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.
- (B) Subsection (A) of this section does not apply to:
 - (1) Any part of an official compensation package as determined by the Board of County Commissioners.
 - (2) The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under section 3 of this policy.
 - (3) Reimbursement of expenses.
 - (4) An unsolicited award for professional achievement.
 - (5) Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest in a governmental agency in which the official holds any official position or over which the official exercises any authority.
 - (6) The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020.
- (C) A public official may not solicit or receive, either directly or indirectly any pledge or promise of future employment, based on any understanding that official action or judgment of the public official would be influenced by the pledge or promise.
- (D) A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official. (ORS 244.040)
- (E) The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120. (ORS 244.040)

3. Honoraria

- (A) A public official (Jefferson County employee or volunteer) may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.
- (B) This section does not prohibit:
 - (1) The solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or
 - (2) The solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official.

4. Outside Employment

- (A) Employees have an obligation to their employment with the County and may not engage in any outside professional work without full disclosure to, and approval from their Department Director/Elected Official and the County Administrative Officer. The Department Director/Elected Official and County Administrative Officer shall use the criteria in subsection B to determine approval or denial. All determinations shall be in writing and a copy shall be placed in the employee's personnel file. Failure to disclose or discuss information related to outside employment may lead to disciplinary action up to and including termination.
- (B) Criteria for approval or denial of outside employment for, or render services for another interest shall include, but not be limited to:
- (1) occurs during working hours;
 - (2) detracts from the efficiency of the employee while performing county duties;
 - (3) constitutes an actual or potential conflict of interest or create an appearance of impropriety;
 - (4) stems from information or contacts made during county employment;
 - (5) takes preference over extra duty required by county employment;
 - (6) interferes with emergency call-out duty;
 - (7) tends to impair independence of judgment or action in performance of official duties; or
 - (8) involves the use of any county resources such as copiers, office space, telephones, supplies, computers, file cabinets, printers or other equipment or time.

5. Oregon Revised Statute Chapter 244

Nothing in this policy shall be construed to permit, condone or allow any activity or practice prohibited by ORS 244 relating to conflicts of interest, improper practices and codes of ethics for public officials.

6. Violation

Violation of any of the provisions of this policy may be grounds for disciplinary action, including termination. The County may provide information to or file a complaint with the Oregon Ethics Commission regarding violations of ORS 244 regardless if it pursues disciplinary action. The County may use the final disposition or delay disciplinary action until a final disposition has been issued by the Oregon Ethics Commission.

(Updated May 28, 2008)

(Effective October 1, 2020)

412 HARASSMENT

PURPOSE

Jefferson County, "County," prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

SCOPE

Discrimination and Workplace Harassment

It is County policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

POLICY

It is our policy that all employees, customers, clients, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on company premises, at a company-sponsored off site event, traveling on behalf of the company, or conducting company business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based

on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint. Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy. Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Penalties

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. The company may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

Retaliation Protections

Jefferson County prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. Jefferson County will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

PROCEDURE

Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a Human Resources Manager, Angie Messerschmidt or to County Counsel, Alexa Gassner. In addition, an employee may make the report verbally or in writing to the employee's immediate supervisor or higher management, if the employee prefers. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are

encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Nondisclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement [if applicable], the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

(Updated September 23, 2020)

413. POLITICAL ACTIVITIES

PURPOSE

To identify the parameters within which Jefferson County employees may exercise their right to express their political views or engage in political activities.

SCOPE

This policy applies to all employees of Jefferson County, during work time and while on County premises. Certain policies do not apply to elected officials. (See ORS 260.432 for further restrictions.)

POLICY

- ◆ Jefferson County employees are prohibited by law from soliciting money, influence, services or contributions in any form, or otherwise aiding or promoting any political committee, the nomination or election of any person to public office, or the passage or defeat of ballot measures, while on the job during working hours.
- ◆ Jefferson County employees are prohibited from using their official position to unlawfully influence, interfere with, or affect the results of an election.
- ◆ No employee or group of employees, representing themselves as Jefferson County employees, shall endorse or oppose a political advertisement, broadcast, statement or campaign literature except as allowed by state labor law. Nothing in this section prohibits a County employee from personally supporting or opposing any ballot measure or candidate for public office during off-duty hours.
- ◆ No employee shall display political buttons, stickers, banners, etc., on department/County property or County vehicles.
- ◆ Jefferson County employees are prohibited from campaigning for election to an elected public office during work hours.
- ◆ Jefferson County employees are also prohibited from using County equipment, resources and materials to aid in such election.

- ◆ Such prohibitions, as listed in this policy, are not intended to restrict the right of County employees to express their political view or to engage in political activities, except to the extent prohibited by law when on the job during working hours.

414. ALCOHOL AND DRUG USE

PURPOSE

To establish the County's policy prohibiting the use, possession, manufacture, sale, purchase, transfer or being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time on County premises or while on County business.

SCOPE

This policy applies to all Jefferson County employees except those otherwise covered by collective bargaining agreements.

POLICY

Jefferson County has an obligation to its employees, and those who come into contact with the County, to ensure safe working conditions. To meet that obligation and to further our commitment to promote high standards of employee performance, productivity, health, safety and reliability, Jefferson County has established this zero tolerance alcohol and drug policy. Jefferson County requires its employees to report for work in a condition that will permit her/him to perform his/her duties safely and efficiently. Jefferson County recognizes that an employee's off-the-job and on-the-job involvement with alcohol and drugs can have an impact on the work environment. Therefore, the following information clearly outlines the County's positions regarding the use or possession of alcohol or drugs on the job.

Employees shall not:

- | |
|---|
| <ol style="list-style-type: none">1. Report for work with the presence of a controlled substance, intoxicant, or other illegal drug in their system (unless prescribed by competent authority).2. Engage in the use of alcohol or illegal drugs on County premises or during working hours, including breaks and lunch.3. Possess, distribute, sell, manufacture, transfer, or receive any controlled substance (drugs), or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee or other employees, on County premises or on County time. Violation of this rule is strictly prohibited and may result in immediate termination. |
|---|

- ◆ Each employee must report to his/her immediate supervisor the use of medically authorized drugs, which can impair job performance and provide proper authorization from a physician to work while using such authorized drugs. It is the employee's responsibility to determine from the physician whether the prescribed drug would impair job performance. Some over-the-counter drugs may also impair job performance. Please read the directions carefully. The County may require a physician's written excuse from any employee claiming to need time off for medical reasons or because he/she is taking an over-the-counter drug which impairs performance and safety. Abuse of prescription or over-the-counter drugs is a violation of this Policy.
- ◆ Employees who violate the above policies shall be subject to disciplinary action, up to and including termination.
- ◆ Employee Assistance Program (EAP): Jefferson County offers an EAP to provide confidential assistance to employees and their families with a personal drug and/or alcohol problem, and other human problems that impact on the employee's health and job performance. Any employee of Jefferson County wishing confidential assistance for any such problems can contact the EAP directly, or consult with the Human Resources Office. We encourage any individual with a drug or alcohol problem to seek assistance. Employees are strongly encouraged to use the EAP on a voluntary basis before drug and/or alcohol problems jeopardize their employment.
- ◆ Drug and Alcohol Testing: Jefferson County has established the following procedure for the testing of drug and alcohol use among its employees. Jefferson County has the right to require urine or breathalyzer testing in any of the following situations: Absenteeism or excessive tardiness, Declining performance, and Suspect behavior, e.g., stumbling, slurred or incoherent speech, apparent confusion in orientation, emotional

outbursts, inability to perform normal job tasks, the unsafe handling of equipment or tools, or the actual observance of such behavior as drinking alcohol or using some other drug.

- ◆ Failure to give written consent, without qualification, to drug and alcohol testing, or failure to provide samples for such testing may be considered insubordination and grounds for immediate suspension or termination.

Finalist applicants for employment (excluding emergency hires) may be required to submit to a urinalysis. If the test is positive, employment is denied unless a defense for authorized prescription drugs is successful. The applicant may reapply in one year.

If the employee will be involved in activities such as carrying firearms, driving County vehicles or other situations where the use of drugs or alcohol might endanger the public, they may be subject to unannounced drug and alcohol testing.

Employees involved in any vehicle accident may be subject to drug and/or alcohol testing where the County determines that drugs or alcohol may have played a role.

When there is reasonable suspicion to believe that an employee is under the influence of a controlled substance, intoxicant, or illegal drug, the County may require immediate drug testing and alcohol testing. Observable changes in employee performance, appearance, behavior, speech, etc., which provide suspicion of the presence of drugs or alcohol, are grounds for requiring a fitness for duty evaluation involving urine or breathalyzer testing.

When there is reasonable suspicion to believe the employee is under the influence of a controlled substance, intoxicant or illegal drug, the employee may be immediately suspended and shall not return to work until fitness for duty is established. This time will be treated as a suspension with pay, pending the outcome of the testing. The employee shall be paid for any time lost from work if the tests are alcohol and drug free.

If a drug or alcohol test is positive, the employee may be referred to the EAP in lieu of termination on the first occasion. The following procedure will apply:

- All positive tests will be subjected to a secondary confirmatory test (on the same sample) using a gas chromatography/mass spectrometry test or a superior or equally reliable test if same becomes reasonably available.
- If the secondary test confirms the initial positive test result, an employee will be immediately suspended for violation of County policy. An employee may have the opportunity then to either sign a Performance Contract and seek treatment, or sever their employment relationship with Jefferson County.
- An employee that chooses rehabilitation will be expected to meet with an accredited professional to assess the nature and severity of their problem, and to establish a treatment program. Failure to complete the program or to cooperate with the drug/alcohol counselor is considered a breach of the Performance Contract and will result in immediate termination.

- ◆ Searches: Jefferson County reserves the right to inspect and search all County property for intoxicating liquor, controlled or illegal substances, or any other substances which impair job performance. Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject the employee to disciplinary action up to and including immediate suspension or termination. When controlled substances are located on County property, local law enforcement officials will be contacted.
- ◆ Confidentiality: The results and records of alcohol and drug testing are to be considered confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, a manager must not discuss the suspected reason for a referral with anyone who does not need to know. Records shall not become part of an employee's personnel file.

◆ Other Conditions:

Any employee tampering with or altering a drug or alcohol screening test may be subject to immediate termination. An applicant engaging in such conduct will not be eligible for employment or the right to re-apply.

All employees are expected to cooperate fully in any investigations resulting from this policy.

The County reserves the right to determine whether suspicion exists and the level of discipline to be applied.

- ◆ Laboratory testing will be completed at a licensed testing facility that meets all standards set forth by the Federal Health Agencies for laboratory performance using Certified Medical Technologists and Technicians.
- ◆ Definitions: For the purpose of this policy, the following definitions are provided:
 - Presence is defined as the threshold level of alcohol or drugs in an employee's urine as determined by an accredited laboratory chosen by Jefferson County.
 - Controlled Substances* include all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfer, use or possession are prohibited by law. *(These are defined in ORS475.005.)
 - Over-the-Counter Drugs are those which are generally available without a prescription from a medical doctor and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform his/her duties.
 - Medically Authorized (Prescription) Drugs are those drugs, which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.
- ◆ Arrest or Conviction Under Drug Statute: Employees must notify their immediate supervisor within five (5) days of arrest or conviction for violating a drug statute, or DUII.
- ◆ Situations Not Covered by Policy: Jefferson County recognizes that situations may arise which are not specifically covered by this policy and these guidelines. (For example, situations involving employees who have been arrested or convicted for off-the-job illegal drug use or activity). These will be dealt with on a case-by-case basis, taking into account such things as the nature of the situation or problem, the employee's overall employment record and job assignment, the potential impact on production, safety and customer relations.
- ◆ **Exceptions:** Nothing in this section shall prohibit an employee from the purchase or consumption of alcohol at events (where alcohol is allowed to be purchased or consumed) at County facilities if the employee is attending the event while off-the-job.

(Updated May 28, 2008)

415. DRESS AND PERSONAL APPEARANCE

PURPOSE

To establish guidelines for appropriate dress and appearance during normal business hours of the County.

SCOPE

This policy applies to all Jefferson County employees.

POLICY

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean as determined by the requirements of the position they hold and the duties they perform. Employees are expected to conduct themselves in a manner which is appropriate for public service.

PROCEDURE

The Department Head is responsible for establishing the standards governing personal appearance within their department. Standards should be relative to the position held and the duties performed. Such standards vary from time to time, but must not be arbitrarily or unreasonably imposed.

The following guidelines may help to clarify our expectations in this area:

- Hair should be clean, combed and well maintained in a business-like style
- Employees are expected to dress in a business-like manner. Depending on your position, this may require men to wear a suit or jacket and tie and women to wear pant suits, skirts or dress slacks and blouses, dresses or other appropriate attire.
- Most offices have adopted Friday as a casual day; however, you should wear your normal business attire if you will be representing the County outside the office on that day.

416. USE OF TOBACCO IN THE WORKPLACE

PURPOSE

To comply with applicable health codes (i.e., ORS 433. 835-875), and to reasonably accommodate the preference of both smoking and non-smoking employees.

SCOPE

This policy applies to all Jefferson County employees.

POLICY

The County respects the individual preferences of smoking and non-smoking employees. When these preferences come in conflict, the County anticipates that the majority of instances will be resolved through a spirit of courtesy and cooperation. The Department Head and Human Resources may be helpful in reaching an accommodation. It is not intended, however, to establish "extra" break periods in order to allow a smoker to smoke.

DEFINITION

"Smoking" means inhaling, exhaling, burning or carrying any lighted smoking equipment for tobacco.

PROCEDURE

- ◆ Prohibited Areas: For reasons of safety, public relations or other concerns, smoking is prohibited in all interior areas owned by County or occupied by County Departments.
- ◆ Visitors: Visitors to any County department are expected to observe smoking and non-smoking area designations.

417. TELEPHONE USE

PURPOSE

To provide guidelines for using County telephones.

SCOPE

This policy applies to all Jefferson County employees.

POLICY

Efficient telephone service is vital to County business. Employees must adhere to the following guidelines:

Answer all calls promptly and courteously. Hold personal calls, both incoming and outgoing, to essential personal business and keep them as brief as possible.

Any necessary personal non-emergency phone calls should be conducted during break time whenever possible. Friends and relatives should be discouraged from calling during work hours unless there is an emergency.

All personal toll and long distance calls must be charged to the employee; under no circumstances shall an employee charge a personal long distance call to the County.

4171. CELL PHONE USE

PURPOSE

The purpose of the Cell Phone Use policy is:

- To provide standards and clarification for cell phone use.
- For employees using cell phones to make cost effective decisions regarding cell phone use and plans.

SCOPE

This policy applies to all Jefferson County employees and elected officials.

POLICY

The Board of Commissioners recognizes that it is beneficial that officials and employees of the County have a convenient means of communicating while away from their offices during working and non-working hours. Therefore, the County has purchased cell phones for the use of County officials and employees. Also, County officials and employees have purchased their own cell phones to be used for their personal use and County use.

1. There are two types of cell phone users in Jefferson County. These two “classes” are described below in A through B:

A. Jefferson County supplied phones: Business use/Personal use.

- (1) Elected Officials and Department Heads are responsible for determining when an employee is justified to be issued a County supplied cell phone. Criteria should include enhancement of job performance, need for mobility, frequency of expected use, lack of access to other communication devices, and cost efficiency. Cell phone use (outgoing or incoming) on phones supplied by the County is restricted to County business only.
- (2) Elected Officials and Department Heads are responsible for monitoring employee usage, reviewing individual’s billings and for revoking cell phone privileges if abused or policies violated.
- (3) The County may for any reason audit an employee’s usage to check for compliance with this policy.
- (4) Personal cellular calls will only be allowed in limited and infrequent (maximum 2-3 times per month) for instances of family emergencies if these calls cannot be made from a land line phone in a reasonable period of time. These calls should be of short duration. **NO OTHER PERSONAL USE IS ALLOWED, EVEN IF REIMBURSED.** The above emergency calls do not need to be reimbursed.
- (5) Use of a County supplied cell phone is a privilege and is provided to employees to improve County operations and services. County supplied cell phones are to be used for business purposes only.
- (6) Use of a County supplied cell phone should not be a primary mode of communication, but should be used only when it is the most cost-effective way to conduct business or alternative communication is not feasible.
- (7) Before a Cell Phone is assigned to an employee the employee shall sign a “Jefferson County Issued Cell Phone Agreement” (Attached).
- (8) Employees who are assigned County issued cell phones are to review each billing for accuracy and submit a “Jefferson County Issued Cell Phone Usage Disclosure Form” (Attached).
- (9) Employees are required to pay \$0.50 per minute for all incoming or outgoing calls, which are the result of personal use not exempt under subsection 4. Failure to submit payment for personal calls may result in immediate forfeiture of the device. Reimbursement of \$0.50 per minute does not absolve the employee of the violation of this policy.
- (10) Employees will abide by the Cell Phone Agreement and procedures in its entirety. Misuse of a County supplied cell phone or violation of this policy may result in immediate forfeiture of the device and may be grounds for disciplinary action.

B. Personal Cell Phone provided as an Employment Benefit.

- (1) The County recognizes that due to the nature of some positions, both elected and appointed, certain employees should have a cell phone allowance provided. The County Administrative Officer in conjunction with department management may designate employees who will receive a specified amount of additional taxable income per month for the specific purpose of obtaining

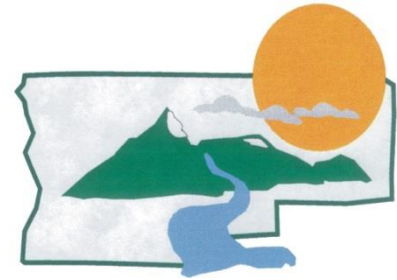
a personal cell phone. Criteria should include enhancement of job performance, need for mobility, frequency of expected use, lack of access to other communication devices, and cost efficiency. This amount will be designated in one of seven categories depending on usage: Category A = \$15; Category B = \$25; Category C = \$35; Category D = \$45; Category E = \$55; Category F = \$65; Category G = \$75. This amount may be adjusted periodically by the County Administrative Officer. This cell phone would be used for business, but would not have the same restrictions on personal use, since it is a personal phone.

- a. An additional amount up to \$40 per month maybe allowed for a cell phone that has a data connection that allows for sending and receiving County e-mail and internet access. The employee must use a data connection service and software approved by the County NT Department. Employees must comply with the Jefferson County Policy 511 (Computer Network, Electronic Mail, and Internet Use) when sending or receiving County e-mails.
- (2) An employee may not terminate a contract with a cell phone provider resulting in an additional charge to the County to be eligible for this benefit.
- (3) An employee may not use a cell phone or cell phone accessories that have been purchased with County funds and receive this benefit.
- (4) An employee must choose a cell phone plan that includes voicemail.
- (5) A department may require the employee's voicemail greeting identify the employee's name.
- (6) A department may require the employee's cell phone number be given out to citizens, customers, clients, vendors, etc.
- (7) An employee should make and received business calls using their cell phone in the same manner as they were using a County issued cell phone.
- (8) Employees who receive a monthly cell phone allowance shall maintain business appropriate "ring-tones", "call-tones" and "dial-tones".
- (9) Employees who receive a monthly cell phone allowance may not seek any separate reimbursement from the county for any cell phone charges incurred. The County Administrative Officer may retroactively increase the allowance to account for circumstances outside the employee's control.
- (10) Employees will abide by the "Personal Cell Phone Allowance Agreement", this policy and procedures in its entirety. A violation of this policy may result in immediate forfeiture of this benefit and may be grounds for disciplinary action.
- (11) Employees who receive a cell phone allowance are under no obligation to provide billing or other cell phone records to the county to receive this benefit.
 - a. The county reserves the right to request billing and cell phone records to justify an increase, decrease or continuation of the allowance and may use the lack of documentation in its determination. In supplying cell phone billing or other cell phone records, employees are encouraged to "blackout" non-business telephone numbers they do not want used to determine an increase, decrease or continuation of the allowance.

2. Departments may have procedures that are more limiting than the county's cell telephone use policy, but department procedures must at minimum comply with this policy.

(Updated December 5, 2007)

Jefferson County Issued Cell Phone Agreement



NAME: _____

DEPARTMENT: _____

POSITION: _____

CELL PHONE NUMBER: _____

CELL PHONE MODEL/ID#: _____

CELL PHONE ACCESSORIES: _____

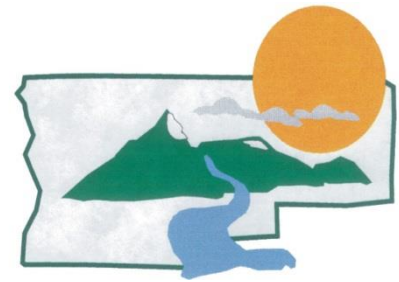
I have been issued a County cell phone and listed accessories and I will comply with and acknowledge the following:

1. I have read and understand Jefferson County Policy 4171 Cell Phone Use.
2. Policy 4171 prohibits the use of a County issued cell phone for personal calls (incoming or outgoing).
3. Emergency personal cellular calls will only be allowed in limited and infrequent (maximum 2-3 times per month) instances of family emergencies if these calls cannot be made from a land line phone in a reasonable period of time. These calls should be of short duration. The above emergency calls do not need to be reimbursed.
4. My Department may require the voicemail greeting to identify my name.
5. Use of a County supplied cell phone should not be a primary mode of communication, but should be used only when it is the most cost-effective way to conduct business or alternative communication is not feasible.
6. The County may audit an employee's usage to check for compliance with this policy at any time.
7. I am required to review each billing for accuracy and submit a "Jefferson County Issued Cell Phone Usage Disclosure Form" to my immediate supervisor or department head.
8. I am required to pay \$0.50 per minute for all incoming or outgoing calls, which are the result of personal use not classified as a Family Emergency (maximum 2-3 times per month). Failure to submit payment for personal calls may result in immediate forfeiture of the device. Reimbursement of \$0.50 per minute does not absolve the violation of this policy.
9. A violation of this policy may result in immediate forfeiture of the cell phone and could be grounds for disciplinary action.

SIGNATURE: _____ DATE: _____

ELECTED OFFICIAL or DEPARTMENT HEAD _____

Jefferson County Issued Cell Phone Usage and Disclosure Form



NAME: _____
 DEPARTMENT: _____
 CELL PHONE NUMBER: _____
 DATE OF BILLING CYCLE: _____ TO _____

I have reviewed the attached bill/report for my County issued cell phone for the listed billing cycle and the following applies:

INITIAL:

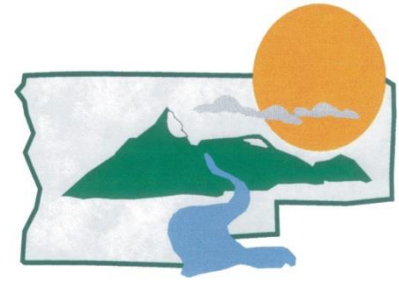
- _____ I have not used the County issued cell phone for any personal calls (incoming or outgoing).
- _____ I made or received the following personal calls (listed in the table below). However, these calls are allowed under Jefferson County Cell Phone Use Policy 4171 because they were family emergencies and they could not have been made from a land line in a timely manner and there is less than three calls made or received that fit this category.
- _____ I made or received the following personal calls (listed in the table below) in violation of Jefferson County Cell Phone Use policy 4171 and I have enclosed a reimbursement (@ \$0.50 per minute) for the amount listed below.

| | Date | Time of Day | Length of Call (Minutes) | Telephone # | Type of Call (Personal or Family Emergency) |
|----------------------------|------|-------------|--------------------------|-----------------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| Reimbursement Total | | | | x \$0.50 | \$ _____ |

SIGNATURE: _____ DATE: _____

ELECTED OFFICIAL or DEPARTMENT HEAD _____

Jefferson County Personal Cell Phone Allowance Request and Agreement



NAME: _____

DEPARTMENT: _____

POSITION: _____

CELL PHONE NUMBER: _____

I will comply with and acknowledge the following:

1. I have read and understand Jefferson County Policy 4171 Cell Phone Use.
2. This allowance is a taxable benefit.
3. No County funds will or have been used to purchase or provide my cell phone.
4. My cell phone number may be accessible to County employees.
5. My cell phone service plan has and will continue to have a voicemail answering system.
6. My Department may require the voicemail greeting to identify my name.
7. My department may require my cell phone number be given out to citizens, customers, clients, vendors, etc.
8. I will make and received business calls in the same manner as using a County issued cell phone.
9. I shall maintain business appropriate “ring-tones”, “call-tones” and “dial-tones”.
10. A violation of this policy may result in immediate forfeiture of this benefit and may be grounds for disciplinary action.
11. All data connections of cell phones to the County computer network must use a data connection service and software approved by the County NT Department. Employees must comply with the Jefferson County Policy 511 (Computer Network, Electronic Mail, and Internet Use) when sending or receiving e-mails with a cell phone or similar device.

SIGNATURE: _____ DATE: _____

ELECTED OFFICIAL or DEPARTMENT HEAD _____

_____ Approved. _____ Amount _____ Date Effective

COUNTY ADMINISTRATIVE OFFICER _____ DATE: _____

418. MEDIA RELEASES AND STATEMENTS

PURPOSE

To identify who has the authority to release information and official statements to the media.

SCOPE

This policy applies to all Jefferson County employees.

POLICY

- ◆ Only Department Heads or their designees have the authority to make news releases or statements to the media concerning department matters. Questions concerning other departments shall be directed to the appropriate Department Head or the Board of County Commissioners.
- ◆ No statements shall be made to the media regarding personnel matters, under any circumstances, without prior consultation with the Board of County Commissioners, County Counsel and County Administrative Officer.
- ◆ **Public Records:** Various Departments from time to time receive requests from the public for copies of public documents and records. Some public records requests can involve substantial staff time in research, inspection supervision, and copying, as well as substantial paper and copying costs. The following policy and procedures must be followed for handling such requests by the public:
 1. Any person wishing to inspect public documents or records, or obtain copies, which would require a significant investment of employee time, shall make a request in writing (*Public Records Request Form*) which specifically identifies the documents or records to be inspected.
 2. The written request may be given to any County employee, and shall be promptly delivered by the employee to the proper Department Head, who will confer with the requestor to identify the exact records sought. If the request is accompanied by a subpoena, relating to possible legal action, personnel, or is a formal Federal or State Freedom of Information Act request, it should be presented immediately to County Counsel or the County Administrative Officer.
 3. The Department Head will present the written request to the appropriate custodian of the records involved, and obtain an estimate of the cost in staff time and copying charges to meet the request, as well as an estimate of the time it will take for the custodian to research the request, schedule supervision time, or produce the copies requested.
 4. All costs billed by the County in responding to the request, including staff research time, staff supervision time, and copying charges, shall be in accordance with the officially adopted County Fee Ordinance or State Statute. Per page copying charges shall include the staff time in making the copies during the first half hour of staff time; thereafter, the regular staff time charges will apply in addition to the per page charge for copies. A minimum of ½ hour will be charged for staff time for research or supervision.
 5. The requestor shall be provided with a written estimate of the costs anticipated, and if the requestor authorizes the services, he/she shall pay the estimate as a deposit. If the deposit exceeds the cost of the services actually rendered, the excess shall be refunded. If the deposit is less than the fees actually rendered, then the additional costs are immediately due and payable. Requested copies shall be provided to the requestor only upon full payment for the authorized copies.
 6. If the requestor disagrees with the fee charged, he/she may request a review of the charges by the County Administrative Officer or County Counsel, who will investigate and advise the Board as to the appropriate charges.
 7. Except where a fee is set by State Statute, the Board will decide the appropriate fee in accordance with the County Fee Ordinance.
 8. This policy shall not apply to the exchange of copies of public documents between the County and other public agencies where the public agency does not charge the County for copies of public documents.

419. DISCIPLINE AND DISCHARGE

PURPOSE

To set forth general supervisory guidelines for a corrective action process aimed to document and correct undesirable employee behavior.

SCOPE

This policy applies to all Jefferson County employees, except senior management staff, department heads, and those otherwise covered by a collective bargaining agreement.

POLICY

The County seeks to establish and maintain standards of employee conduct and supervisory practices, which will, in the interest of the County and its employees, support and promote effective business operations. Such supervisory practices include administering corrective action when employee conduct or performance problems arise. Discipline, up to and including discharge, of County employees may be corrective or progressive and shall be lawful and applied in a fair and consistent manner. Supervisors should work with employees to identify a problem, correct it and restore the employee to a productive employment status. Progressive discipline guidelines normally begin with oral or written warnings and may be later followed by suspension from work, reassignment or demotion, or termination. The County is not required to go through any specific number (or order) of steps. More serious offenses may warrant a suspension, reassignment or demotion, or termination at the first occurrence as determined in the County's sole discretion. Discipline and the procedures followed to impose it shall comply with state and federal law and County policy.

OPTIONS FOR CORRECTIVE ACTION

Supervisors should bring all discipline actions beyond an oral warning to the attention of their Department Head prior to taking any action. All oral warnings or reprimands should be noted in the employees personnel file with at a minimum, the date and time, circumstances generating the warning, and direction given to correct the problem. Prior to implementation of corrective action, Department Heads will consult with County Counsel and Human Resources to assure that appropriate procedure has been followed prior to implementation of corrective action. Major elements of this policy generally include:

| |
|--|
| Constructive effort by the supervisor to help employees achieve fully satisfactory standards of conduct and job performance. |
| Correcting employees shortcomings or negative behavior to the extent required. |
| Written Notice to employees that further disciplinary action will result from continued or gross violation of employee standards of conduct or unsatisfactory job performance. |
| Written documentation of disciplinary warnings given and corrective measures taken. |
| Documentation of corrective action will become part of the employee's personnel record. |

PROCEDURE

Each supervisor should have a thorough knowledge of all applicable County work rules, policies and procedures, and communicate them to employees through employee meetings, bulletin boards and memoranda. Supervisors should insure that each employee is provided access to an up-to-date copy of all written policies and procedures applicable to the employee's work, and obtain the employees signature as acknowledgment of receipt.

Disciplinary Decisions

- ◆ Supervisors are primarily responsible for discipline decisions. All disciplinary actions more severe than an oral warning must be reviewed with the Department Head and Human Resources before the discipline is imposed.
- ◆ In determining the appropriate level of discipline to impose, if any, a supervisor should consider these factors: the seriousness of the performance or conduct problem, the employee's prior work record with Jefferson County, the employee's response to the problems, and any other aggravating or mitigating circumstances.

- ◆ All disciplinary action should be documented in writing and placed in the effected employee's personnel file. Disciplinary documents will not be removed from an employee's personnel file unless authorized in writing by the County Administrative Officer and County Counsel.

Reasons for Imposing Discipline.

Discipline, up to and including discharge is appropriate for reasons including the following examples of unacceptable performance and conduct. Reasons for discipline include, but are not limited to:

- Insubordination, inefficiency, incompetence or performance of less than the required duties.
- The use of intoxicants or non-prescribed drugs on the job, or reporting for work under the influence of intoxicants or non-prescribed drugs.
- Habitual or excessive unexcused absence or tardiness, or abuse of sick leave privileges.
- Absence from duty without authorization or failure to notify a supervisor when unable to come to work or report on time.
- Conviction of a felony or misdemeanor when the conviction would impair the employee's effectiveness on the job.
- Violation of safety rules, policies, or procedures.
- Offensive conduct toward the public or fellow employees.
- Violation of any County rule, policy or procedure.
- Misuse of County property.
- Dishonesty or theft.
- Fraud in securing employment with Jefferson County.

Investigating Performance or Conduct Problems.

A supervisor should investigate all performance or conduct problems before making a decision or recommendation about appropriate discipline. In general, the investigation should include these steps.

- ◆ Conduct a timely and thorough investigation -- get all the facts about the problem as soon as possible. In certain circumstances a suspension pending investigation may be appropriate.
- ◆ Interview all employees involved in private. Do not promise any employee that the information he/she provides will be kept confidential.
- ◆ Outline the facts and evidence to the employee who is the subject of the investigation and ask the employee to present any facts or evidence in response.
- ◆ Document each component of the investigation. Include the date, time and names of person present for each conversation. Retain the documentation.
- ◆ Department Head should consult County Legal Counsel for a suspension, demotion, or discharge.
- ◆ If suspension is deemed to be required pending the outcome of investigation, the suspension will be with pay but shall not exceed 5 days with written approval of Department Head.

Applying Discipline

Discipline may include the following actions: counseling to encourage appropriate behavior, and progressing through an oral warning, written warning, suspension from work, reassignment, demotion or discharge. The County will not go through any specific number (or order) of disciplinary actions. More serious offenses may warrant a suspension, reassignment, demotion or discharge for the first occurrence. Alternate forms of discipline may be used when deemed more appropriate. A supervisor must determine the appropriate level of discipline to impose depending on the circumstances and consult either the Department Head or Human Resources.

County Legal Counsel should be consulted concerning all suspensions, demotions, discharges, or other serious situations.

- **Oral Warning.** An oral warning is a formal, private conversation between a supervisor and an employee aimed at correcting a performance or conduct problem. It is primarily a counseling session, and it generally occurs if informal conversations have failed to correct a problem. The goal is to make certain that the employee understands that his or her conduct or performance is creating a problem and to help the employee produce the desired change. A written notation of the oral warning must be placed in the employee's personnel file.
- **Written Warning.** A written warning is appropriate to communicate a disciplinary message in writing, to inform the employee about the need to correct a conduct or performance problem. A written warning should clearly state: the problem and rule violated; the supervisor's performance or conduct expectations; and the consequences that will occur if the employee does not meet those expectations. A copy of the written warning is filed in the employee's personnel file, and the ongoing performance is monitored. The written warning should be prepared following a corrective action discussion with the employee. The employee will be given an opportunity to comment in writing and should be asked to sign the warning, acknowledging receipt. Three copies of the warning notice will be distributed as follows: (1) employee; (2) supervisor; and (3) the Human Resources Office for placement in the employee file.
- **Suspension.** If an employee fails to respond to a written warning in a satisfactory manner, or commits a violation of County policies and procedures that the supervisor reasonably believes to warrant immediate, severe disciplinary action, short of termination, the employee should be advised that he/she is being suspended without pay for a set period of time, e.g. five (5) working days, and the reasons as to why this action is being taken should be stated. Pre-disciplinary procedures should be followed before a suspension is imposed. A suspension, pending investigation shall be with pay but not exceed 5 days without written approval of the Department Head and County Administrative Officer.
- **Demotion or Reassignment.** More severe or repeated violation or failure to correct performance or conduct problems may result in a reassignment or demotion if the supervisor determines it is possible for the employee to be retained. Demotions or reassignment normally occurs after being duly warned in a warning letter. A demotion or reassignment will not be effective until the Department Head has coordinated with Human Resources to ensure that all administrative procedures and requirements are met. An employee who is demoted or reassigned to a lower classification may be placed at any step of the range in which the position has been classified. An employee who is demoted or reassigned to a lower classification shall serve a six (6) month probationary employment period. If unable to perform the duties of the position, the employee generally shall be discharged. Pre-disciplinary procedures should be followed before an employee is demoted or reassigned for disciplinary reasons.
-
- **Discharge.** For infractions management deems to be sufficiently serious, or a continued failure to respond appropriately to prior corrective action, discharge is appropriate. Discharge will not be effective until the Department Head has coordinated with either the County Administrative Officer or County Legal Counsel to ensure that all administrative procedures and requirements are met.

Procedural Guidelines for Suspension, Demotion or Discharge

When a supervisor considers the suspension, demotion or discharge of an employee, the following steps generally should be taken:

- ◆ **Notice of Proposed Discipline.** The supervisor will present the employee with a written notice of proposed discipline, which shall notify the employee of the factual allegations or charges made, the evidence supporting the allegations or charges, citations to any rules violated and the level of discipline being considered. The written notice will also establish a time and place for a pre-disciplinary meeting, at which the employee will have a opportunity to respond to the charges either in writing or in person.
- ◆ **Pre-Disciplinary Meeting.** The purpose of a pre-disciplinary meeting is to give the employee an opportunity to respond to the allegations and information contained in the notice of proposed discipline, before a final disciplinary decision is made. The meeting is an informal conversation. The employee may present his/her own written or oral statement, written statements from others with relevant information, and

other documents or physical evidence. The supervisors should listen to information presented by the employee and ask questions to clarify the employee's information. An employee is entitled to have a witness present during this meeting; however, this does not include an attorney or other similar representative. In disciplinary matters, sufficient objectivity must be retained by higher levels of management to insure a fair review of an employee response. This requirement for objectivity does not mean, however, that higher levels of management should not be fully aware of the disciplinary proceedings. Supervisors and others attending a pre-disciplinary meeting should take thorough notes and retain this documentation.

- ◆ **Imposition of discipline.** The supervisor should review all information and evidence available, including the information presented by the employee during the pre-disciplinary meeting, the work record of the employee, any aggravating or mitigating circumstances, and any other relevant information to determine if discipline is warranted, and if so, what level of discipline is appropriate. The supervisor must confer with County Counsel when making a final disciplinary decision.

- ◆ **Documentation of a disciplinary decision.** The supervisor will present the discipline decision in writing. The decision must include the following information: A confirmation that the information presented during the pre-disciplinary meeting has been considered; a statement of the decision either to uphold or modify the proposed discipline; and a reference to the employee's right to grieve the decision through the employee grievance or problem solving process (if available to the employee). This disciplinary decision should be hand delivered to the employee, or mailed, certified and return receipt requested.

500. EMPLOYEE COMMUNICATIONS

510. BULLETIN BOARDS

PURPOSE

To provide an effective and open channel of communication between employees and County leadership.

SCOPE

The policy applies to all Jefferson County departments, except those otherwise covered by collective bargaining agreements.

POLICY

Important job-related information may be displayed on department bulletin boards. Information should normally be of the following types:

- Legally required posters and notices.
- County standards and rules of conduct.
- Safety rules and related information.
- Management memos and announcements.
- Job vacancy postings.
- Employment or benefits-related materials.

Employees will be responsible for regularly checking and reading department bulletin boards for rules, regulations, information and instructions posted on an on-going basis.

PROCEDURE

Information posted on bulletin boards must be approved, in advance by the Department Head or his/her designee.

Each department will be responsible for maintaining the orderly appearance of their bulletin boards which includes the posting of new information and the removing of outdated material.

511. COMPUTER NETWORK, ELECTRONIC MAIL & INTERNET USE

PURPOSE

To provide automated access to other employees as official channels of communication.

SCOPE

This policy applies to all Jefferson County employees.

POLICY

Jefferson County is responsible for securing its network and computer systems in a reasonable and economical manner against unauthorized access or abuse. The workstations, hardware, software, and licensing rights (collectively referred to as the "network") are the property of Jefferson County. No use of the network may occur in violation of any County policy. In addition, **no employee can have any expectation of privacy in his or her use of the network**. Violations or attempts to violate the provisions of this policy will result in disciplinary action ranging from the temporary revocation of user access to the termination of employment. Users of the network are responsible for respecting and adhering to local, state, federal, and international laws related to the access and use of computer systems and software. Jefferson County will cooperate fully with appropriate authorities to provide information related to actual or suspected activity not consistent with the law.

No employee is permitted to password protect items entered, created or stored on the network, without the prior written consent and disclosure of such password to the employee's Department Head. Incidental or limited non-business use of the network is acceptable; however, such use may not interfere or distract from an employee's work duties, as determined by the County. Jefferson County's policy prohibiting all forms of harassment applies fully to use of the network. Under no circumstances should our network be used for sending, accessing, receiving, or storing any material of an offensive, discriminatory, or harassing nature or that is of a threatening, obscene, or defamatory nature, for chain letters, or for any other purpose that is illegal, against County policy, or contrary to our interests. The network is for business use and may not be used to solicit for social, religious,

political or other causes, outside organizations, or other personal matters unrelated to the business of Jefferson County.

Health Insurance Portability and Accountability Act of 1996 (HIPAA): Departments which qualify as “covered entities” must, under this Federal Law ensure the confidentiality, integrity, and availability of all electronic protected health information (e-PHI) the department creates, receives, maintains, or transmits, and protect against any reasonably anticipated threats, hazards, uses, or disclosures of e-PHI. (42 CFR § 164.103-164.318). (See *Jefferson County HIPAA Policy Manual*).

Electronic Mail: You should be aware that whenever you send an e-mail, your name, user ID, and location are included in each message. E-mail is a public record which must be retained in accordance with State Archives Administrative Rules, and is subject to disclosure upon request. **Note:** All public records request must be forwarded to the Department Head and County Legal Counsel. Therefore, users should exercise good judgment and common sense when creating and distributing messages. Sending e-mail may result in a permanent record of your communication. Accordingly, the transmission of confidential, sensitive, or proprietary information without advance permission is prohibited. Further, you should be aware that there is no promise of privacy for e-mail messages, and that Jefferson County reserves the right to access all aspects of the network at any time for any reason without notice. All network information, including e-mail, may be accessed to protect our legitimate business interests. As a result, employees should be aware that they cannot expect use of the County's network to be private in any respect, unless regulated under the Federal HIPAA Privacy and Security Standards.

Forgery (or attempted forgery) of e-mail is prohibited. Attempts to modify or delete e-mails of other users without permission of the original sender is prohibited. Attempts to read or copy e-mail of other users, other than by an authorized member of management, is prohibited and will be grounds for disciplinary action. We realize that there is no conceivable action that can be taken to block receiving some external messages; distribution by an employee of personal, non-business information or materials to other employees or to the public is prohibited and may be grounds for disciplinary action.

Internet Use: As a user of our computer network, you may be authorized to access the Internet. You should be aware that every site you visit is capable of determining who you are and who you represent. Accordingly, your access should include the use of good judgment, common sense, and careful discretion. Access is primarily for business use only. Accessing adult sites for personal or other inappropriate use is prohibited. Use of Jefferson County's network in attempts to gain unauthorized access to remote systems is also prohibited.

Because of the prevalence of viruses, downloading of any programs, data, or other material, except as expressly approved in advance by the Network Administrator, is prohibited. Employees should also not subscribe to listserv programs or upload or download information, data, or software which is copyrighted by a third-party. Such action is prohibited without express written permission.

512. SUGGESTIONS FOR IMPROVEMENT & INNOVATIVE IDEAS

PURPOSE

To encourage employees to suggest ways to improve the quality and efficiency of Jefferson County Government.

SCOPE

This policy applies to all Jefferson County employees.

POLICY

The County encourages employees to suggest methods to improve the quality or efficiency of County services. Employees may submit their suggestions to their supervisors or directly to the Board of County Commissioners in writing. The suggestions should be detailed so that the system or procedure can be properly and adequately evaluated. This is not a forum for personnel or employment-related issues. Such issues will not be addressed and will be referred to Human Resources and Department Head.

513. GRIEVANCE / PROBLEM SOLVING PROCEDURE

PURPOSE

To provide non-union employees with a process for resolving issues or concerns in a prompt and consistent manner.

SCOPE

This policy applies to all Jefferson County employees, except Senior Management Staff, Department Heads, and those otherwise covered by a collective bargaining agreement.

POLICY/PROCEDURE

It is Jefferson County's policy to provide non-union employees covered by this policy (who do not otherwise have access to a grievance procedure) with an orderly method of submitting and resolving complaints about their employment with Jefferson County. This process is designed to ensure that County policies and procedures are administered fairly and uniformly, and the County's legal obligations to its employees are met. It does not eliminate an employee's "at-will" status. Rather, the purpose of this procedure is to secure, at the level closest to the employee, mutually acceptable solutions to employee concerns. For the purpose of this procedure, a grievance means a dispute, disagreement, or conflict about a work situation or, a dispute about the meaning or interpretation of a particular policy or procedure or, about an alleged violation of policy or procedure. As used in this procedure, days means calendar days, excluding weekends and holidays. Deadlines may be extended at the County's discretion.

Step One: A non-union employee must discuss concerns with his/her supervisor and request resolution under step one of the grievance process except with issues of Sexual Harassment. Issues of concern may include, but are not limited to, the following:

- The interpretation or application of a County policy or rule,
- Involvement in a circumstance in which the employee feels unfair or improper treatment by the County or by the employee's supervisor or co-worker.

Within five (5) business days of the event prompting the grievance, the employee should attempt to informally resolve the issue with his/her supervisor. If an informal meeting does not resolve the issue, the employee, within the same five (5) business day time period, should submit a written grievance to his/her supervisor. The written grievance must include a statement of the issue and relevant facts; the rule, policy or procedure questioned or violated; and the remedy sought. The supervisor should then respond to the employee in writing within three (3) business days.

Step Two: If the issue remains unresolved, the employee may submit the grievance to his/her Department Head within three (3) days of the receipt of the supervisor's response. (*Note: if the employee's immediate supervisor is the Department Head, the employee may move the grievance directly to Step Three.*) The Department Head or designee should meet with the employee and his/her immediate supervisor within three (3) days of the receipt of the grievance. The Department Head should respond to the grievance in writing within three (3) days of the meeting.

Step Three: If the employee does not feel that the Department Head's response is satisfactory, the employee may present the grievance, in writing, along with a copy of the supervisor's and Department Head's reply to Human Resources within three (3) business days of receiving the response. Human Resources will respond in writing to the employee within three (3) business days of receipt of the employee's grievance.

Step Four. If the employee does not feel that Human Resource's response is satisfactory, the employee may file an appeal to the County Administrative Officer. The County Administrative Officer reserves the exclusive right to determine what the facts are, whether discipline is warranted, and the proper disposition of the complaint.

Step Five. An appeal of the County Administrative Officer's decision may be filed with the Board of County Commissioners, but the BOCC may decline to accept the appeal, in which case, the decision of the County Administrative Officer is binding. If the BOCC accepts the appeal, any decision of the BOCC is final and binding.

Note: In the case of an involuntary termination of employment, the appeal of the termination should be filed directly with Human Resources and the complaint process shall begin at Step 3.

The employee may be represented during this hearing by an individual of his/her choice during the above listed forums. Regardless of the outcome, the decision reached during this step of the Grievance/Problem Solving process will be considered final and binding.

Note: Occasionally, an employee's complaint involves his/her supervisor. Employees may discuss complaints with the next higher level of management within their department to avoid an awkward situation. As an alternative, the employee may also discuss the concern at any time with Human Resources. An employee may also ask Human Resources, another County employee or another member of the County's supervisory staff to be present at any step of the grievance and problem solving procedure process.

Employees who have complaints of alleged harassment or discrimination should follow the procedures in the County harassment policy.

600. TRAINING AND DEVELOPMENT

610. EMPLOYEE PERFORMANCE EVALUATION

PURPOSE

To provide a process by which the job performance of each employee is appraised for purposes of professional development, merit compensation action or performance counseling or correction.

SCOPE

This policy applies to performance evaluation of regular and probationary period employees.

POLICY

- ◆ The employee performance evaluation process will be managed to accomplish the following objectives:
- ◆ To enhance individual employee performance and ensure effective and efficient business operations.
- ◆ To summarize both formal and informal performance discussions held with employees throughout the review period.
- ◆ To document performance areas in which employees are meeting or exceeding expectations and to identify opportunities for improvement. To establish performance goals and set action plans to correct performance shortcomings.

PROCEDURE

Each supervisor is responsible for setting and communicating clear performance standards for his/her employees throughout the review period. Part of this process includes the observing, documenting, and discussing of his/her employees both the positive and negative performance aspects. On a regular basis each supervisor is also responsible for conducting formal performance evaluations on each subordinate employee summarizing past discussions and setting performance goals.

◆ Timing

Regular-status employees will receive an annual performance evaluation on their employment anniversary date; more frequent evaluations may be conducted at any time at the discretion of the Department Head.

Newly-hired employees shall be evaluated at anytime throughout their probationary period, and then annually thereafter on their employment anniversary date.

Human Resources maintains a system to assist supervisors in the timely completion of performance evaluations.

- ◆ Performance Evaluation Form. The official County Performance Evaluation form is to be used by all departments. Additional pages for comments authored by either the employee or the evaluator are welcomed as attachments to the official evaluation form.
- ◆ Performance Evaluation Discussion. Supervisors should meet with the evaluated employee regarding his/her performance evaluation. The discussion should be held at a prearranged time in a location free from interruptions. The content of an employee performance evaluation is not a grievance item.
- ◆ Management Approval. In addition to the supervisor's signature, the Department Head must review and approve the evaluation prior to the employee's performance meeting.
- ◆ Employee Signature. Employees are asked to provide comment on the evaluation and acknowledge it by signing the form. He/she should be provided with a copy of the signed evaluation form and all attachments. The original should be forwarded to Human Resources for inclusion in the employee's file. If the employee declines to sign the form, he/she should be encouraged to discuss any issues and provide comment on the reviews content. A supervisor may indicate an employee's decision to not sign the review by writing "employee declined to sign" on the signature line along with his/her initials and the date. The supervisor should advise his/her Department Head of any such situation.

611. PROMOTIONS

PURPOSE

To support the basic organization-building process for promoting qualified employees to positions of greater responsibility and recognition and, implement a Veterans' Preference (ORS 408) in promotions.

SCOPE

This policy applies to all Jefferson County employees except those otherwise covered by collective bargaining agreements.

POLICY

- ◆ When a position vacancy occurs, opportunities to promote from within the department may be explored, consistent with the goal of filling positions with the most capable individual available.
- ◆ Employee experience, knowledge, skills, abilities, performance appraisals and career counseling records will provide the primary input to the internal selection process.
- ◆ External recruiting sources are often used simultaneously with an internal search.
- ◆ Receipt of a promotion does not constitute a commitment for continued employment in a new position with the County for any specific time, nor is there a guarantee that an employee will be able to return to his/her former position if he/she is unsuccessful in the new position.
- ◆ Promoted employees shall be placed at the first step of the new salary range that is closest to a 5% salary increase in the current salary for upward advancement.
- ◆ **Veterans' Preference** (ORS 408). Employees seeking promotion shall submit a Veterans' Preference Form at the same time the employee indicates they desire to be considered for the available position. If the employee meets the minimum qualifications for the available position and the employee is not offered the position, the person(s) making the decision **shall** document that the employee was not "equal to or better than" the person who was promoted.

(Updated May 5, 2010)

612. JOB POSTING

PURPOSE

To provide a system by which employees may investigate, apply and become candidates for job openings on an equal basis with outside applicants.

SCOPE

This policy applies to all Jefferson County departments and positions except those otherwise covered by collective bargaining agreements.

POLICY

The County supports the practice of promoting from within when practicable. However, it is the employee who has the primary responsibility for their own career growth and development. As a general guideline, Jefferson County posts all position vacancies whenever recruitment outside of the department is considered.

PROCEDURE

- ◆ When a vacancy occurs, the appropriate supervisor should submit the approved form to Human Resources. The completed form includes all job-related requirements necessary for proper applicant screening.
- ◆ Human Resources will then prepare a job announcement listing for the position(s) and will distribute the document to all County departments. Current employees may apply for any posted position by submitting a Jefferson County Employment Application to the Human Resources. Resumes will be accepted as attachments to applications. In cases of a limited, internal-only recruitment, applications will be accepted from current County employees only.
- ◆ When a current County employee is selected to fill a posted vacancy, if two departments are involved, they shall confer and agree on a suitable transfer date. Such transfers are expected to occur within one to three weeks from date of job acceptance.
- ◆ Applications will be kept on file for 30 days for consideration in the recruitment of similar positions.

700. SAFETY AND SECURITY POLICIES

710. SAFETY POLICY

PURPOSE

To promote and encourage safety and security awareness throughout Jefferson County; To provide for a frequent and on-going review of safe work practices; To set clear standards for employees and supervisory staff members on safety program expectations and operations; To provide victims of domestic violence, sexual assault or stalking a process to request safety accommodations.

SCOPE

This policy applies to all employees and departments of Jefferson County.

POLICY

- ◆ **Safety as a Priority:** Jefferson County believes that safe working conditions for all employees can be attained through the use of safety equipment, proper instruction or training, frequent review of safe work practices, and adequate supervision.
- ◆ **Employee Safety Committee:** Jefferson County is required by law to have an active Employee Safety Committee. The Employee Safety Committee membership is to consist of at least one representative from each County building. The purpose of the Committee includes, but is not limited to, the review of safety issues, the performance of department safety inspections, and to review and implement recommendations regarding safe working conditions within Jefferson County. Public Works, Buildings and Grounds and the Sheriff's Department have their own separate safety committees.
- ◆ **Safety, Who's Job Is It?** The responsibility for employee safety within Jefferson County rests with all County employees, including supervisors, safety committee representatives, department heads and elected officials. This responsibility includes, but is not limited to:

Development and maintenance of safe working conditions and practices: All County employees are directed to participate in the County's safety program by monitoring work practices and conditions for improvement. In addition, employees may be required to attend safety training programs and demonstrate continually safe work practices. All arduous or unsafe work conditions and/or practices must be reported to a supervisor or risk management representative immediately. Failure to follow safe work practices or demonstrate a commitment to safety may result in corrective or disciplinary action.

All supervisory staff, including department heads, are responsible for the following: (1) ensure that every employee is instructed in safe work practices prior to the assignment of job duties; (2) maintain a site-specific hazard communication program and associated training for all employees; and (3) eliminate or report all unsafe working conditions and on-the-job injuries immediately, no matter how minor the incident.

Expectation of employees to work safely: All employees of Jefferson County are required to comply with all safety policies and practices. Accidents that result due to employee negligence or failure to follow established safety standards or rules shall be subject to disciplinary action, up to and including termination of employment.

- ◆ **Safety Accommodations for victims of domestic violence, sexual assault or stalking.** A victim of domestic violence, sexual assault or stalking is encouraged to request safety accommodations that do not impose an undue hardship as determined by ORS 659A.121. Reasonable safety accommodations may include, but are not limited to a transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedure or any other adjustment to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, sexual assault or stalking.
- ◆ **Religious Clothing.** The County will not impose an occupational requirement that restricts the ability of employees to wear religious clothing unless safety and health requirements (including safety and health requirements of other persons) may be adversely impacted. The clothing may only have a "temporary or tangential impact on the employee's ability to perform the essential functions of the employee's job." (ORS 342.650)

(Updated May 5, 2010)

711. ACCIDENT & INJURY REPORTING

PURPOSE

To protect the safety and health of all Jefferson County employees and to comply with applicable federal and state laws.

SCOPE

This policy applies to all employees and departments of Jefferson County.

POLICY

Job-related accidents, injuries and illnesses, regardless of their severity, must be reported immediately to a supervisor, department head or Human Resources. This will allow Jefferson County to provide a prompt and trained evaluation, necessary medical attention, and ensure cost control of Workers' Compensation and liability expenses.

PROCEDURE

◆ **Accident Prevention as a First Priority**

Safety is everyone's responsibility. Employees should report any unsafe conditions or circumstances to their supervisor, department head, safety committee representative or risk management representative with the goal of preventing accidents. These reports can be made in person, via the County's Accounting Manager.

◆ **Timely Reporting and Investigation of all Accidents**

Job-related injuries or illnesses must be reported to Human Resources within 24 hours of their occurrence. Accidents resulting in hospitalization or death, must be reported immediately to (541) 325-0435 or 325-5002.

Any employee who is injured or becomes ill due to work-related circumstances should report the incident to their supervisor or department head within 24 hours of the incident. Job-related injuries or illnesses must be reported to the Supervisor immediately and an incident report should be completed at that time. Should the injuries or illness require medical attention, a Form 801 must be completed. This form consists of two parts, a Worker's Report completed and signed by the employee and a Employer's Report to be completed by Human Resources. These forms need to be handed to Human Resources as soon as possible to avoid delays in filing a claim which could result in denial of benefits. The employee must continue contact with the Supervisor or Human Resources during any loss of time from work and a Release to Return to Work form must be completed by a Physician showing any restrictions the employee may have. The employee will not be allowed to return to work without the Release to Return to Work form,

If medical care other than basic first aid is provided (i.e. hospitalization, emergency room, physician's clinic or urgent care center), then both a *Jefferson County Injury Report Form* and a *State of Oregon Workers' Compensation Claim Form 801* are required (Form 801 is available from Human Resources). These forms should be forwarded to Human Resources within 48 hours of the incident.

Any hospitalization or death must be reported to Human Resources, or his/her designee, immediately in order to comply with both federal and state Occupational Safety & Health Act (OSHA) standards. In the event the hospitalization or death occurs after normal office hours or during a weekend or holiday period, the following individuals should be notified in the order listed below:

First Contact: Human Resources
Home: (541) 553-1591
Cellular: (541) 777-9149

Second Contact: Within 48 hours:
Finance Department
Home: (541) 546-9132

712. TRANSITIONAL DUTY

PURPOSE

It is the policy of Jefferson County to assist the return to work of any employee on the job injury as soon as possible.

POLICY

The decision to offer transitional duty work to an employee, or to continue an employee on transitional duty, is within the sole discretion of Jefferson County. Placement of an employee in a specified transitional duty assignment will occur when: 1) In Jefferson County's judgment, it will lead directly to a return to unrestricted activity or to activity assisted with reasonable accommodation, and 2) placement does not conflict with the provisions of an applicable labor agreement.

When injured employees are released to a modified or restricted work capacity by their treating physician, their restrictions must be reviewed by the Human Resource Department and the employee's supervisor. These restrictions must be in writing from the treating physician and must be presented to the Human Resource Department and the employee's immediate supervisor to assure that Jefferson County has sufficient information to determine whether or if such modified/restricted duty is available and suitable. This activity will be completed before the employee returns to the work area.

If such transitional work is available:

The modified/restricted duty may be in the employee's regular assigned work area or in an area where the employee does not normally work, but transitional duty tasks are available. Tasks will be determined on Jefferson County's needs and the employee's current limitations.

Transitional duty will be made available based on the medical evidence of disability/impairment stated in the release to return to work. Transitional duty can range from one day in length to the length of time medically required, but in no case shall the transitional duty exceed 90 calendar days. Transitional duty extensions beyond 90 days will be considered by the Human Resource Department and the employee's immediate supervisor after receiving written documentation from the employee's treating physician which states that the employee is continuing to show marked improvement and a full release is anticipated in the near future. Extensions will also be considered if documentation states that a work site modification will allow the employee to return to his/her regular employment.

The immediate supervisor will be given a copy of the current restrictions and will be responsible for confirming that the work provided is within the employee's limitations. The employee will carry a copy of his/her restrictions on their person at all times and also will assume responsibility for complying with the transitional duty restrictions or accommodations provided to ensure that the work is performed within the prescribed limitations.

In Summary, the minimum requirements for transitional duty are as follows:

1. Written work restrictions from the treating physician must be presented to the Human Resource Department and the employee's immediate supervisor for review.
2. Suitable work will be made available in the employee's regular work area or another area that has been determined to have suitable work within the employee's current limitations.
3. Transitional duty is limited to 90 calendar days unless a longer period of time is recommended and approved by the treating physician and the Human Resource Department and the employee's immediate supervisor have given approval.

713. BLOODBORNE PATHOGEN EXPOSURE CONTROL

PURPOSE

Eliminate or minimize employee occupational exposure to blood or certain other body fluids and to comply with OSHA Bloodborne Pathogens standards (29 CFR 1910.1030)

SCOPE

This policy applies to individuals having positions in the following job classifications: Public Health Nurse, Public Health Aides, Corrections Officers, Dispatch Officers, Sheriff's Deputies, Maintenance/Janitorial Workers.

PROCEDURE

See Addendum 713-A for procedures for Exposure Determination and Compliance Methods.

714. BUILDING SECURITY & EMPLOYEE SAFETY

PURPOSE

To provide a continually accountable manner for the issuance of keys, security codes, identification or key cards, employee parking permits, and other means of building access or use.

SCOPE

This policy applies to all departments of Jefferson County and building occupants of all County-owned or operated facilities.

POLICY & PROCEDURE

All building keys, security codes, identification cards (ID Cards), key cards, and parking permits will be issued solely by Buildings and Grounds except the jail.

- ◆ **New Requests or Changes:** Requests for such items shall be made in writing to Human Resources by a department head or other authorized management representative. In order to maintain a system of checks and balances, all such requests are subject to initial approval by the Department Head.
- ◆ **Documentation:** Once a request is received and accepted, the receiving employee shall be expected to come to Human Resources in person (located in the Jefferson County Courthouse) to obtain the requested items. Normally, a request should be made at least 48 hours in advance of need. All property control information is maintained by the Department.
- ◆ **Identification (ID) Cards:** All Jefferson County employees shall be issued a photo identification badge. This badge is to be worn in a visible location during normal business hours. The intent of such identification is to clearly indicate those individuals who are authorized to be in the work areas of Jefferson County's facilities. Identification cards shall be issued by the Department.
- ◆ **Safety First Reminder:** Remember to always be safe. As winter approaches slippery streets and sidewalks demand that you be careful when walking to and from your parking space. Also, consider walking with a co-worker during early morning or late evening hours. Safety is a priority -- if you spot an unsafe condition, contact Human Resources at (541) 325-5002.
- ◆ **Return of Items/Property:** All keys, security codes, computer and phone/voicemail passwords, identification or key cards, and parking permits must be surrendered upon resignation, lay-off, termination of employment, or other extended work absence. Failure to return such items will result in a replacement charge taken from the employee's final paycheck, or a replacement charge made to the employee's department budget.

715. ANIMALS IN THE WORKPLACE

- ◆ Except where the keeping of animals is an authorized departmental activity, (Extension, Fairgrounds, and Animal Control) animals shall not readily be kept on county owned premises.

800. TRAVEL & VEHICLE USE POLICIES

810. TRAVEL POLICY

PURPOSE

Provide a method to reimburse expenses incurred by Jefferson County employees while traveling on official County business; Provide guidelines on the allowable use of County credit cards while traveling on official County business; Monitor expenditures for travel against budgeted amounts; and ensure that training opportunities are utilized.

SCOPE

All employees of Jefferson County who engage in any approved travel and training, including local seminars, conferences and educational programs. Departments may apply additional requirements so long as they are equal to or more restrictive than these standards. Departments wishing to impose more restrictive standards shall seek the advice of the County Administrative Officer and more restrictive standards are subject to approval of the Board of Commissioners. County elected and appointed officials, employees, volunteers, members of boards, commissions and citizen advisory committees are covered by this policy and are collectively referred to herein as "employee".

RESPONSIBILITY

Establishment and administration of this policy is the responsibility of the Board of County Commissioners (BOCC). Each department head/elected official is responsible for ensuring that employees, prior to departure on their first trip, review this policy to understand its intent and requirements. Employees are expected to be fiscally responsible with County funds.

POLICY

1. **Travel Authorization:** All out-of-state travel requires prior approval of the Board of County Commissioners.
2. **Monthly Report:** Each Department will submit a monthly report of all attendance at conferences, trainings, and meetings (outside of Jefferson, Deschutes and Crook counties) to the County Administrative Officer by the 10th of each month, who will provide that information to the Board of County Commissioners.
3. **Coordination of Travel.** Coordination of travel must occur when two, three or four employees travel on the same dates with the same itinerary to conduct the same business. If more than four employees travel on the same dates with the same itinerary to conduct the same official business, then coordination of travel is required for each group of four employees and for any fraction in excess of a multiple of four employees. When coordination of travel is required and a County vehicle is not used, only one employee may be reimbursed for mileage. Mileage incurred by an employee to pick up other employees to coordinate travel may be reimbursed.
4. **Modes of Travel.** Transportation shall be the most economical in terms of direct cost to the County and the employee's time away from their duty station.
 - a. **Air.** All commercial air travel shall be by the least expensive service available. Trips shall be scheduled to avoid unnecessary backtracking or overlapping, and, when possible, scheduled in advance to take advantage of discounts. Only coach or similar fare will be allowed. First-class will not be allowed. When airfare savings can be achieved by leaving a day earlier or staying a day longer, the County will pay the extra day of meals and lodging, if the extra day of meals and lodging provides an overall savings to the County.
 - i. An employee may be reimbursed for the mileage incurred by another person transporting the employee to the airport. The reimbursement may not exceed the reimbursement that would have been paid if the employee had parked at the airport.
 - b. **County Vehicle.** County vehicles are recommended. Use of County vehicles must comply with the County's Vehicle Use Policy (811).
 - c. **Personal Vehicle:** Personal vehicles may be used with the prior approval of the Department Head/Elected Official, subject to the following:

Insurance: In accordance with the Jefferson County Vehicle Use Policy, operators of personal vehicles on County business must have full liability insurance, including personal injury and property damage, in at least the minimum limits required under state law.

Other Requirements: The driver must possess a current, valid driver's license. Jefferson County reserves the right to require proof of insurance and driver's license. Jefferson County does not provide any coverage for any loss or damage to a personal vehicle.

- i. **Mileage Reimbursement:** With the exception of tolls and parking expenses, reimbursement of mileage is inclusive of all expenses associated with the operation of a personally owned or leased vehicle. Mileage expenses for the use of a personal vehicle will be paid as follows:
 1. If an employee receives prior approval to use a personal vehicle and an appropriate County vehicle is unavailable the rate shall be the rate established on www.gsa.gov "If no Government Owned Vehicle available".
 2. If an employee receives prior approval to use a personal vehicle and an appropriate County vehicle is available the rate shall be the rate established on www.gsa.gov "If Government Owned Vehicle available".
 3. In determining if an appropriate vehicle is available the County shall consider winter driving conditions and number of employees traveling. Employees shall provide documentation that an appropriate vehicle was not available.
 4. In instances where personal automobile usage exceeds the cost of airfare, reimbursement will be limited to the cost of traveling to the same destination by coach class airfare.
 5. Mileage shall be paid based on the Oregon Department of Transportation (ODOT) mileage chart (www.oregon.gov) for all locations within the State of Oregon.
 - d. **Rental Vehicle:** The cost of rental vehicles is reimbursable, but only under exceptional circumstances related to business necessity, not personal convenience. Use of a rental vehicle at County expense must receive approval in advance from the County Administrative Officer or Board of County Commissioners.
 - e. **Personal Airplanes:** Personal airplanes may be used with the prior approval of the Department Head/Elected Official. With the exception of airport fees and parking expenses, reimbursement of mileage is inclusive of all expenses associated with the operation of a personally owned, rented or leased airplane. Mileage expenses for the use of a personal airplane will be the rate established on www.gsa.gov "private airplane", or the actual expense of fuel and airplane rent, whichever is lower.
- 5. Meals:** An employee traveling on County business may receive reimbursements (or use a County credit card) for meals based on an actual cost basis to include the cost of the meal, beverages (excluding alcohol) and gratuities up to 15% (rounded to the nearest higher dollar) of meal costs. Receipts will be required. Reimbursement (or charges for meals on a County credit card) shall not exceed:
- a. The rates established on www.gsa.gov using the M&IE (Meals & Incidental Expense) Breakdown, excluding incidentals for the employee's destination.
 - i. When a conference offers meals in conjunction with the conference program, but does not include those meals in the registration fee, the maximum levels should not apply.
 - ii. Excess meal expense shall be considered because of location or other unusual circumstances. The County Administrative Officer or Board of County Commissioners must grant prior approval.
 - iii. Meals are not required to be reduced or eliminated due to meals served on airlines. Similarly, meals are not required to be reduced for continental breakfasts which may be included in the lodging rate or registration fee of a meeting, conference, convention or formal training session.
 - iv. Employees may choose to spend more for one meal and less for another providing that the total amount does not exceed the combined total of the M&IE (Meals & Incidental Expense), excluding incidentals for the employees' destination.
 - v. **"7 & 7 Rule"**. Breakfast may not be claimed unless departure from the employee's duty station is made prior to 7:00 AM, and dinner may not be claimed unless return to the employee's duty station is after 7:00 PM. The employee may not stop for a meal just to meet the "7 & 7 rule".
- 6. Lodging:** Department heads/elected officials are urged to exercise prudent management to ensure that the best lodging values are obtained. Employees shall always secure the most cost effective government rate available. It is the intent of this policy that any lodging expense paid in advance shall be made payable to the vendor, not the employee. Itemized receipts shall be required for all lodging.

- A. Department heads/elected officials are encouraged to only authorize overnight lodging for employees who would otherwise need to leave their work station prior to 5:00 AM or would not arrive back to their workstation until after 10:00 PM.
 - B. In the event that the employee chooses to be accompanied by his/her spouse or family member, the lodging invoice must bear a notation, signed by an authorized representative of the hotel/motel, as to the single room rate, including appropriate adjustment on any tax. The employee is responsible for the difference between the single and double room rate.
- 7. Incidental Expenses:** Amounts paid for expenses such as taxis, parking, business telephone calls, fees, etc. are reimbursable. Receipts must be submitted to be reimbursed. One personal long distance phone call up to three (3) minutes in length is permitted each day unless the employee receives a Cell Phone Allowance (Policy 417).
- 8. Special Check Requests:** A request for a special travel-related check carries a \$20.00 fee. This fee is charged by the Finance Department to defray the associated costs of preparing the check outside of the normal cycle.
- 9. Ineligible Expenses.** The County shall pay none of the following expenses:
- a. Travel paid for by any other individual or organization
 - b. Liquor or alcohol
 - c. Valet Services (unless mandatory at lodging or business location)
 - d. Any expenses for spouse or guest
 - e. Tour bus fees or sightseeing tours unless specifically work related and a benefit to Jefferson County.
 - f. Mileage if traveling as a passenger in a privately owned car
 - g. Trip Insurance
 - h. Any personal expenditures for entertainment or other purposes
 - i. Fines for parking violations or traffic violations
 - j. Mini-bar and amenities charges
 - k. Porter services
 - l. In-room movies
- 10. Combining Personal Travel / County Business:** When an employee wishes to combine official county travel with holiday, weekend, vacation or other personal travel, the employee shall only incur costs or be reimbursed for costs necessary for the county's business portion of the trip. A county vehicle may never be used when combining personal travel and county business. State law prohibits public employees from using government rates, discounts, or contract services for personal expenses; personal expenses must be obtained at the rates generally available to non-public employees.
- 11. Violation of Travel Policy:** Any violation of this policy or any misrepresentations by an employee may result in disciplinary action up to and including termination of employment with Jefferson County.
(Updated December 3, 2008)

811. VEHICLE USE POLICY

PURPOSE

To provide guidelines for vehicle use while on County business.

SCOPE

This policy applies to all employees and departments of Jefferson County. Departments may apply additional requirements so long as they are equal to or more restrictive than these standards. County elected and appointed officials, employees, volunteers, members of boards, commissions and citizen advisory committees are covered by this policy and are collectively referred to herein as "employee".

POLICY

- 1. Valid Driver's License Required:** All authorized persons operating a County vehicle or operating personal vehicles while on County business must possess a current, valid driver's license. The County reserves the right to require proof of such license in a manner determined suitable by the County.

Suspended License: No employee may operate a County vehicle or operate a personal vehicle while on County business with a suspended driver's license. Any employee who normally operates a County vehicle or who operates a personal vehicle on County business shall notify their supervisor immediately if their driver's license has been suspended.

Provisional License: An employee obtaining a provisional license to operate vehicles while that employee's normal driver's license has been suspended must provide proof of such provisional license to Human Resources. Human Resources shall determine whether the employee may operate a County vehicle or operate his/her personal vehicle on County business under the provisional license and notify the Department Head.

- 2. Insurance:** Operators of personal vehicles on County business must have full liability insurance (personal injury and property damage) in at least the minimum limits required under state law. The County reserves the right to require proof of such insurance in a manner determined suitable by the County.
- 3. Use of County Vehicles:** Only County employees may operate a County vehicle as authorized by the employee's department head. Persons who are not employed by the County shall not be allowed to ride in a County vehicle unless it is specifically for the benefit of Jefferson County. County vehicles shall be operated only in the conduct of County business except in the event of an emergency. An employee utilizing a County vehicle on non-County business shall notify their supervisor of such incident as soon as is reasonably practical. This sub-section shall not apply to Sheriff's Department's citizen "Ride-a-Longs".
- 4. Commuting with County Vehicles:** For the exclusive benefit of the County, certain Jefferson County employees are authorized to operate a County vehicle for commuting between their place of residence and their job site. A listing of positions authorized for such use is attached to this policy as Addendum 811-A. In no event shall such vehicle be utilized for personal use at any time, except as outlined in the section of this policy entitled Use of County Vehicles. It shall be the responsibility of department heads and elected officials to ensure that this policy be strictly enforced.
- 5. Operating Expenses:** Employees and elected officials using their personal vehicle on County business will be reimbursed at the per mile rate as established by County Travel Policy (810)
- 6. Vehicle Maintenance:** It shall be the responsibility of the department head or elected official to insure that County vehicles assigned to his/her department are serviced and maintained in good mechanical condition.
- 7. Safety:** County employees operating a vehicle or operating a personal vehicle on County business shall operate such vehicles in a safe and competent manner and in strict compliance with all traffic laws and regulations. The driver and all passengers must wear seatbelts and headlights should be used during all hours for improved safety. Hitchhikers may not be picked up under any circumstances.
- 8. Accidents/Vandalism/Theft:** An employee involved in an accident while operating a County vehicle or operating a personal vehicle on County business must notify his/her supervisor and Human Resources immediately. The employee must complete a Jefferson County Incident & Accident Report Form within 48 hours of the incident. This form is available at Human Resources. An employee operating a personal vehicle on County business is required to use his/her own insurance to cover accidents, vandalism and theft.
- 9. Traffic Violations:** An employee who receives a traffic citation while operating a County vehicle or while operating a personal vehicle on County business is responsible for all fines, court costs, etc. An employee who receives any traffic citation or is in any accident involving the alleged use of alcohol or other intoxicants or drugs while operating a County vehicle or while operating a personal vehicle on County business, must notify his/her supervisor and Human Resources within 48 hours of the incident.
- 10. Use of Intoxicants:** No person may operate a County vehicle if that person has consumed alcohol or other intoxicants. If alcohol, drug use, or impairment is demonstrated to be the contributing cause of a vehicle

accident or violation, it shall be grounds for separate disciplinary action up to and including termination of employment.

11. Use of Tobacco: Smoking is prohibited in all county owned vehicles (see policy 416).

12. Violation of Vehicle Policy: Any violation of this policy or any misrepresentations by an employee may result in disciplinary action up to and including termination of employment with Jefferson County.

(Updated December 3, 2008)

812. DE MINIMUS COMPENSATION

PURPOSE

To allow employees to keep De Minimus Compensation as a result of using personal credit cards for County business expenses such as travel, meals, and lodging to attend meetings on behalf of Jefferson County.

SCOPE

This policy applies to all Jefferson County Employees.

POLICY

In the course of paying for travel, lodging, food services, and purchases necessary for the performance of their County employment responsibilities, employees often find it necessary and prudent to use their personal credit card. As a matter of financial control, Jefferson County prefers that employees use their personal credit cards for these purposes and then seek reimbursement from the County through proper documentation of expenses and claims. Issuers of credit cards now offer a variety of automatic incentives resulting from such purchases, such as frequent flyer miles, credit for future purchases and gift certificates. The BOCC have adopted a formal policy that incentives attributable to an employee for the use of their personal credit card on or for official business of Jefferson County, including frequent flyer miles, rebates, discounts on future purchases, cash reimbursements, gift certificates, or other similar forms of incentives, shall be considered De Minimus Compensation for the employee and shall accrue to and remain the property of the employee.

ADDENDUM 021-A

JEFFERSON COUNTY – ADA POLICY

This policy has been developed to outline to all elected officials, department directors and supervisors, the responsibilities of the County under the Americans with Disabilities Act. It will have substantial impact on how employment related matters are handled.

The following are key elements of the Act.

1. The Act was adopted to ensure that individuals with covered disabilities do not experience discrimination in the employment process. In addition, it seeks to ensure that individuals with covered disabilities are not denied receipt of public programs, activities or services due to a qualified disability.
2. Disability is defined under the Act as:
 - a.) a physical or mental impairment that substantially limits a major life activity
 - b.) a record of impairment, or
 - c.) being regarded as having such impairment.
3. Prior to opening recruitment for a position, essential job functions should be determined.
4. Pre-employment inquiries may not address an applicant's disabilities in any way. Pre-employment inquiries must be limited to the applicant's ability to perform essential job related functions without inquiring as to why the person may or may not be able to perform those job functions.
5. An applicant or employee may only be requested to undergo an employment related physical after a job offer has been made. The job offer must first be made and it should be contingent upon the applicant's successful completion of an employment related physical.
6. Medical records and results of employment related physicals must be kept separate from other employee files.
7. If an applicant or employee initiates a discussion regarding reasonable accommodation then the employer should discuss with the applicant/employee what reasonable accommodation can be made. In all instances, the Personnel Department should be consulted to discuss what would constitute appropriate and reasonable accommodation in any particular situation
8. Threatening, coercing, intimidating, or otherwise interfering with someone's rights under the Act is prohibited.

The Americans with Disabilities Act requires business to take specific steps to ensure that individuals with disabilities do not experience discrimination in the employment process. In addition, the ADA provides that no individual with a covered disability shall be denied receipt of public programs, activities, or services.

All state and local government agencies are covered whether or not they receive federal funds. Employers with 25 or more employees will be covered by the Act effective July 26, 1992. The Equal Employment Opportunity Commission has been granted enforcement authority for the employment provisions of the Americans with Disabilities Act. Remedies available to individuals seeking relief under the ADA are the same as set forth in Title VII of the Civil Rights Act.

All elected officials, department directors and supervisors of Jefferson County should become familiar with the provisions of the Act and are expected to adhere to it when making employment decisions.

I. DEFINITION:

Disability under the Act is defined as:

- a.) a physical or mental impairment that substantially limits a major life activity
- b.) a record of impairment
- c.) being regarded as having such an impairment.

Under this definition, a physical or mental impairment is not a disability unless its severity is to the extent that it substantially limits one or more major life activities such as walking, seeing, hearing, speaking, etc. Also included in the definition is anyone who has a record of or has been misclassified as having a mental or physical impairment which substantially limits one or more major life activities. The final inclusions under the term disability are those who are regarded as having a covered impairment. This means that the impairment itself may not substantially affect a major life activity; however, if others view the impairment as substantially affecting a major life activity, then the person with the impairment is covered. The Act also specifically excludes an individual who currently uses illegal drugs from coverage. However, someone who has successfully completed a supervised drug rehabilitation program or has otherwise been rehabilitated and no longer uses illegal drugs may be covered under the Act.

I. OBLIGATIONS UNDER THE ACT:

A. Prohibition of Employment Discrimination.

Discrimination based on a person's disability with respect to any term, condition, or privilege of employment including hiring is prohibited under the Act. Included under this would be the following:

1. Classifying disabled applicants or employees in any way that adversely affect their opportunities or status.
2. Participating in any arrangement with another organization that has the effect of discriminating against disabled applicants or employees. This would include entering into service contracts or collective bargaining agreements when such contracts include arrangements which discriminate against a particular group of applicants or employees.
3. Using standards or methods that have the effect of discriminating or perpetuating discrimination.
4. Denying equal jobs or benefits because of a relationship or association with a disabled person. This would include the situation of not hiring a person who has a sick dependent that would tap benefit resources or refusing to hire someone who is known to do volunteer work with someone who is disabled such as a person who has Aids, epilepsy, etc.
5. Refusing to make reasonable accommodations unless the accommodation would impose undue hardship. Also denying employment opportunities to an otherwise qualified individual with a disability to avoid making a reasonable accommodation would be prohibited.
6. Using standards or tests that tend to screen out disabled individuals unless they are job related and consistent with business necessity.
7. Failing to select and administer tests in the most effective manner to ensure that the results accurately reflect skills, aptitude, etc. An example of this would be a situation where the standard recruitment procedure for a position includes a written test. If, due to a disability, as defined under the Act, someone could not read the instructions and questions, then the test should be read to them.

B. Reasonable Accommodation.

As an employer we have an obligation to make reasonable accommodations. An employer cannot base an employment decision on an individual's need for reasonable accommodation. Reasonable accommodation includes making physical modifications to the facilities and providing equipment to assist in the performance of job duties. Also non-physical accommodations such as job restructuring, modifying work schedules, and reassignment to vacant positions would be included in types of accommodations. If an applicant or employee discloses a disability and requests accommodation, a dialogue should take place with the applicant or employee to determine what would be an appropriate and reasonable accommodation.

In determining what is reasonable, the standard 'undue hardship' is used. Undue hardship refers to an action that is unduly costly, extensive, substantial, disruptive, or that would fundamentally alter the nature of the program. When considering cost of an accommodation, the employer cannot consider a cost that is borne by another agency or organization. In some instances a disabled person may already have equipment which could be used at the work site or may have access to grants from another agency to purchase such equipment. Also, if two options for accommodation are available, it is the employer's right to choose the least expensive option. However, advancement of the person on the job and future needs as the person develops in the position should be taken into consideration. (For further information on providing a reasonable accommodation refer to attachment A.)

C. Health Insurance Benefits

The Act specifically states that an employer may not deny health insurance benefits to a person covered under the Act. An employer may limit certain aspects of health insurance. An example would be allowing only a specified amount per year for mental health insurance.

D. Employment Related Physical and Psychological Examinations.

The Americans with Disabilities Act will substantially change how employment related physical and psychological examinations are handled. Under the Act, any pre-offer physical or psychological examination is prohibited.

A job offer can be made on the condition that the applicant pass a physical/psychological examination if all entering employees in the same job category are subjected to such an examination and/or inquiry regardless of disability. The job offer must first be made and it is essential to clearly state that the offer is contingent on the results of the exam. Under any circumstance, an examination must meet the test of job relatedness and be consistent with business necessity. This would be the criteria also for any post-employment exams. Physical agility tests used in screening for public safety positions are not considered physical exams. Any physical/psychological exam beyond this must meet the above criteria.

Medical inquiries must be made on separate forms from other application materials. Medical information must also be kept confidential and separate from other employee files. Under the ADA it will be critical that results of physical/psychological exams and drug testing be accessible only to individuals on a need-to-know basis. Results of employment related physical and psychological examinations will need to be forwarded to the Personnel Division where they will be maintained separate from the employee's personnel file and secured so that they can be accessed only on a need-to-know basis.

E. Pre-Employment Inquiries/Determination of Essential Job Functions.

An employer may inquire as to an applicant's ability to perform essential job related functions. Further, an employer may ask an applicant to describe or demonstrate how with or without reasonable accommodation the applicant will be able to perform essential job related functions.

Determining essential job functions requires an analysis of the position to determine what functions are essential as a matter of business necessity. Determining essential functions of a position should be completed before recruitment is opened for a position. Those fundamental or essential job functions should then be documented. A job function may be considered essential are as follows:

1. A function may be essential because the reason the position exists is to perform that function.
2. A function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or
3. A function may be highly specialized so that the incumbent in the position is hired to perform the particular function.

For example, if lifting 50 lbs. is an essential function of a position, it would be appropriate to ask an applicant, "Can you lift 50 lbs ten times an hour?" However, it would be inappropriate to inquire, "Do you have any disabilities which would prohibit you from lifting 50 lbs. at a time?" The first manner of inquiry does not solicit information as to why the person may not be able to perform the functions merely whether they are able to perform the essential functions of the position. Note that if the inquiry is being made about lifting, then it must be an essential function of the job. If there is a way to easily modify the job so repetitive lifting is not required then lifting may not be an essential function and inquiries on the subject may be inappropriate.

F. Alcohol and Illegal Drug Usage.

Current use of an illegal substance is not considered a disability under the Act. However, if someone currently uses illegal drugs and has another covered disability, that person would be covered under the Act based on the other covered disability. Under the ADA, an employer still has the right to prohibit the use of alcohol or illegal drugs at the work place and may still prohibit employees from being under the influence of alcohol or illegal drugs at the work place. A drug user or alcoholic may be held to the same qualification standards for employment or job performance and behavior standards as other employees. If someone's substandard work performance is related to alcohol or illegal drug usage, that person may still be disciplined for the work performance and held to the same standards as other employees.

G. Prohibition Against Retaliation and Coercion.

Threatening, coercing, intimidating, or otherwise interfering with someone's rights under the Act is prohibited. The ADA specifically protects from retaliation individuals who oppose any act made unlawful by the ADA. In addition, anyone who makes a charge, testifies, or participates in any investigation covered under ADA is protected from retaliation, intimidation, and harassment.

H. Physical Barriers

New buildings must be built so that they are readily accessible to disabled individuals. Architectural barriers must be removed from existing buildings if such removal is "readily achievable." Readily achievable is a standard which allows organizations to determine if the changes can be made without great difficulty or expense. If a facility is undergoing renovation, then the renovated area must be accessible.

Another aspect of being accessible to disabled individuals is providing TDD phone service for the hearing impaired. The County should be accessible to hearing impaired individuals. The TDD number needs to be published in local phone directories, on letterhead, etc.

In all instances, the Human Resource Office is available to assist departments in working through individual issues surrounding ADA such as determining what reasonable accommodation would be for a particular position, defining the essential functions of a position, or determining appropriate pre-employment inquiries.

PROCESS FOR PROVIDING REASONABLE ACCOMMODATION

The process of identifying whether and to what extent a reasonable accommodation is required should be flexible, and involve both the employer and the individual with the disability. Determinations as to a particular individual's qualifications must necessarily be made on a case-by-case basis.

To determine the appropriate reasonable accommodation, it will be necessary for the employer to initiate and interactive process with the qualified individual once the individual has disclosed a disability or requested accommodation. This interactive process is helpful as the individual seeking the accommodation may not be familiar enough with the employer's equipment or work site to suggest an appropriate accommodation, and the employer may not know enough about the disability or its limitations on the jobs at issue to suggest an accommodation. The Equal Employment Opportunity Commission suggests that an employer faced with a request for a reasonable accommodation from a qualified individual with a disability take the following analytical approach:

1. Prior to opening recruitment for a position, analyze a particular job to determine its purpose and essential functions.
2. Consult with the disabled individual to ascertain the precise job-related limitations imposed by the disability and how those limitations can be overcome.
3. With the disabled individual's assistance, identify potential accommodations and assess the effectiveness of each in enabling the individual to perform the essential functions of the job.
4. Consider the disabled individual's accommodation preferences and select and implement the accommodations most appropriate for both the employee and the employer.

“UNDUE HARDSHIP” EXCEPTION FROM THE REASONABLE ACCOMMODATION REQUIREMENT

The failure to provide reasonable accommodation may be justified where the covered entity can demonstrate that the accommodation would impose undue hardship on the operation of its business. This must be determined on a case-by-case basis, since what may pose an undue hardship for one employer may not pose a hardship for another employer or in another setting.

“Undue hardship” is defined as any action requiring significant difficulty of expense, taking into count such factors as:

The nature and cost of the accommodation required. When considering cost of an accommodation, the employer cannot consider a cost that is borne by another agency or organization.

The overall financial resources of the facility involved in the provision of the reasonable accommodation.

The number of persons employed at the facility.

The effect of the reasonable accommodation on expenses and resources.

The impact of the accommodation on the operation of the facility.

The overall financial resources of the covered entity:

The overall size of the covered entity's business with respect to the number of employees.

The number, type, and location of its facilities.

The type of operation of the covered entity, including the composition, structure, and function of its work force.

The geographic distance of the facility.

The administrative or fiscal relationship of the facility to the covered entity.

All of the factors should be considered in determining whether providing an accommodation would impose an undue hardship on the covered entity. The weight given to each factor will vary depending on the facts of the particular situation.

COUNTY OF JEFFERSON ADA GRIEVANCE PROCEDURE

The County of Jefferson has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to: Accounting Manager, 66 SE D Street Suite E, Madras, Oregon 97741, (541)-325-0435, who has been designated to coordinated ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of complaint. The Accounting Manager shall conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representative, if any, an opportunity to submit evidence relevant to a complaint. Under the Department of Justice regulations, the County of Jefferson need not process complaints from applicants for employment.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Accounting Manager and a copy forwarded to the complainant no later than 30 days after its filing.
5. The ADA coordinator shall maintain the files and records of the County of Jefferson relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) days to the County Commissioners.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or use of the grievance procedure is not a prerequisite to the pursuit of other remedies. Policy of Non-Discrimination on the basis of Disability

The County of Jefferson does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

Kathie Rohde, Accounting Manager, 66 SE D Street, Suite E, Madras, Oregon 97741, has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereafter, are available from the ADA Coordinator.

ADDENDUM 713-A

**BLOODBORNE PATHOGEN
EXPOSURE CONTROL PLAN**

For Compliance With OSHA Standard

29 CFR 1910.1030

Jefferson County, Oregon

June 15, 1992

(Rev.) September 15, 1994

September 11, 1997

Definitions: For purposes of this policy; the following shall apply:

“Blood” means human blood, human blood components, and products made from human blood.

“Bloodborne Pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

“Clinical Laboratory” means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

“Contaminated Laundry” means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

“Contaminated Sharps” means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

“Decontamination” means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item is rendered safe for handling, use, or disposal.

“Engineering Controls” means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharp injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

“Exposure Incident” means a specific eye, mouth, other mucous membrane, non-intact skin, or in parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.

“Handwashing Facilities” means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

“Licensed Healthcare Professionals” is a person whose legally permitted scope of practice allows him or her to independently perform the activities required for Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

“HBV” means hepatitis B virus.

“HIV” means human immunodeficiency virus.

“Needleless Systems” means a device that does not use needles or:

- 1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established;
- 2) The administration of medication or fluids; or
- 3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

“Occupational Exposure” means reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.

“Other Potentially Infectious Materials” means:

- 1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- 2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- 3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV- containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

“Parenteral” means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

“Personal Protective Equipment” is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

“Regulated Waste” means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

“Sharps with engineered sharps injury protection” means a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medication or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

“Source Individual” means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes, human remains; and individuals who donate or sell blood or blood components.

“Sterilize” means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

“Universal Precautions” is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

“Work Practice Controls” means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

JEFFERSON COUNTY, OREGON

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

SECTION A - PURPOSE

The purpose of this exposure control plan is to:

Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
Comply with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030.

This plan will be made available to all employees on hire.

SECTION B - EXPOSURE DETERMINATION

The County will perform an exposure determination to identify which employees may incur occupational exposure to body fluids. This determination is to be made without regard to the use of personal protective equipment. That is, even if an employee is wearing protective items, they will still be considered to be exposed if they come into contact with body fluids.

Individuals having positions in the following job classifications will be trained and offered the Hepatitis B vaccination series on hire. The County will provide the training and provide and pay for the vaccination.

| <u>Job Classification that have a potential for exposure</u> | <u>Task/Procedure</u> |
|--|---|
| Public Health Nurse (RN) | Injections, venipuncture, fingerstick, specimen collection and testing (urine, urethral, vaginal) |
| Public Health Aides, including WIC Certifier, SA's | Fingerstick |
| Corrections Officers | First Aid for inmate injuries, biting, other combative behaviors |
| Dispatch Officers | First Aid for inmate injuries, biting, other combative behaviors |
| Sheriff's Deputies | First Aid for victim and/or offender (road, criminal investigations) injuries, biting, combative behaviors, evidence searches |
| Maintenance/Janitorial Workers | Cleaning laboratory, physical examination rooms, accident sites, and other areas potentially contaminated by blood and other body fluids. |

SECTION C - COMPLIANCE METHODS

1. UNIVERSAL PRECAUTIONS

Universal precautions will be observed by all county employees in order to prevent contact with blood or other potentially infectious materials. All such materials will be considered infectious regardless of perceived status of the source individual. Such potentially infectious materials include:

- ◆ Blood (cuts, scratches, scabs, bloody noses, other trauma)
- ◆ Other body fluids (urine, feces, vomit, nasal secretions, vaginal secretions, semen)

2. WORK PRACTICE CONTROLS/LAUNDRY

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees.

Handwashing facilities shall be made available to employees who incur exposure to blood or other potentially infectious materials. These facilities will be readily accessible after incurring exposure.

Employees will wash hands and other potentially contaminated skin areas with soap and water immediately, or as soon as feasible, following contact with body fluids. Handwashing shall also be done immediately after removing personal protective equipment such as gloves.

In the event that handwashing facilities are not immediately available, such as during vehicular accident responses, EPA approved antiseptic cleansers and/or towelettes shall be used. Skin must be washed with soap and water as soon as possible.

Potentially contaminated mucus membranes shall be flushed with water as soon as feasible following the contact.

Soiled laundry such as towels, uniforms or other clothing must be handled as little as possible. Contaminated laundry shall be placed in a special container identified as "Biohazard", and shall be laundered separately from other laundry. Gloves must be worn when handling contaminated laundry. Laundry at the Correction Facility will be cleaned in the specified laundry area of that facility.

Local laundries shall be advised of the necessity to utilize Universal Precautions in processing laundry from the Public Health facility.

All other contaminated items such as paper towels, gloves, soiled first aid items, etc., shall be disposed of in red plastic bags into containers marked "Biohazard".

Sharps containers shall be puncture resistant, labeled with a biohazard label and leak proof. The reuse of sharps from such containers is not allowed.

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheered or purposely broken. An exception to this is allowed if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique. At this facility recapping or removal is only permitted for venipuncture.

Specimens of blood or other potentially infectious materials will be placed in a container, which prevents leakage during the collections, handling, processing, storage, and transport of the specimens.

Jefferson County exercises its right to exemption from OSHA labeling/color coding requirements while specimens are in the facility. Universal Precautions will be used at all times to prevent exposure to potentially infectious material. Any specimen which could puncture a primary container will be placed within a secondary container which is puncture resistant.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container, which prevents leakage during the handling processing, storage, transport, or shipping of the specimen.

3. ENGINEERING CONTROLS

- 1) Per ORS 654.025(2) and 656.726(4), Jefferson County will identify, evaluate and select engineering and work practice controls, including safer medical devices.
 - a. This evaluation will include front line employees responsible for direct patient care.
 - b. Nurses shall represent those at both the Public Health Department and the Jail Infirmary.
 - c. After the evaluation is made, if Jefferson County does not purchase the device, the reasons will be documented along with the employee support and justification. All documentation will be kept as part of the written exposure control plan.
- 2) Jefferson County will ensure that all affected individuals are informed on the process of selecting safer medical devices.
- 3) Employees will be regularly trained on the use of safer medical devices and this training will be documented.

Controls which will be utilized include:

- 1) Sharps containers
- 2) Covered waste receptacles
- 3) Identification labels on potentially infectious materials
- 4) Use of germicidal cleansing agents
- 5) Gloves
- 6) Protective eye wear

The above controls will be examined and maintained on a regular schedule according to purpose and use. Availability, use and effectiveness of the controls shall be assured by:

- ◆ Sharps containers - Public Health Director or his/her designees
- ◆ Covered waste receptacles - Maintenance Supervisor
- ◆ Identifying labels - Public Health Director or his/her designee and Maintenance Supervisor
- ◆ Germicidal agents - Public Health Director or his/her designee and Maintenance Supervisor
- ◆ Gloves - Public health Director or his/her designee; Sheriff or his/her designee; Maintenance supervisor
- ◆ Protective eye wear – Public Health Director or his/her designee; Sheriff or his/her designee

Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed.

These containers shall be:

- (1) Puncture resistant
- (2) Label or color coded
- (3) Leak proof on the sides and bottom

Reusable sharps that are contaminated with potentially infectious material shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

4. PERSONAL PROTECTIVE EQUIPMENT

The County Commission is responsible for ensuring that the following provisions are met.

All personal protective equipment will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time, which the protective equipment will be used.

Each Department Head is responsible for actual provision and distribution of PPE. Distribution and requirements for use will be a part of employee orientation.

Each Department head shall ensure that the employee uses appropriate PPE unless the employee temporarily and briefly declined to use PPE when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

Each Department head or his/her designee shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those allergic to the gloves normally provided.

Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is

not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.

Mask, eye protection and face shields

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations fitting these criteria include combative behavior and injury response.

Additional Protection

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) shall be worn in instances when gross contamination can reasonably be anticipated. Such protective clothing will be utilized during physical examinations in the clinic setting.

PPE shall be cared for as follows:

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employers at no cost to employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

5. WORK AREA RESTRICTIONS

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Centrifuge covers shall be used at all times to minimize such exposures.

6. HOUSEKEEPING

Potentially contaminated areas will be cleaned and decontaminated according to the following schedule:

| <u>AREA</u> | <u>SCHEDULE</u> | <u>CLEANER</u> |
|-----------------------|-----------------|---|
| Exam Rooms | Daily as used | Public Health nurse and Maintenance Personnel |
| Laboratory | Daily as used | Public Health Nurse and Maintenance Personnel |
| Restrooms | Daily | Maintenance Personnel |
| Food Preparation Area | Daily | Corrections Facility Personnel |

Decontamination will be accomplished by utilizing bleach solutions and EPA approved germicides.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a weekly basis and as needed by maintenance personnel.

Any broken glassware which may be contaminated will not be picked up directly with the hands.

Reusable instruments that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these instruments have been placed.

7. REGULATED WASTE DISPOSAL

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leak proof on sides and bottom and labeled or color coded.

During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found.

The containers shall be maintained upright throughout use, replaced routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be labeled or color coded to identify its contents.

Other regulated waste shall be placed in containers which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with applicable United States, state and local regulations.

8. HEPATITIS B VACCINE AND POST-EXPOSURE EVALUATION AND FOLLOW-UP

Jefferson County shall make available the Hepatitis B vaccine and vaccination series to all employees who have potential occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

The County Commission and Public Health Director shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

- a.) Made available at no cost to the employee;
- b.) Made available to the employee at a reasonable time and place;
- c.) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
- d.) Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

The public Health Immunization Coordinator is in charge of the Hepatitis B vaccination program. The service is provided through the Public Health Department.

Hepatitis B vaccination shall be made available after the employee has received the training on occupational exposure (see information and training) and within 10 working days of initial assignment to an area at risk for such exposure. If the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons, he/she is exempt from vaccine requirements.

If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccinations offered shall sign the OSHA required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

Post Exposure Evaluation and Follow-Up

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to the Public Health Department.

Following a report of exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a.) Documentation of the route of exposure and the circumstances under which it occurred;
- b.) Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by the state or local law;
- c.) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Public Health Director shall establish that legally required consent cannot be obtained;
- d.) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated;
- e.) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a.) The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained;
- b.) The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-up will be performed by the Public Health Department, using the established procedure "Guidelines for Evaluating Needlestick/Body Fluid Exposure", revised 9/91.

Information provided to the Healthcare Professional

The Health Department shall have:

- a.) A copy of 29 CFR 1910.1030; outlining confidentiality rights of the employee;
- b.) A written description of the exposed employee's duties as they relate to the exposure incident;
- c.) Written documentation of the route of exposure and circumstances under which exposure occurred;
- d.) Results of the source individual's blood testing, if available; and
- e.) All medical records relevant to the appropriate treatment of the employee including vaccination status.

The Public Health Department shall prepare and provide the employee with a written opinion of the exposure risk within 15 days of the completion of the evaluation.

The written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The written opinion for post exposure follow-up shall be limited to the following information:

- a.) A statement that the employee has been informed of the results of the evaluation; and
- b.) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

NOTE: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

9. LABELS AND SIGNS

The Public Health Director or his/her designee shall ensure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood or other potentially infectious materials.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be substituted for labels. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipping or disposal are exempted from the labeling requirement.

10. INFORMATION AND TRAINING

Human Resources shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will cover the following:

- a.) A copy of the standard and an explanation of its contents;
- b.) A general discussion of the epidemiology and symptoms of bloodborne diseases;
- c.) An explanation of the modes of transmission of bloodborne pathogens;
- d.) An explanation of the Jefferson County Bloodborne Pathogen Exposure Control Plan (this program), and a method for obtaining a copy;
- e.) The recognition of tasks that may involve exposure;
- f.) An explanation of the use and limitations of methods to reduce exposure, for example, engineering controls, work practices and personal protective equipment (PPE);
- g.) Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs;
- h.) An explanation of the basis of selection of PPEs;
- i.) Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits and that it will be offered free of charge;
- j.) Information of the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- k.) An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
- l.) Information of the evaluation and follow-up required after an employee exposure incident;
- m.) An explanation of the signs, labels, and color coding systems.
- n.) An opportunity to ask questions.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employees' occupational exposure.

11. RECORD KEEPING

The Public Health Department is responsible for maintaining medical records as indicated below. These records will be kept at the Public Health Department.

Medical records shall be maintained in accordance with OSHA standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- a.) The name and social security number of the employee.
- b.) A copy of the employee's HBV vaccination status, including the dates of vaccination.
- c.) A copy of all results of examinations, medical testing, and follow-up procedures.
- d.) A copy of the information provided to the Health Department, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

Human Resources is responsible for maintaining the following training records. These records will be kept in the Human Resource office.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a.) The dates of the training sessions;
- b.) An outline describing the material presented;
- c.) The names and qualifications of persons conducting the training;
- d.) The names and job titles of all persons attending the training sessions.

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20.

All employees' records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

Sharps Injury Log

Human Resources shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

1. The type and brand of device involved in the incident.
2. The department or work area where the exposure incident occurred and,
3. An explanation how the incident occurred.

Human Resources will maintain the sharps injury log for 5 years.

Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

12. EVALUATION AND REVIEW

The Public Health Director is responsible for annually reviewing the program, and its effectiveness, and for updating this program as needed.

13. DATES

All revisions required by this standard will be implemented by 9/1/92 and 10/1/94.
Revised standard will be implemented by 1/5/2005.

ADDENDUM 811-A

The following Jefferson County positions are authorized by the Board of County Commissioners to use a County vehicle to commute between their place of residence and their job site on a regular basis:

PUBLIC WORKS

Director - Public Works
Assistant Director - Public Works
Road Superintendent

SHERIFF'S OFFICE

Sheriff
Captain
Sergeant
Resident Deputy

ACKNOWLEDGMENT RECEIPT

EMPLOYEE'S RECEIPT FOR THE JEFFERSON COUNTY *POLICY & PROCEDURE MANUAL*

I hereby acknowledge that I have reviewed a copy of Jefferson County's *Policy & Procedure Manual*, adopted January 1, 2005 and last updated on September 23, 2020.

I further acknowledge my responsibility for being familiar with the contents of the *Manual* and understand that any questions regarding the contents should be directed to Human Resources for explanation or clarification.

Printed Name _____ Department _____

Employee's Signature _____ Date _____

(Updated September 23, 2020)

Human Resource & Risk Management FORMS

| | |
|---------------|---|
| JCHR Form #1 | Request for Job Announcement |
| JCHR Form #2 | Leave Request Form |
| JCHR Form #3 | Salary Order |
| JCHR Form #4 | Salary Order Change |
| JCHR Form #5 | FMLA/OFLA Leave Request Form |
| JCHR Form #6 | Employment Application |
| JCHR Form #7 | Equal Employment Opportunity (EEO) Form |
| JCHR Form #8 | Exit Interview Form |
| JCHR Form #9 | Injury Report Form |
| JCHR Form #10 | Incident-Accident Report – <i>SAIF Form S540 (Carbonless Pad)</i> |
| JCHR Form #11 | Employee Performance Evaluation |
| JCHR Form #12 | Public Records Request Form |
| JCHR Form #13 | Personal Information Change Form |
| JCHR Form #14 | Waiver of Medical/Dental Insurance |
| JCHR Form #15 | Orientation Checklist |
| JCHR Form #16 | Notice of Termination |
| JCHR Form #17 | Authorization for Attendance at Workshops/Conferences |
| JCHR Form #18 | Request for Reimbursement |
| JCHR Form #19 | Mileage Reimbursement Form |
| JCHR Form #20 | Payroll Check Direct Deposit |
| JCHR Form #21 | Phone Work Order |
| JCHR Form #22 | Computer Work Order |
| JCHR Form #23 | Authorization to Release Information |
| JCHR Form #24 | Request for Capital Outlay |

- * Please Note: This list contains only the most common forms; your department may have required forms that are not listed above.

MILEAGE TABLE

Selected Cities in Oregon

Prepared by the
Oregon Department of Transportation
Transportation Development Division
Road Inventory and Classification Services
2004

| MILEAGE TABLE | Albany | Ashland | Astoria | Baker City | Bend | Burns | Coos Bay | Corvallis | Eugene | Florence | Forest Grove | Grants Pass | Gresham | Klamath Falls | La Grande | McMinnville | Medford | Newberg | Newport | Ontario | Pendleton | Portland | Redmond | Roseburg | Salem | Springfield | The Dalles | Tillamook | Woodburn |
|------------------|--------|---------|---------|------------|------|-------|----------|-----------|--------|----------|--------------|-------------|---------|---------------|-----------|-------------|---------|---------|---------|---------|-----------|----------|---------|----------|-------|-------------|------------|-----------|----------|
| Albany | - | 219 | 158 | 351 | 123 | 253 | 147 | 11 | 44 | 94 | 73 | 179 | 78 | 213 | 329 | 50 | 207 | 50 | 65 | 383 | 277 | 69 | 121 | 111 | 24 | 43 | 152 | 92 | 40 |
| Arlington | 205 | 370 | 228 | 168 | 169 | 230 | 347 | 216 | 245 | 298 | 160 | 380 | 126 | 306 | 124 | 173 | 381 | 169 | 248 | 239 | 72 | 136 | 153 | 313 | 182 | 244 | 53 | 210 | 166 |
| Ashland | 219 | - | 374 | 447 | 200 | 299 | 182 | 222 | 178 | 202 | 290 | 41 | 295 | 64 | 472 | 264 | 12 | 269 | 252 | 428 | 442 | 285 | 216 | 108 | 240 | 176 | 331 | 309 | 255 |
| Astoria | 158 | 374 | - | 396 | 255 | 385 | 233 | 151 | 199 | 184 | 80 | 334 | 108 | 364 | 352 | 105 | 362 | 106 | 134 | 464 | 300 | 95 | 239 | 266 | 136 | 199 | 175 | 66 | 121 |
| Baker City | 351 | 447 | 396 | - | 247 | 164 | 466 | 356 | 356 | 404 | 328 | 488 | 294 | 383 | 44 | 341 | 459 | 327 | 393 | 72 | 96 | 304 | 230 | 421 | 350 | 352 | 221 | 378 | 333 |
| Bandon | 171 | 182 | 257 | 490 | 261 | 392 | 24 | 158 | 140 | 72 | 223 | 142 | 244 | 245 | 495 | 198 | 170 | 212 | 122 | 522 | 443 | 236 | 259 | 85 | 201 | 137 | 318 | 191 | 206 |
| Beaverton | 67 | 282 | 93 | 312 | 267 | 297 | 208 | 79 | 107 | 159 | 15 | 242 | 21 | 276 | 268 | 34 | 270 | 20 | 109 | 383 | 216 | 9 | 151 | 175 | 44 | 107 | 91 | 67 | 28 |
| Bend | 123 | 200 | 255 | 247 | - | 130 | 237 | 127 | 128 | 190 | 181 | 241 | 145 | 137 | 271 | 158 | 212 | 161 | 180 | 260 | 241 | 160 | 16 | 192 | 131 | 124 | 131 | 206 | 146 |
| Brookings | 249 | 146 | 339 | 559 | 295 | 424 | 107 | 238 | 216 | 155 | 306 | 105 | 327 | 208 | 565 | 280 | 134 | 294 | 205 | 555 | 525 | 317 | 311 | 168 | 272 | 220 | 400 | 274 | 289 |
| Burns | 253 | 299 | 385 | 164 | 130 | - | 367 | 257 | 259 | 320 | 311 | 339 | 275 | 235 | 205 | 288 | 311 | 291 | 310 | 130 | 198 | 290 | 146 | 322 | 261 | 253 | 260 | 336 | 276 |
| Clatskanie | 130 | 347 | 35 | 361 | 221 | 351 | 256 | 128 | 171 | 207 | 55 | 306 | 75 | 341 | 317 | 82 | 334 | 82 | 157 | 431 | 265 | 61 | 205 | 238 | 108 | 170 | 140 | 93 | 91 |
| Condon | 220 | 329 | 244 | 199 | 128 | 192 | 347 | 231 | 237 | 300 | 175 | 370 | 141 | 265 | 155 | 189 | 341 | 174 | 300 | 254 | 103 | 151 | 112 | 302 | 198 | 234 | 69 | 225 | 182 |
| Coos Bay | 147 | 182 | 233 | 466 | 237 | 367 | - | 135 | 116 | 48 | 200 | 142 | 220 | 245 | 471 | 174 | 170 | 188 | 98 | 498 | 419 | 212 | 236 | 85 | 177 | 113 | 294 | 167 | 186 |
| Coquille | 164 | 164 | 251 | 484 | 255 | 385 | 18 | 153 | 134 | 66 | 217 | 124 | 238 | 227 | 489 | 192 | 152 | 206 | 116 | 516 | 437 | 229 | 253 | 67 | 195 | 131 | 312 | 185 | 199 |
| Corvallis | 11 | 222 | 151 | 356 | 127 | 257 | 135 | - | 40 | 83 | 71 | 182 | 90 | 213 | 340 | 46 | 210 | 58 | 53 | 388 | 288 | 81 | 126 | 111 | 35 | 44 | 163 | 90 | 51 |
| Cottage Grove | 60 | 158 | 216 | 370 | 142 | 271 | 96 | 60 | 20 | 83 | 132 | 118 | 137 | 181 | 386 | 106 | 146 | 111 | 113 | 402 | 334 | 127 | 140 | 51 | 81 | 17 | 209 | 151 | 99 |
| Dallas | 31 | 248 | 129 | 364 | 146 | 276 | 164 | 29 | 70 | 112 | 51 | 208 | 71 | 242 | 320 | 25 | 236 | 37 | 70 | 406 | 268 | 60 | 144 | 140 | 15 | 73 | 143 | 64 | 32 |
| Elgin | 349 | 492 | 354 | 64 | 291 | 225 | 491 | 360 | 389 | 434 | 303 | 524 | 270 | 428 | 20 | 317 | 504 | 303 | 393 | 135 | 72 | 279 | 275 | 459 | 326 | 386 | 197 | 353 | 309 |
| Enterprise | 386 | 536 | 409 | 106 | 336 | 270 | 528 | 397 | 426 | 479 | 341 | 561 | 307 | 473 | 65 | 354 | 548 | 340 | 429 | 178 | 109 | 317 | 320 | 494 | 363 | 426 | 234 | 391 | 847 |
| Eugene | 44 | 178 | 199 | 356 | 128 | 259 | 116 | 40 | - | 61 | 112 | 138 | 120 | 173 | 369 | 86 | 166 | 94 | 91 | 388 | 318 | 110 | 126 | 71 | 64 | 4 | 193 | 130 | 81 |
| Florence | 94 | 202 | 184 | 404 | 190 | 320 | 48 | 83 | 61 | - | 151 | 162 | 172 | 234 | 422 | 126 | 190 | 139 | 50 | 450 | 371 | 164 | 188 | 94 | 118 | 65 | 245 | 119 | 135 |
| Forest Grove | 73 | 290 | 80 | 328 | 181 | 311 | 200 | 71 | 112 | 151 | - | 250 | 36 | 285 | 283 | 26 | 278 | 26 | 101 | 398 | 232 | 23 | 166 | 182 | 50 | 115 | 107 | 52 | 45 |
| Fossil | 213 | 309 | 264 | 195 | 108 | 172 | 328 | 218 | 218 | 280 | 195 | 360 | 166 | 245 | 175 | 209 | 321 | 194 | 280 | 233 | 123 | 171 | 92 | 282 | 218 | 214 | 89 | 245 | 236 |
| Gold Beach | 225 | 175 | 311 | 544 | 316 | 446 | 78 | 213 | 194 | 126 | 278 | 134 | 299 | 238 | 549 | 252 | 162 | 267 | 176 | 576 | 497 | 290 | 314 | 140 | 255 | 192 | 373 | 247 | 261 |
| Grants Pass | 179 | 41 | 334 | 488 | 241 | 339 | 142 | 182 | 138 | 162 | 250 | - | 254 | 104 | 504 | 224 | 29 | 229 | 212 | 470 | 452 | 245 | 257 | 68 | 199 | 136 | 327 | 269 | 216 |
| Heppner | 260 | 372 | 283 | 155 | 172 | 213 | 391 | 271 | 301 | 345 | 215 | 413 | 181 | 309 | 111 | 228 | 384 | 214 | 303 | 227 | 59 | 191 | 155 | 346 | 237 | 277 | 109 | 265 | 221 |
| Hermiston | 255 | 399 | 282 | 124 | 219 | 223 | 396 | 266 | 297 | 348 | 210 | 409 | 176 | 351 | 80 | 224 | 387 | 209 | 298 | 195 | 28 | 186 | 203 | 363 | 232 | 295 | 104 | 260 | 216 |
| Hillsboro | 73 | 292 | 87 | 322 | 176 | 306 | 206 | 78 | 117 | 156 | 6 | 252 | 30 | 286 | 278 | 32 | 280 | 20 | 106 | 391 | 226 | 17 | 160 | 184 | 50 | 117 | 21 | 58 | 37 |
| Hood River | 131 | 346 | 154 | 242 | 152 | 282 | 273 | 142 | 172 | 224 | 86 | 307 | 52 | 289 | 198 | 99 | 335 | 85 | 174 | 312 | 148 | 62 | 136 | 239 | 108 | 117 | 101 | 136 | 92 |
| Independence | 20 | 238 | 134 | 362 | 143 | 273 | 159 | 22 | 63 | 106 | 54 | 198 | 68 | 233 | 318 | 29 | 226 | 40 | 75 | 404 | 266 | 59 | 141 | 131 | 12 | 67 | 141 | 72 | 30 |
| John Day | 257 | 353 | 359 | 80 | 153 | 70 | 372 | 262 | 262 | 324 | 287 | 393 | 249 | 290 | 135 | 292 | 365 | 285 | 315 | 132 | 127 | 264 | 136 | 327 | 266 | 268 | 190 | 337 | 281 |
| Junction City | 31 | 193 | 177 | 358 | 130 | 260 | 116 | 26 | 14 | 63 | 97 | 153 | 109 | 187 | 369 | 72 | 181 | 84 | 77 | 391 | 308 | 100 | 128 | 85 | 54 | 18 | 183 | 116 | 72 |
| Klamath Falls | 213 | 64 | 364 | 383 | 337 | 236 | 245 | 213 | 173 | 234 | 285 | 104 | 282 | - | 408 | 259 | 76 | 263 | 265 | 365 | 378 | 279 | 153 | 171 | 234 | 170 | 268 | 303 | 280 |
| La Grande | 329 | 472 | 352 | 44 | 271 | 205 | 471 | 340 | 369 | 422 | 283 | 504 | 250 | 408 | - | 297 | 484 | 283 | 372 | 115 | 52 | 259 | 255 | 437 | 306 | 369 | 177 | 333 | 289 |
| Lake Oswego | 63 | 283 | 102 | 311 | 169 | 299 | 216 | 78 | 108 | 157 | 27 | 239 | 19 | 273 | 266 | 34 | 271 | 20 | 110 | 381 | 215 | 8 | 167 | 176 | 41 | 108 | 89 | 81 | 24 |
| Lakeview | 298 | 160 | 430 | 303 | 174 | 139 | 341 | 301 | 261 | 322 | 357 | 200 | 320 | 96 | 344 | 332 | 171 | 335 | 353 | 270 | 337 | 335 | 191 | 267 | 306 | 259 | 350 | 380 | 323 |
| Lebanon | 14 | 220 | 169 | 337 | 109 | 239 | 150 | 19 | 45 | 99 | 85 | 180 | 89 | 214 | 340 | 61 | 208 | 64 | 71 | 369 | 288 | 80 | 107 | 112 | 35 | 45 | 163 | 106 | 54 |
| Lincoln City | 76 | 289 | 110 | 392 | 189 | 319 | 123 | 74 | 122 | 75 | 76 | 238 | 99 | 292 | 348 | 50 | 266 | 65 | 25 | 450 | 296 | 88 | 187 | 170 | 57 | 122 | 171 | 44 | 76 |
| Madras | 147 | 243 | 213 | 240 | 42 | 172 | 262 | 152 | 151 | 214 | 140 | 283 | 103 | 179 | 251 | 153 | 255 | 139 | 204 | 278 | 199 | 118 | 26 | 216 | 155 | 148 | 89 | 190 | 133 |
| McDemmitt | 390 | 346 | 532 | 256 | 277 | 147 | 514 | 404 | 406 | 467 | 458 | 410 | 422 | 306 | 299 | 435 | 381 | 438 | 458 | 184 | 351 | 437 | 293 | 469 | 408 | 407 | 483 | 423 | |
| McMinnville | 50 | 264 | 105 | 341 | 158 | 288 | 174 | 46 | 86 | 126 | 26 | 224 | 49 | 259 | 297 | - | 252 | 14 | 76 | 411 | 245 | 38 | 156 | 157 | 26 | 90 | 120 | 67 | 33 |
| Medford | 207 | 12 | 362 | 459 | 212 | 311 | 170 | 210 | 166 | 190 | 278 | 29 | 282 | 76 | 484 | 252 | - | 257 | 240 | 442 | 454 | 273 | 228 | 96 | 227 | 164 | 343 | 297 | 243 |
| Milton-Freewater | 306 | 471 | 329 | 111 | 271 | 227 | 449 | 317 | 347 | 400 | 261 | 482 | 228 | 408 | 69 | 275 | 483 | 260 | 118 | 180 | 29 | 237 | 255 | 414 | 284 | 346 | 155 | 311 | 268 |
| Milwaukie | 71 | 287 | 101 | 309 | 173 | 303 | 220 | 81 | 112 | 161 | 30 | 243 | 16 | 277 | 265 | 42 | 275 | 28 | 116 | 380 | 214 | 7 | 171 | 179 | 44 | 111 | 88 | 75 | 28 |
| Newberg | 50 | 269 | 106 | 327 | 161 | 291 | 188 | 58 | 94 | 139 | 26 | 229 | 35 | 263 | 283 | 14 | 257 | - | 89 | 397 | 231 | 23 | 159 | 161 | 30 | 94 | 106 | 78 | 19 |
| Newport | 65 | 252 | 135 | 411 | 183 | 311 | 98 | 54 | 92 | 50 | 102 | 212 | 124 | 267 | 373 | 76 | 240 | 90 | - | 442 | 321 | 114 | 179 | 144 | 83 | 96 | 196 | 69 | 100 |
| North Bend | 144 | 185 | 230 | 463 | 235 | 364 | 3 | 132 | 113 | 45 | 197 | 145 | 220 | 248 | 467 | 171 | 173 | 185 | 95 | 495 | 416 | 209 | 233 | 88 | 174 | 111 | 291 | 164 | 191 |
| Nyssa | 386 | 433 | 480 | 85 | 263 | 133 | 501 | 391 | 391 | 453 | 413 | 473 | 377 | 368 | 128 | 425 | 445 | 411 | 437 | 13 | 180 | 388 | 271 | 456 | 395 | 387 | 305 | 462 | 409 |
| Oakridge | 82 | 179 | 232 | 329 | 96 | 226 | 145 | 82 | 42 | 103 | 153 | 167 | 157 | 131 | 367 | 128 | 167 | 135 | 136 | 356 | 337 | 151 | 112 | 98 | 106 | 34 | 235 | 171 | 123 |
| Ontario | 383 | 428 | 464 | 72 | 260 | 130 | 498 | 388 | 388 | 450 | 398 | 470 | 364 | 365 | 115 | 411 | 442 | 397 | 424 | - | 167 | 374 | 268 | 453 | 392 | 384 | 293 | 448 | 403 |
| Oregon City | 60 | 276 | 109 | 312 | 158 | 287 | 207 | 71 | 101 | 154 | 36 | 236 | 18 | 27 | | | | | | | | | | | | | | | |