

**TILLAMOOK
COUNTY
EMPLOYEE
POLICY & PROCEDURES
MANUAL**

Revised 2014

ABOUT THIS MANUAL

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

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

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

This Manual sets the standards of performance and conduct for all employees of Tillamook County. Responsibility for administration of all human resources policies has been delegated to the Human Resources Director. This individual may delegate authority to another position as appropriate.

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

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

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

Please note that the policies and procedures in this Manual are not intended to contradict any provision of a current labor agreement or applicable law. In the event of a conflict between the provisions of this Manual and the provisions of an in-force collective bargaining agreement or applicable law, the provisions of the bargaining agreement or the law will prevail.

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DISPUTE RESOLUTION AND EMPLOYEE ASSISTANCE PROGRAM

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

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships and dissatisfaction with working conditions. The County has made available to its employees the option of utilizing the Employee Assistance Program to attempt to resolve issues at the lowest level possible. The EAP is a free confidential counseling service available to employees to assist in resolving workplace conflicts.

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

Reporting Incidents of Harassment, Discrimination or Violence in the Workplace

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

Reporting all Other Issues

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

Appeal Process

Honest differences of opinions occur, and some situations will need the review or decision of a higher management level. However, a higher-management review is intended to

occur only after you have discussed a situation with your immediate supervisor and a satisfactory solution has not been reached. We realize there may be valid reasons to forego this initial step. For those unusual circumstances, as noted above, you may go directly to the next level of management or to the Human Resources Director for assistance. Following a review of the investigation, you will receive a written response.

If you feel a policy has been inappropriately applied, or you have been unfairly treated or unjustly disciplined by your supervisor, you may present the matter to your Manager's supervisor or the Human Resources Director. A management team will review the issue and will make a decision. If you are not satisfied with this decision, you may present the matter to the Board of County Commissioners for review and settlement. The decision of the BOCC will be final.

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

Represented Employees

Employees represented by a Union should also refer to their collective bargaining agreement for any applicable grievance procedures.

EMPLOYMENT RELATIONSHIP

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

Please refer to the Dispute Resolution Procedure, Workplace Rules, Corrective Action Policy and Employment Separation for additional information regarding our employment practices. Although the employment relationship is at-will, it is the intent of the County to follow the employment practices outlined in this Manual, unless application of a policy or practice is impractical or would result in hardship.

EQUAL EMPLOYMENT OPPORTUNITY

Tillamook County is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex (including pregnancy), national origin, genetic information (including family medical history), physical or mental disability, marital or veteran status, sexual orientation, or any other status or classification protected by law. All employment requirements mandated by state and applicable federal regulations will be observed.

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

In keeping with our philosophy and federal and state law, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: "Equal Opportunity Employer." Our policy as an equal opportunity employer is to employ those legally authorized to work in the United States without regard to citizenship, ethnic background, or place of national origin. However, in conformity with the Immigration Reform and Control Act of 1986 (IRCA), our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the County are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to management's attention. If you believe you have been harassed or discriminated against, or if you witness or suspect any violation of this policy, you should report the matter immediately to the Human Resources Director or your supervisor. We will not

retaliate against you for filing a complaint or cooperating in an investigation, and we will not tolerate or permit retaliation by management or co-workers.

NEPOTISM

The County will make appointments, transfers, and promotions to positions based on job-related qualifications.

Discrimination in favor of candidates who are family members is prohibited.

No Tillamook County supervisor shall employ, by appointment, promotion, or transfer, a family member over whom they exercise authority. No supervisor will influence the work schedule or give input into the performance evaluation of a family member.

Employment of a family member is allowed when at least two organizational levels of supervision separate the supervisor and the family member.

The County may make exceptions based on job related factors or recruiting conditions. Exceptions must be approved by the Board of County Commissioners in advance of placement.

AMERICANS WITH DISABILITIES ACT

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

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

- They currently have a physical or mental condition that substantially limits their ability to normally conduct a major life function (walking, seeing, hearing, breathing, etc.);
- They have a history of such impairment; and/or,
- They are perceived to have such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse/significant other, etc.) with a disability.

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

Reasonable accommodation is available to employees and applicants, as long as the accommodation does not cause undue hardship on the County. Individuals protected by the ADA should discuss any need for possible accommodation with their supervisor, Department Head, or the Human Resources Director.

HARASSMENT PREVENTION

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

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

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

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

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

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

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

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

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

Nothing in this policy is intended to restrict an employee's right to file a complaint with the Bureau of Labor and Industries, or the Equal Employment Opportunity Commission, or to file a grievance under a union contract. However, notifying a union representative or other union official does not constitute filing a complaint with the County under the complaint procedure outlined in this policy.

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

Reporting Incidents of Harassment, Discrimination or Violence in the Workplace

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

EMPLOYMENT

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

To insure a consistent, legal, and equal opportunity hiring process, all recruitment, interviewing, and job offers are coordinated by the Human Resources office. Following the selection of the candidate for hire by the supervising Department Head or Elected Official, the job offer is made and confirmation letter is sent from the Human Resources office. Job offer letters are not employment contracts, but are confirmations of date of employment, including salary range and benefits. Only the Board of County Commissioners can sign employment contracts.

We will always try to select the most qualified person for each available job. External recruiting may be initiated concurrently with the internal posting process, but no hiring commitment or decision will be made until the position has been posted internally for a minimum of five working days. In order to be eligible to transfer to a different job, you must complete a new application for each position for which you apply.

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

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

Introductory/Probationary Period

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

During your probation period (and thereafter) you may be terminated at any time. Completion or extension of the introductory/probationary period does not alter the at-will employment relationship.

Reinstatement

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

Employment Classifications

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

Introductory/

Probationary Status: Newly hired or promoted employees within the introductory/probationary period. Newly hired employees normally earn, but cannot use certain benefits.

Regular Full-time: An employee who has successfully passed the introductory/probationary period and is regularly scheduled to work 40 hours or more per week. Classification is eligible for benefits.

Regular Part-time: An employee who is regularly scheduled to work at least 20 hours but less than 40 hours per week. This regular employee classification of 20 hours or more is eligible for benefits, though they may be on pro-rata basis.

Part Time: An employee who is hired for less than 20 hours per week. This classification is not eligible for benefits.

On-Call

Temporary: An employee who is regularly scheduled to work up to 8 hours per day and for no more than 150 days in a 12 month period, or who does not have a set schedule and works only when called upon. This classification is not eligible for benefits.

Seasonal

Temporary: An employee hired for a specific period of time not to exceed 150 days in duration. This classification may work up to 40 hours per week and is not eligible for benefits.

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt. The Human Resources Department will make the appropriate designation regarding the status for each position. If you are uncertain as to your status, ask your supervisor. If you have questions regarding the classification of your

position as exempt or non-exempt, or feel that it has not been properly classified, please discuss the matter with Human Resources Director.

Exempt: An employee who is exempt from the overtime pay requirements under federal and state wage and hour laws. Exempt employees typically include managers, executives, supervisors, professional staff, and others who are generally paid on a salaried basis and whose duties and responsibilities allow them to be exempt under federal and state law. In order to be classified as exempt, a position must meet guidelines provided by the Fair Labor Standards Act (FLSA) and Oregon wage and hour laws.

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

Promotions

If an employee is promoted to a position of greater responsibility, the employee should advance to the minimum pay range of that classification which is the closest step equaling one step higher than their current rate before the promotion.

Once an employee has been promoted, the employee will be on a probationary status for a period of six months. The promoted employee is required to demonstrate his/her fitness for the position to which promoted. The employee's Supervisor shall evaluate the employee. Upon a satisfactory Personnel Evaluation signed by the Department Head, the employee will be recommended for regular status, and the evaluation shall be sent to the Human Resources Office for approval.

Should the promoted employee perform unsatisfactorily, the employee shall be terminated or may be considered with final approval of the Board of Commissioners, for a voluntary demotion to the former position, providing that position has not been filled.

Employees hired into the bargaining unit will be hired at the Step I salary classification. The negotiated agreement between the County and the Union will outline the understanding for promotion and probationary status.

Business hours/Workweek

The established County workweek will begin at 0001 hours on Sunday and end at 2400 on Saturday. Unless otherwise provided by the Board of Commissioners, hours for county offices shall be from 8:00 am to 5:00 pm, Monday through Friday. The workweek is established by the employer and remains fixed regardless of the employee's work schedule.

The County will adhere to the Department of Labor definition of a normal workweek. The workweek may be changed if the change is intended to be permanent. Work

schedules for regular full-time non-FLSA-exempt employees shall be 40 hours per week.

Workweeks shall consist of five (5) eight (8) hour days. The Board of Commissioners may authorize the implementation of a 4/10 workweek consisting of four (4) 10-hour days.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

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

Your personnel file is available for your review by making advance arrangements with the Human Resources Office. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies at .25 cents per page.

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

Change in Personal Data

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

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

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

EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

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

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

Conflict of Interest

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

Misrepresentation

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

Gifts, Prizes and Promotional Items

No County employee shall accept any gift, service, or favor which would suggest favoritism or the appearance of favoritism in any way.

Employees may keep prizes and awards offered to attendees of conferences, seminars, or professional gatherings as a result of attendance or for winning a contest or game. Such prizes must be reported to the County Treasurer. The value of these items is reportable to the IRS as taxable income.

Promotional items, such as pens, pencils, notebooks, notepads, cloth or canvas bags, snack foods, etc., that are offered to all attendees, or that are meant to be used during the course of the event, are excluded from this rule. Employees may keep these items for their personal use and are not reportable.

Outside Employment

While employed at the County, you may not engage in outside employment that conflicts with the nature of the County mission, conducts business with the County or otherwise interferes with your ability to perform according to established standards of performance and work rules. As prohibited by applicable law, you also may not conduct any business connected to outside employment during hours you are scheduled to work at the County.

Outside employment must be approved in advance by your supervisor in writing and a copy placed in your personnel file in the Human Resources Office. Specific restrictions may apply if job related, or to avoid appearance of impropriety or potential conflicts of interest.

Off Duty Conduct

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potential negative impact on the County's or a Department's or Office's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct that adversely affects the County or their own ability or credibility to carry out employment responsibilities may be subject to disciplinary action, up to and including termination.

Solicitation and Bulletin Boards

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

Individuals who are not employed at the County may not solicit our employees or distribute literature on County property at any time without prior approval from the Board of County Commissioners.

If you wish to solicit or distribute literature to other employees by or on behalf of any individual, organization, club, or society, you may do so only during times when you are on a rest or lunch break. You may solicit or distribute literature only to those employees

who are also on a rest or lunch break. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or lunchrooms.

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

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

You may not sell merchandise or collect funds of any kind without prior approval from the Board of County Commissioners.

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

Political Activity

Engaging in political activity such as distributing literature and campaigning for or against political parties, ballot measures, signatures or a candidate is prohibited during the workday. As permitted by applicable law, employees may express personal views, including wearing buttons, while on the job as long as it does not interfere with the job. ORS 260.432

CONFIDENTIALITY

Employee

Tillamook County recognizes our employees' right to privacy. In achieving this goal, the County adopts these basic principles:

1. The collection of employee information will be limited to information the County determines it needs for business and legal purposes.
2. Personal information and information in personnel records ordinarily will not be disclosed except as permitted or required by law or as authorized by the employee. Verifications of employment dates may be provided without written approval.
3. Internal access to employee records will be limited to those employees having a legitimate need-to-know.
4. You are permitted to see the personnel information maintained about you in our records, and you may correct inaccurate factual information or submit written comments in disagreement with any material contained in your personnel records.
5. All employees involved in record keeping will be required to follow these policies and practices. Violations of this policy will result in corrective action, up to and including termination.
6. Medical records are kept in a separate file and are only accessible to the employee, an employee representative with written consent, and the employer, on a need-to-know basis.

Public Record Information

Oregon law provides that “every person has a right to inspect any public record of a public body in this state.” “Public body” includes cities and counties and other public entities. Although there are some exceptions, most records of a public body are available to the public for inspections. It is the intent of the Tillamook County to be responsive to requests for public records. All requests for public information regarding County employees and any records request where there is a question of possible exception are to be forwarded to County Counsel.

WORKPLACE RULES

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

General Rules

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

Examples of Offenses for Which Disciplinary Action May be Immediately Taken

1. Falsifying forms, reports, or records, including timecards.
2. Interfering with the work of others, their ability to complete work assignments, or in the performance of their assigned duties.
3. The use, possession, selling, or buying of intoxicants or non-prescription drugs on the job or reporting for work under the influence of intoxicants or non-prescription drugs.
4. Destroying County property, tools, or equipment.
5. Willful or careless violation of safety rules or policies.
6. Failure to maintain regular attendance through legally protected absences, tardiness, or abuse of sick leave.
7. Engaging in immoral conduct while on the job.
8. Exceeding or abusing time allowed for rest breaks and meal periods.
9. Using the phones/computers/postage machines/office supplies or any other County equipment for personal use, or conducting personal business during working hours.
10. Dishonesty.
11. Failure or refusal to cooperate in an internal investigation.
12. Fraud in securing employment with the County.
13. Willful disobedience or failure to follow a lawful supervisory directive.
14. Conviction of a felony or misdemeanor when the conviction would impair your effectiveness in doing your County job.
15. Engaging in any form of harassment, including sexual harassment, of another employee, vendor or visitor.

These illustrations of unacceptable practice/behavior are provided as guidance for employee actions. The list is not a complete and exclusive set of possible disciplinary offenses and is intended to provide examples only. You are urged to use reasonable judgment and to seek supervisory advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible. However, violations of workplace rules will result in corrective action, up to and including termination.

COMMUNICATIONS AND SOFTWARE SYSTEMS

Electronic Communications Systems

The objective of this policy is to minimize the risks to business functions and government owned assets, and to assure adherence to regulatory and legal requirements.

All employees are required to attend yearly Information Services computer security training.

Tillamook County provides electronic communication systems to maintain superior communications both within the County and with outside parties. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the County who may use the systems are expected to be aware of and support this policy. Department heads are permitted to issue their own policies that augment this policy, but may not supersede or contradict it. Departments that add an additional Policy in regards to Information Services Systems must inform the Information Services Department in writing and provide a copy of that policy upon completion.

Our electronic communications systems include computers, software, electronic mail (e-mail), copiers, fax machines, printers, telephones, voice mail, cell phones, pagers, and various on-line services. All of these systems are managed by the Information Services Department. Any software or other devices needed to perform your job must be requested in writing with business justification and reviewed for compatibility to the system by the Information Services Department prior to use.

No loading or downloading of software, freeware, Web Browsers, I-Tunes, Instant Messengers, Apps, or games of any kind may be done without prior written approval from the Information Services Director or his/her designee.

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

The use of these systems is not private or confidential, and employees may have no expectation of privacy with respect to such use. Most communications are considered to be public record and subject to disclosure. The County, within the bounds of applicable law, reserves and intends to exercise the right to review, audit, intercept, access, and search these systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the County.

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

Any messages or communications through this system are subject to County policy, including but not limited to the anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

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

Passwords

The use of passwords for security does not guarantee confidentiality. You are to keep your individual passwords confidential and you should not access or attempt to access other employee's passwords. All passwords must be a minimum of 5 characters in length. Information Services recommends using strong passwords (i.e., letter and number combinations).

ID Badges

Identification Badges are provided to all Tillamook County Employees and Volunteers. Badges must be worn at all times while on Tillamook County business. If your badge is lost or stolen, report it to the Tillamook County Personnel office immediately.

Telephone Usage

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

Voice Mail System

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

Electronic Mail System

The e-mail system at the County belongs to the County and is provided for use in conducting County business. All communications and information transmitted by, received from, or stored in this system are County property. The E-mail system is to be used for County business only and use of the system for personal purposes is prohibited. You have no right of personal privacy in any matter stored in, created, received, or sent over the E-mail system. The County in its discretion reserves and may exercise the right to monitor, access, retrieve, and delete any communications and/or attachments stored in, created, received, or sent over the system, for any reason and without employee permission.

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

You should know that even when a message is erased through e-mail it is still possible to retrieve and read that message. We expect employees to respect others' privacy, and not retrieve or read electronic messages unintended for them unless authorized to do so. Using a County e-mail address when posting to public forums(e.g., blogs, wikis, Twitter) and discussion lists for personal use is prohibited.

Tillamook County Computers, PDA's, Cell Phones & Other Recorders

To protect the integrity of our systems, only hardware supplied by the County can be connected to the County's network or computer system. An employee may not connect any personal hardware that is not purchased through or authorized by the Information Services (IS) Department. Use of County computer, peripherals, and networks for non-County business is prohibited.

All software used on County equipment must be registered and approved by the Information Services Department and the software media and license must be on file in the Information Services department. Copy or transfer of County-owned software is prohibited. Personal or downloaded software for business purposes may only be installed after written authorization from the Information Services department. A virus check of all such software must be performed immediately before it is installed on any County equipment.

The use of personally owned technology for conducting County business, where official County records are created but not maintained by the County, is prohibited.

If an employee elects to bring any electronic device into the workplace, the County may, when and if the County deems doing so is justified under the particular circumstances for business, accountability or public record related reasons, request specific and narrowly defined information contained in an employee's personally owned electronic device. In each case, such information must be job related information which bears a

direct relationship upon performance of duty, including fact-finding. The County will take steps calculated to protect the employee who owns the device from an intrusion into the employee's purely personal and private life and interests. This will usually be accomplished by independent forensic exam and a limited report concerning the specific content or absence thereof, or otherwise as agreed by the County and the employee.

USB / Flash Drives / Removable Storage Devices

All USB/Flash drive/Removable storage devices must be virus scanned before being used on any County computer system. All USB/Flash drive/Removable storage devices must be approved by the Information Services Department prior to use. All sensitive county data placed on removable storage devices drives must be encrypted and secured via approved encryption levels. Using encryption technology that has not been approved for use by the County is prohibited.

Sensitive data is considered to be:

- Any data (documents, spreadsheets, databases) that contains any confidential patient medical information.
- Any data that contains personal identifiable information, including (names/SSN's/phone numbers/addresses/anything that can be used to facilitate identity theft (e.g., mother's maiden name).
- Any financial information (bank account numbers, tax information, credit card information)
- Any other data required to be protected by the county

A virus check must also be made of any portable media (anything that holds data and can be transported) originating or used on any computer outside of the County system prior to use on a County computer.

Credit Card / Check Processing

Tillamook County processes credit card transactions and checks through devices attached to computers on the Tillamook County network. Data security is a major concern for the County. Any computer used for credit card/check processing shall be classified as high security equipment. Internet usage is strongly discouraged and may be prohibited on these machines. Personal internet usage on these machines is prohibited. Computers used for payment processing will be monitored for internet usage. Employees using these machines or processing credit card/check payments are required to attend additional security and cash handling training on a yearly basis.

Internet, Messaging, Other Usage

County policies regarding acceptable behavior and communication will apply to the use of the Internet and messaging. Specifically prohibited use includes but is not limited to:

Internet:

- Use of social networking sites for personal use;

- The use of unauthorized “Soft” VOIP(Voice Over Internet Protocol) phones(e.g. Skype, Vonage, etc.);
- The use/installation of unauthorized Instant Messaging(e.g. AIM, Yahoo Instant Messenger, Meebo, IRC, etc.);
- Links and attachments are prohibited using the authorized IM client;
- No Peer to Peer Networking(e.g. E-Mule, Kazaa, Limewire, Warez, etc);
- Using security exploit tools (hacking tools) to attempt to elevate user privileges or obtain unauthorized resources;
- Accessing sites that distribute computer security exploits (“hacking” sites);
- Accessing inappropriate sites, including adult content, online gambling, and dating services;
- Accessing sites that promote illegal activity or copyright violation;
- Excessive use of online shopping;
- Use of streaming media (Audio/Video) for entertainment during work hours;
- Using the internet to obtain or disseminate language or material which would normally be prohibited in the workplace;

Email:

- Making unauthorized general message distributions to all users (everyone);
- Broadcasting e-mail to large numbers of constituents unless the list members are hidden through the use of the BCC field.

Other:

- Conducting a private business;
- Political campaigning;
- Installing any software that has not been approved by the County Information Services Department;
- Sharing or storing unlicensed software or audio/video files

In no event may a County employee use any device to transmit scene or event images or accounts concerning events in which the employee is involved on-duty or in the course of performance as a County employee, except to another County official or employee or another emergency service provider.

If any of the above prohibited uses is required for a legitimate business reason, it is management’s responsibility to follow the exception process below.

EXCEPTION PROCESS

Exceptions to this policy must be requested by management via an Information Services Request form. Exceptions will be documented in writing and retained according to existing retention schedules. Exceptions may be granted on a limited-time basis.

POLICY ENFORCEMENT:

In order to safeguard County resources, violators of this policy may be denied access to County computing and network resources and may be subject to other disciplinary action within and outside the County. Violations of this policy will be handled in accordance with the County’s established disciplinary procedures. The County may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of County computing and network resources, or to protect the County from liability.

If violations of this policy are discovered, the County will take appropriate actions to resolve the issue and violators may be subject to disciplinary measures up to and including termination

If violations of this policy are discovered that are illegal activities, the County will notify appropriate authorities.

The County reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this policy.

Employee_____

Date_____

Manager_____

Date_____

PERFORMANCE MANAGEMENT AND REVIEW

All employees will receive regularly scheduled formal performance evaluations at least annually.

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

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

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

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

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

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

Performance evaluations serve as one factor in decisions related to employment such as training, salary increases, job assignments, employee development, promotions, and retention. Evaluations are to identify specific performance levels as compared to established standards, to acknowledge the merit of outstanding performance, and to prescribe the means and methods of improving performance deficiencies to the required level of performance. All salary increases are performance based on a satisfactory review, although a satisfactory review does not necessarily guarantee a salary increase. Such increases remain in the sole discretion of the County.

COMPENSATION

PAY ADMINISTRATION

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

If your position is represented by a collective bargaining agreement, your pay is established based on the pay level of current employees in the same or similar positions and your previous experience and skills and the agreement as bargained.

Performance Salary Increases

It is the County's policy to reward you with an annual increase in pay based on satisfactory performance of dedication to your work, extra effort, and performance. However, you may not receive an increase due to a number of causes. Some instances where you may not receive a pay increase include; a budget deficit or lack of available funding, reaching the top step of a salary range, or poor performance. Any increase recommendations must be approved by the managing supervisor and submitted to the Human Resources Director for final review and approval. Information about your individual rate of pay and increases in pay, if any, is confidential and we ask that you exercise great discretion and care regarding any discussion of these matters.

PAYDAY AND PAY CHECK PRACTICES

Paydays

You will be paid twice per month. Paydays are generally on the 15th day and the last working day of the month. If the 15th falls on a Saturday, payday will be on the previous Courthouse workday. If the 15th is on a Sunday, paychecks will be distributed on the first Courthouse workday following the 15th.

Payroll Deductions

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

Salary Advances

Advance payments of salary are not permitted by the County for any reason. You are expected to conduct your personal financial affairs in a responsible manner.

Delivery of Paychecks

Your paycheck or direct deposit notice will be delivered to your department each payday for you to pick up. The paycheck/notice will not be delivered to anyone else without your written request. Review your paycheck each payday for accuracy. Questions and changes to your personal information should be directed to the Human Resources Office. The County prohibits retaliation against any employee for asking questions about his/her paycheck.

Method of Payment

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

Employee Withholding Allowance Certificates (Form W-4)

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

Time Records for Non-exempt Employees

The time card/time sheet is a record of time worked and must be filled out monthly. It provides a permanent record of the time spent on the job, indicating the exact time worked. Non-exempt employee pay is calculated from this record. Non-exempt employees must record all time worked. "Off the clock" work is expressly prohibited, and failure to record all time worked will generally result in discipline, up to and including discharge.

The time card should be reviewed for completeness and accuracy at the end of each week. Supervisors will review and sign time cards each pay period. Time cards must be completed in ink or in the computer. If an error is to be corrected or time clarified, the time card should be taken to the manager/supervisor, who will take the appropriate action. All manual entries or corrections must be made, reviewed, and initialed by the supervisor or other appropriate management member. Time cards should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time card. Willfully falsifying a time card will be grounds for corrective action, up to and including termination. Supervisors who make modifications to a timecard must review the change with the employee before it is submitted with both signatures.

Time Records for Exempt Employees

Employees classified as exempt do fill out time cards. However, no deductions from pay will be made for hours worked fewer than 8 hours per day, unless authorized by law. All exempt employees must submit information regarding their use of paid leaves (sick, vacation, etc.) taken during the pay period.

Final Paycheck

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

HOURS OF WORK AND WORK SCHEDULES

General work days and hours for County operations are set by the Board of County Commissioners. Currently, they are Monday through Friday, 8:00 am to 5:00 pm.

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

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

Overtime

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times the regular hourly rate for all hours worked in excess of 40 in a workweek, or as otherwise required by state and/or federal laws, and/or negotiated within your collective bargaining agreement. Paid time off will not be considered in computing hours worked for overtime pay purposes. Your department supervisor must approve any overtime hours in advance. Supervisors are responsible to ensure that no unauthorized overtime hours are worked.

Compensatory Time Off

Compensatory time off in lieu of overtime pay is allowed at the County's discretion unless otherwise outlined in a collective bargained agreement. Requests for compensatory time off must be mutually agreed in writing between the employee and the supervisor or by provisions in a collective bargaining agreement or memorandum of agreement.

Meal and Rest Periods

Unpaid meal and paid rest periods will be provided for non-exempt employees according to federal and state law. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to forgo scheduled rest periods, or work through a scheduled meal period unless approval from a supervisor is obtained before the scheduled break. If an employee's meal break is interrupted by work, the employee should notify his/her supervisor immediately. If possible, the meal break will be rescheduled later in the work day. If rescheduling is not possible, the employee will be paid for the meal break.

Nursing mothers will be permitted a 30-minute unpaid rest period during each four-hour work period to express breast milk. It is expected that the employee will take this time connected with other rest or meal periods. If that is not practical, the employee should

contact her supervisor to arrange for alternative schedules and rest periods to allow the employee the opportunity to express milk. A private location will be provided.

Social and Recreational Activities

Participation in off-duty social or recreational activities such as County picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities. Participation in such events is not paid time. However, you are expected to behave in a professional manner and in compliance with the County's policies against discrimination and harassment.

Emergency Closing

Except for regularly scheduled holidays, the County offices will be open for business during normal business hours. We know that there may be circumstances beyond our control, such as inclement weather, national crises, or other emergencies that may affect our hours of operation. On these occasions, the County offices may close for all or part of a regularly scheduled workday. In such an event, the County will try to have supervisors contact all employees. You may also contact your supervisor. You may be asked to report to an alternative location and perform other duties as assigned in such situations.

If inclement weather causes you to be unable to be at work, you must use accrued personal, comp, or vacation leave in order to be paid for that time.

If there is a question of whether the offices will be open in the case of inclement weather, you should contact your supervisor or listen to the local radio station.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

NOTE: If you are required to travel for the County you need to obtain the “Expense Reimbursement Policy”, from the Treasurer’s office. All Out-of-State travel needs advance approval from the BOCC.

Mileage Reimbursement

Department Heads shall authorize the use of private vehicles only when no other transportation is furnished or when a County vehicle is not available. When you use your own vehicle for County business, you will be reimbursed for County-related business travel at the current rate per mile determined by IRS.

Reimbursement is limited to actual miles traveled on official business. In order to recover these costs, an expense report must be signed by you and dated, initialed by your supervisor/manager, and submitted to the Treasurer for processing. If you have questions about filing expense reports and mileage allowances, ask your supervisor.

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

Meals & Lodging Travel/Conference Reimbursement

Receipts relating to County related business, training, and conference travel must be turned in to the County Treasurer’s Office for payment within 90 days of travel completion. Travel expenses turned in beyond the 90 days may be subject to rejection for reimbursement. Receipts are required for all travel reimbursement.

Meal Reimbursement

1. A PER DIEM will be paid for MEALS to employees while on official business. The amount of the per diem will be based on the CONUS (Continental United States) rate described in the Federal Guidelines, determined by the Office of General Administration, for the city and state of travel
2. An advance meal allowance up to the maximum per diem may be claimed for meals for each twenty-four (24) hour period. Any money advanced to the employee above the receipted amount must be returned to the Treasurer's office.
3. Meal allowance for individual meals on the CONUS per diem rate schedule is divided as follows: Breakfast = 20%, Lunch = 30%, Dinner = 50%.

4. For conferences, training or meeting travel, where meals are included in the cost of the meetings, the reimbursable per diem rate will be lowered by the percentage corresponding to that meal.

Lodging Reimbursement

1. Reimbursement for lodging while on official business will be paid up to the CONUS rates if accompanied by a receipt for such lodging. If accompanied by a guest, the employee must establish the single commercial rate for reimbursement.
2. Maximum per diem for lodging is not to exceed the CONUS per diem rate for lodging in the city and state of travel without prior approval of the Board of Commissioners.
3. If the lodging cost at a conference hotel where the employee is attending a conference is above the per diem lodging rate for that individual city and state, the per diem can be increased by the Department Head to equal the conference rate.

While traveling overnight, one (1) personal telephone call per day is allowed to be charged to the traveler's County travel expense. This benefit is for the traveler to keep in touch with home while separated from family to accomplish County business. It is the responsibility of the employee not to abuse this privilege.

BENEFITS

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

HEALTH INSURANCE BENEFITS

Tillamook County currently provides major medical, dental, and vision insurance coverage for employees and their dependents for regular employees working 20 hours or more. You will be provided with information about the plan at the time you become eligible to participate. Details of many of these plans appear below. However, the plan documents control the availability of benefits under these plans, and in the event of any conflict between this handbook and the plan documents, the plan documents will control. Employees represented by AFSCME or Teamsters Collective Bargaining Agreements should refer to their agreement for details concerning these benefits.

Eligibility

This benefit is provided for all regular full-time and regular part-time employees. If otherwise eligible, insurance coverage will begin on the first day of the month after you have completed 30 days of continuous employment. Part-time, temporary seasonal and temporary on-call employees are not eligible to participate in insurance coverage.

Cost

Employees may enroll dependents in the medical, dental, and vision plan. The cost of the monthly premium for enrolled employees is shared between our employees and the County. The County contributes 90% of the monthly premium, and you are required to pay the remaining 10%, which will be deducted from the employee's paycheck. Regular part-time employees working schedules 20 hours or more pay a prorated amount based on the percentage of scheduled time to full time.

Enrollment is handled through the Human Resources Office. If you choose not to enroll at the time of first eligibility, you then may only enroll during the open enrollment period or as a result of certain qualifying events. If you waive coverage, you must show proof of other insurance coverage.

Termination and Portability/Conversion of Health Plan

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

you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

If your dependents are not covered by your County insurance and they lose their current coverage they may be eligible for coverage under the County's plan. Termination of coverage is a "qualifying event," but must be reported to the Personnel Office within 60 days of the termination of coverage.

Retiree Health Insurance

Eligibility

Any employee retiring from Tillamook County service under the age of 65 who meets minimum eligibility under the County's "Retirement Plan for Certain County Employees" and is receiving monthly retirement benefits from the Plan is eligible. The employee must be currently insured by a medical plan provided by the County at the time of retirement.

The retiree has the option of enrolling his or her dependents, provided that the dependents are covered under the County's group insurance plan at the time of retirement. New dependents can be enrolled during the annual open enrollment period, provided the retiree already has dependent coverage.

Teamster represented employees will need to refer to their collective bargaining agreement for eligibility under this provision.

Continuity of Coverage

Retiree coverage must be elected within a 60-day period between active employment and retiree status. If the retiree elects to participate, he or she will be required to fill out new health and dental plan enrollment application forms indicating coverage, spouse and/or dependent enrollment, etc.

If a retiree's coverage is terminated for any reason, the individual will not be allowed to subsequently re-enter the program. If a retiree voluntarily drops the coverage, his or her spouse and/or dependent's coverage also ceases, but may continue for a time as allowed by law.

Duration of Coverage

Health and dental coverage will be extended to a retiree until he or she is eligible for the federal Medicare program. Individuals who have retired as a result of a disability may not continue coverage beyond the date they qualify for Medicare coverage on the basis of that disability.

Coverage will terminate upon any of the following: Medicare eligibility or voluntary withdrawal by retiree; the County withdraws from AOC's active employee insurance program; or the failure to remit the required premium; or death of the enrolled retiree.

Premium Payments

For Employees hired before June 30, 2003 and working for the County after January 1, 1986, the County pays the retiree's portion of the major medical premium and the retirees are responsible for the cost of their dental, vision and/or any other additional benefit portion and their spouse and/or dependents' premium coverage.

Employees hired after July 1, 2003 are eligible for coverage and are required to pay the full premium rate for retiree Major Medical, Dental, and Vision health insurance.

Retiree's portion of the premium cost must be paid to the County on or before the fifteenth (15th) of the month prior to the month of coverage. Retiree's cost may vary year to year depending on plan cost and number of dependents covered.

Medicare Supplement Plan for Retirees over 65.

Eligibility is for County employees hired prior to June 30, 2003 and over the age of 65 whom have retired from service and have become Medicare eligible. Description and details of plan coverage are described in plan brochure available in Human Resources Office. The County pays the premium cost for retired employees hired before June 30, 2003.

Teamsters are not eligible for the Medicare Supplement Insurance benefit from the County.

VACATION BENEFITS

Accrual

Regular Full and Part time employees will accrue vacation for completed months according to the set schedules provided below. To be eligible for vacation credit, an employee must have been employed by the County for six (6) full, consecutive months from the most recent date of hire. Upon successful completion of the probationary period, vacation is retroactive for introductory/probationary employees to the date of hire. Temporary part-time, seasonal, or on-call employees shall not be eligible for paid vacation.

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular classification on the payday immediately preceeding the employee's vacation period.

Teamster Bargaining Unit Personnel and AFSCME Bargaining Unit Personnel should refer to the schedule set forth in their current Collective Bargaining Agreement.

Non Represented Regular Full Time Employees accrue as follows:

During 1 st year thru 4 yrs	13 days per year
During 5 th year thru 9 yrs	15 days per year
During 10 th year thru 14 yrs	18 days per year
During 15 th year thru 20 yrs	21 days per year
Over 20 years	24 days per year

No vacation time may be taken or paid during the introductory/probationary period, unless specific arrangements have been made at the time of hire.

Regular Part Time employees who work less than 40 hours but more than 20 hours per week shall accrue vacation on a pro-rated basis calculated on the established work schedule. Continuous service will be calculated from your most recent date of hire.

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

Time is not to be banked and never used; therefore, total vacation accrual cannot exceed 1.5 times your annual accrual. Vacation benefits will stop accruing when the maximum allowed has been reached. The benefit will begin accruing again when you reduce the total to less than the allowed maximum. The County may

require a mandatory vacation of reasonable duration when an employee is about to exceed the maximum limit.

An exception to the accrual limit may be granted by submitting a written request to the Human Resources Director for approval, provided the employee has been unable to schedule a vacation due to operational requirements or emergency. If approved, the employee shall be allowed to accumulate vacation credits beyond the maximum accrual rate. A scheduled vacation time must be specified at the time of approval.

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

Donation

An employee may donate a portion of vacation leave (in hours) to another employee whose paid time off hours are depleted or about to become depleted by submitting a written request to the Human Resources Director. Donations may be made to a bank established to serve employee needs anonymously, and a donor may specify the name of an eligible recipient if known. The donor's vacation accrual balance will be reduced by the amount of hours donated.

The County may approve or deny a request based on the HR Director's consideration of the following:

- A. The nature of the extended medical emergency causing a prolonged absence from work and consequent substantial loss of income by the recipient who has depleted earned benefit hours.
- B. Any history of excessive use of sick leave by either employee.
- C. The donation will be on a vacation hour-per-hour transfer basis, and shall not be subject to salary conversions. The additional vacation shall be paid at the recipient employee's current rate of pay.
- D. The Employee donating vacation hours must maintain a bank of at least twelve (12) days' total vacation accrual. Only the amount of available vacation over twelve (12) days will be eligible for donation).

E. Verification of an Employee's "medical emergency" by a treating physician may be required.

F. Employees donating vacation lose any right to the donated leave.

G. Employees who have received donated vacation hours will not receive payment for hours donated which remain unused at the time of resignation or retirement. The donor's hours are reduced by the amount which corresponds to the gift transferred to the County vacation donation bank.

H. In each case the HR Director will notify each employee of the decision and will initiate the proper paperwork for approved donations.

The County reserves the right to permit only enough vacation to cover the recipient's current and foreseeable needs. Additional donated vacation may be approved subject to factors A-G above. The County may determine and allocate portions of donated leave to be restored to donors based on a change in circumstances or a reduced need.

SICK LEAVE BENEFITS

Sick leave is accumulated monthly at a rate of 8 hours for a full-time employee and at a prorated amount for a part-time employee. Sick leave is accumulated for completed months on the last workday of the month. You must be in an active pay status on the last day of the month to accumulate sick leave for that month. Sick leave can be used after three months of continuous employment.

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

Routine doctor or dentist appointments may be charged to sick time. To the extent possible, please try to schedule such appointments before or after work hours or at the time least disruptive to your job.

Sick leave accrued in excess of 80 hours in the employee's sick leave bank may be used for care of a family member's injury or illness.

An employee who is ill and unable to report to work shall make a reasonable effort to notify the immediate supervisor within thirty (30) minutes of the reporting time. In the case of a continuing illness, it is the responsibility of each employee to keep the immediate supervisor advised of the inability to report to work. This contact should be no less frequent than once per week.

It is the employee's responsibility to inform the supervisor of the anticipated date of release from medical limitation. If the medical condition is such that recovery may be projected, the employee shall inform the supervisor of the date of the employee's return.

PAID HOLIDAY BENEFIT

Tillamook County observes the following holidays each year, and our offices are officially closed on these days:

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

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

Eligibility

Regular Employees scheduled to work 20 hours or more per week will be paid for the above holidays. Full-time employees will receive 8 hours' holiday pay for each paid holiday. Part-time employees between 20 and 39 hours per week will receive a pro-rated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive 4 hours of holiday pay because he/she is working 50% of full-time.

Personal Days: Full-time Salaried Exempt employees receive 24 hours of annually paid personal leave time. Non-Represented Regular Full-time employees receive 8 hours of paid personal leave annually. Part-time and temporary employees are not eligible for personal leave time. Eligibility is upon date of hire.

LIFE INSURANCE

Note: The County provides several life insurance options for employees. Eligibility is determined by employee status and by the Policy. Policy documents are available from the Human Resources Office.

RETIREMENT BENEFITS

Note: Retirement benefit descriptions are under separate cover. Eligibility is determined by employee status and by the Plan. Plan documents are available from the Human Resources Office.

OTHER BENEFITS

HRA/VEBA

HRA/VEBA is a tax free health savings account. The funds in this account can be spent on health related expenses for you and your dependants. Your VEBA benefits are described under a separate cover brochure. Questions about this benefit can be answered by contacting the Human Resources Department. This benefit is available only to AFSCME members and Regular Full-time and Regular Part-time Non Represented employees.

LEAVE OF ABSENCE POLICY

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

Bereavement Leave

Personal or Disability Leave (Non-OFLA/FMLA)

Family and Medical Leave (OFLA/FMLA)

Civil Duty including Jury Duty and Witness Duty Leave

Military Service Leave

Crime Victims Leave

Domestic Violence, Harassment, Sexual Assault, or Stalking Leave

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

PAID BEREAVEMENT LEAVE

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

- Spouse/Domestic Partner
- Brother
- Grandchild
- Any other relative residing in the same house or person acting
- Child/Stepchild
- Sister
- Father-in-law
- Parent
- Grandparent
- Mother-in-law

in the capacity of an
immediate family
member.

Additional unpaid bereavement leave may also be available. Please refer to the Family Medical Leave Section for details. Leave to attend the funeral of a non-immediate family member or person with some especially close relationship also may be granted. This leave would be with or without pay based on other available appropriate accrued leave.

Length of Leave

The length of leave you may be granted for bereavement is situational, and may be decided based upon the unique circumstances of your need. You are allowed to take up to five consecutive regularly scheduled working days away from work for a bereavement leave for immediate family members. If you need additional time off for any bereavement purpose, you may ask your supervisor's approval, and you may use earned personal, vacation or comp time leave or apply for an unpaid personal leave of absence.

Request Procedure

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

Pay While on Leave

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

Status of Benefits

Paid bereavement leave won't affect your eligibility for benefits or continuance of benefit accruals.

Reinstatement

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

CIVIC DUTY LEAVE

Jury or Witness Duty

Employees subpoenaed to serve as witnesses or on jury duty may obtain a leave of absence. Voluntary service as a witness or court appearances you must make as part of your own legal proceedings or lawsuit are not paid leaves of absence.

Length of Leave

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

Request Procedure

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

Pay While on Leave

You will be compensated for the time authorized for your leave as long as you turn over your civic pay received. You may retain mileage reimbursement provided by the Court.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

Reinstatement

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

FAMILY MEDICAL LEAVE

Purpose

Unpaid leave of absence for up to 12 weeks is provided to eligible employees for certain family or medical reasons. This section describes family medical leave under both federal and state laws. An official federal general notice explaining your rights and responsibilities under the Family Medical Leave Act ("FMLA") is attached to this policy. If there are greater rights under state law, those state laws will apply. In practical terms, that means in most instances Oregon family medical leave laws will apply for Oregon employees (as coverage is broader under the state laws).

Eligibility

Employees eligible for leave of absence under the Family Medical Leave Act ("FMLA") must have been employed by the company for 12 months or more, have at least 1250 hours of service during the 12 months immediately preceding the leave of absence and work at a worksite with at least 50 employees within a 75-mile radius. Under the Oregon Family Leave Act ("OFLA"), you will be eligible to take a family and medical leave if you meet the following requirements:

- You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption or placement of a child (parental leave), there is no hours worked requirement. Employees taking leave arising out of a spouse's or registered domestic partner's active duty or call to active duty under OFLA, only have to work an average of 20 hours per week to qualify for such leave.

Family and Medical Leave Defined

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

- To care for the employee's child after birth or a newly placed adopted or placed foster child under the age of 18, or older than 18 if incapable of self-care due to mental or physical disability, within 12 months of the event (parental leave);
- To care for a spouse, child or parent, and in Oregon, parent-in-law, grandparents, grandchildren, same-sex domestic partner and parents or child of an employee's same-sex domestic partner (family member leave);
- For a serious health condition that prevents the employee from performing his or her job (serious health condition leave);
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- To care for an injured service member (Armed Forces, National Guard and Reserves) who is the employee's spouse, child, parent or next of kin, with a serious injury or illness incurred on active duty and for a covered veteran undergoing

medical treatment, recuperation or therapy for a serious illness or injury that was sustained any time up to five years preceding the treatment ("military caregiver leave");

- For a qualifying exigency arising out of the employee's spouse, child or parent's active duty, or call to active duty in the Armed Forces, National Guard or Reserves ("qualifying exigency military leave").

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Under Oregon law, employees may also request family and medical leave:

- To care for a minor child who is ill and requires home care, and does not have a serious health condition, provided another family member is not willing and able to care for the child ("sick child leave").
- For up to 14 regularly-scheduled work days per deployment arising out of the employee's spouse's or registered domestic partner's active duty or call to active duty in the Armed Forces, National Guard or Reserves.
- For up to two weeks of leave per death of a family member, up to a maximum of twelve weeks per leave year, for dealing with the death of a family member attending the funeral (or alternative) of the family member, making arrangements necessitated by the death of a family member, or grieving the death of a family member ("bereavement leave").

In addition to the basic 12-week family leave entitlement, eligible FMLA employees are entitled to take up to 26 weeks of leave in a single 12-month period (that includes leave for any other FMLA purpose) for injured service member military leave. Eligible OFLA employees may also qualify for additional family medical leave in the following circumstances:

- Up to 12 weeks leave for incapacity related to pregnancy, prenatal medical care, or childbirth; and
- Up to 12 weeks of sick child leave for those employees who take 12 full weeks of parental leave, provided the child does not have a serious health condition

General Provisions.

a. **Notice.** In situations where the need for medical leave is known, you must contact the Human Resources Office and give thirty (30) days' written notice of the need for leave. or as soon as reasonable known in order to take family and medical leave by filling out and turning in the Request for Family and Medical Leave form and the Health Care Provider Certification form. If the reason for the leave is unforeseeable, absent unusual circumstances, you must provide notice as soon as practicable

Employees are responsible and must provide sufficient information to determine if the leave may qualify for family medical leave protection and the anticipated timing and duration of the leave. Employees also must inform the company if the requested leave is for a reason for which FMLA and/or OFLA leave was previously taken or certified.

The consequences for failing to provide adequate notice for OFLA-only leave are that the company may reduce the period of unused OFLA by the number of days the employee took leave without notice (not to exceed three weeks per leave year).

Employees must make reasonable efforts to schedule treatment for serious health conditions and/or leave for planned treatment in a manner that does not unduly disrupt business operations.

b. **Rolling twelve-month leave period.** The leave calculation year for family medical leave is 12 months starting with the first day family leave is taken by the employee (12-month "looking forward" method.)

c. **Paid, other leave to run concurrently.** FMLA/OFLA are not forms of paid leave. Leave granted under state workers' compensation laws will be treated in accordance with the above laws and will run concurrently with family medical leave covered by FMLA, and will run concurrently with family medical leave covered by OFLA only if the employee's workers' compensation claim is denied, or if the employee rejects a light-duty offer.

Paid leaves and unpaid leaves (e.g., personal leave) run concurrently with unpaid family medical leave where allowed by law. Any accumulated paid leave, such as vacation and sick pay leave, must be substituted for unpaid family medical leave and taken before the remainder of family medical leave is taken as unpaid leave.

d. **Medical certification.** The County will require a timely, complete and sufficient medical certification of serious health conditions. The company will not seek or require genetic information from employees or their family members. The employee will be required to provide the certification within 15 days of the request. The company will require returning employees to provide a fitness-for-duty certification to return to work. Second and third opinions and periodic recertifications supporting the need for leave may be required.

Under Oregon law, employees who use sick child leave on all or any part of three separate days in a 12-month leave period may be required to provide medical documentation from the child's doctor to verify that the child was ill and required home care for all subsequent uses of sick child leave in the 12-month period.

If you are taking family and medical leave to care for a family member with a serious health condition, you will be asked to provide proof of your relationship to this person. Please check with the Human Resources Office to discuss how best to provide this proof.

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

The consequences for failing to provide a timely, sufficient and complete medical certification supporting the need for the absence(s) are that the leave may be delayed or denied and not be protected by family medical leave laws.

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

e. **Certification of spousal/domestic partner deployment qualifying exigency and military caregiver leave.** The County will require certification of spousal or registered domestic partner deployment leave, of the qualifying exigency, and the serious illness or injury of the covered servicemember for military family leave. The employee must respond to such a request within 15 days of the request. Failure to provide a timely, complete and sufficient certification may result in denial or delay of continuation of leave.

f. **Intermittent/reduced schedule leave when medically necessary.** Generally, intermittent or reduced schedule leave is not available for family leave used for birth, adoption or foster placement. In other situations where intermittent or reduced schedule leave is available and foreseeable, employees may be temporarily transferred to available alternative positions that better accommodate intermittent or reduced schedule leave. Any such transfer covered by OFLA will be with the employee's consent.

g. **Reinstatement.** Generally, employees returning from leave will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, unless their former position has been eliminated for bona-fide business reasons where the employee may have no reinstatement rights.

Under Oregon law, reinstatement following Oregon family medical leave is generally to the employee's former position, unless the position has been eliminated, in which case the employee may be entitled to reinstatement to an available, equivalent job.

h. **Continuation of benefits.** During FMLA leave, the County will maintain an employee's health coverage under the County's group health plan on the same terms as if the employee had continued to work. Employees on leave covered by OFLA-only are not entitled to have their health benefits continued, but may apply for continuation coverage, if eligible. The County will recover premiums paid on behalf of an employee who does not return to work for reasons other than a serious health condition of the employee or family member, or other circumstances beyond the control of the employee.

i. **Status report and call-in.** While on family medical leave, employees must provide the company with periodic reports of status and intent to return to work, and must comply with the County's call-in rules.

Working for another employer.

County policy prohibits employees on a paid or unpaid leave of absence, including a family medical leave of absence, from working for themselves, another employer or

company, or volunteering for another employer or company without prior written authorization.

Please contact the Human Resource Office for applications and/or specific details.

PERSONAL LEAVE OF ABSENCE

An employee may request an extended Personal Leave and may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that does not fall under the guidelines of the Family and Medical Leave Policy. A personal leave of absence is granted at management's discretion and is normally granted to protect the length of service and benefit rights for an employee whose service might otherwise be terminated.

Eligibility

You become eligible for a personal leave of absence after 12 months of employment. If you want to take a personal leave of absence you must make arrangements with your supervisor.

Length of Leave

Leave over 30 days must have Board of Commissioner's approval. Supervisors may approve personal leave less than 30 days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 90 days.

Request Procedure

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

Pay While on Leave

Personal leaves of absence are without pay unless you have accrued vacation or comp hours in your leave banks. Extended leaves beyond the accruals are unpaid.

Status of Benefits

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

Reinstatement

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

UNIFORMED SERVICES (MILITARY) LEAVE AND RE-EMPLOYMENT

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

Eligibility

All employees of the County are eligible for leave.

Length of Leave

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

Request Procedure

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

Pay While on Leave

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

Status of Benefits

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

Reinstatement

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

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

31 to 180 days: If you are a Reservist or National Guard member returning from initial active duty for training you must submit an application for re-employment within 31 days after honorable release from service. You will be reinstated to the same position held at the time the service leave began, provided the leave has been for less than 90 days in length. If the leave is 91 days or longer, when you return you will be reinstated to the same job, or comparable job in terms of like seniority, status, and pay, as long as you are qualified to perform the duties.

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

Failure to file an application within the required time period forfeits the right to re-employment. Temporary employees may not have any reinstatement rights upon completion of Uniformed Service Leave. Please consult with the Human Resources Office for more information.

Leave for Victims of Crime

An employee who has been the victim of a crime, or whose immediate family member has been the victim of a crime, may be entitled to a leave of absence to attend criminal proceedings under the terms of this policy and applicable law. An immediate family member is defined as: a spouse, domestic partner, father, mother, sibling, child, stepchild, and grandparent.

An employee who has worked for at least 180 days and who has averaged 25 hours or more per week in the 180 days prior to the request for leave, may be eligible to take an unpaid leave of absence to attend criminal proceedings related to a crime in which the employee or a member of the employee's immediate family was a victim. Employees must provide reasonable notice of their intention to take leave under this policy, discuss

the approximate length of the leave with their supervisor, and provide copies of scheduling notices upon request.

The absence from work must be in order to attend judicial proceedings related to a crime as described above, and employees must provide official documentation of the scheduled proceeding. If advance notice is not possible, appropriate official documentation must be provided within a reasonable time after the absence. Such absences will be unpaid; however, available vacation may be used to substitute for the unpaid time. If the employee's leave would create an undue hardship on the Company, the leave may be limited and the employee may request that the court take the employee's work schedule into account when scheduling the proceedings.

Domestic Violence, Harassment, Sexual Assault, or Stalking Leave

An eligible employee who is a victim of domestic violence, harassment, sexual assault or stalking may take time off from work, without risk of discrimination or retaliation, for the following reasons:

- To seek legal or law enforcement remedies to ensure the employee's (or his/her minor child's) health and safety. This includes preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking.
- To seek medical treatment or to recover from injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, harassment, or sexual assault.
- To obtain counseling related to an experience of domestic violence, harassment, sexual assault, or stalking.
- To relocate or secure his/her existing home to ensure the employee's (or his/her child's) health and safety.

The employee must give the Company reasonable advance notice of the intention to take time off for any of the above purposes, unless reasonable notice is not feasible. The Company may require an employee requesting domestic violence leave to provide one of the following to the Company:

- A police report indicating that the employee was a victim of domestic violence, harassment, sexual assault or stalking.
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, harassment, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee appeared in court.
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, harassment, sexual assault, or stalking.

The County is committed to protecting the confidentiality, to the extent possible, of an employee who requests time off as a result of domestic violence, criminal harassment, sexual assault, or stalking.

You may use unused, accrued vacation for these purposes. A domestic violence or sexual assault leave shall not exceed or extend the amount of time off permitted under any applicable federal or state family and medical leave laws, if any, and is not in addition to what, if any leave, is already permitted by such laws.

Independent of any leave rights you may have, the County will provide employees a reasonable workplace safety accommodation in response to actual or threatened domestic violence, sexual assault, stalking or criminal harassment.

Safety accommodations may include transfer, reassignment, a modified schedule, changed work station or phone number, or other measures to address safety. Please contact your supervisor in the event you wish to discuss an accommodation.

HEATH AND SAFETY

SUBSTANCE ABUSE

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

The following conditions and activities are expressly prohibited on our premises or property, during work time or Tillamook County sponsored events, or while representing the County in any work-related fashion:

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

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

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

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

The following definitions apply:

Reasonable suspicion is defined as specific describable observations concerning such circumstances as the work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior, or speech of the employee, or as being

involved in an accident on County premises that results in physical injury or property damage.

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

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

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

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

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

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

DRUG & ALCOHOL TESTING

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

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

If you are involved in a job-related accident resulting in property damage in excess of \$1000.00, or physical injury requiring off-site medical attention, you will be required to submit to testing to determine the presence of any involvement with alcohol or drugs. We may waive the requirement if we determine, in our discretion, that the accident could not have been caused by alcohol or drug use.

We will also conduct testing as required or recommended under the provisions of any state or federal government regulations. If you are within a regulated group requiring testing you will be required to abide by policy as well as any government programs.

When being tested, you may request that any sample be split into two parts; with one part tested and the other retained by the testing laboratory for future re-testing in the event of a positive test result. If you request a re-test, it will be at your expense and must be conducted by a laboratory that is acceptable to us. A list of approved laboratories will be provided upon request.

If you believe that your specimen was not collected in accordance with established procedures, you must report any deficiencies within 24 hours of the collection. Deficiencies reported after 24 hours have expired and will not be considered.

CDL Licensed Drivers

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

VEHICLE POLICY

Note: If you are required to operate a County Vehicle you must obtain a “Vehicle Policy Manual,” from the BOCC office.

EMPLOYEE HEALTH AND SAFETY

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

We develop and implement safety rules and regulations through our managers, supervisors and safety committees. We also provide training for our employees regarding workplace hazards and the proper and safe methods to use in performing their job tasks.

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

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

Accident Investigation and Reporting

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

OR-OSHA requires each employer to investigate the cause of every time-loss accident and determine the means in which to prevent recurrence. Employers are required to install any safeguards or take corrective measures indicated or found advisable.

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

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

If an injury occurs:

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

Employee responsibilities:

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

Supervisor/Manager responsibilities:

1. Conduct an investigation into the cause of the injury or illness
2. Send the employee to the Human Resources Office to complete the 801 Form (for medical treatment).
3. Send the accident investigation to the Human Resources Office. Human Resources will send a current job description to the workers' compensation claims examiner.
4. If possible locate temporary light duty for the injured worker as soon as they are released.
5. Monitor light duty to assure that the worker stays within the restrictions and co-workers support injured worker on completing job tasks.
6. Continue to communicate and work together with the Human Resources Office about the injured workers status.

Early Return-to-Work Program

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

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

Participating in this program helps our employees to recover and return to full employment as soon as their medical condition permits. This Return-to-Work program

is a transitional program designed to help ease employees back into their full duties or full work shift. It is not intended to become a replacement for a regular job.

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

Not all light duty jobs will be in your regular department. You may be asked to do other work in another department such as file, enter data, answer phones or complete any appropriate work duties in another department.

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

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

Smoking in the Workplace

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

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

OR-OSHA REGULATORY COMPLIANCE

Employee Right to Know/Hazard Communication Program

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

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

Container Labeling

Each Department Supervisor will verify that all containers received for use in their department will:

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

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

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

Material Safety Data Sheets (MSDS)

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

Safety Committees

A Safety Committee has been established to help monitor job safety and increase employee involvement in workplace safety. The purpose of the Safety Committee is to bring managers and employees together in an effort to promote safety and health in the workplace. Safety Committees meets monthly and minutes from these meeting are posted on the bulletin board and a copy is in the Human Resources Office for review. Each employee is encouraged to read these minutes and to report any problems or questions to any of our designated Safety Committee members. In addition to holding monthly meetings to discuss and resolve safety issues, the Committee conducts quarterly inspections to document hazards and to make recommendations for corrective action. It is important for all employees to cooperate with Safety Committee members during these inspections. It is everyone's responsibility to make workplace safety the first priority.

SEPARATION FROM EMPLOYMENT

Separation from employment with Tillamook County occurs when you voluntarily resign, retire, or you are laid off or discharged.

Resignation

For non-represented employees, employment with us is “at-will,” which means you are free to resign at any time, with or without notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of intent to resign at least 10 working days before departure, and 30 days before departure for supervisors and management-level personnel.

Job Elimination, Reduction in Work Hours or Staff

See provisions under applicable collective bargaining agreements.

Discharge

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

Exit Interview

An exit interview is available to you as an opportunity to address unresolved issues before leaving the County and allow us to solicit your opinions and any suggestions for improvement for the County. We encourage all employees to participate in an exit interview when they separate from employment, and we value all opinions and suggestions we receive in the process.

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

Return of County Property

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

Post Employment Job References

When using the County as a job reference, please use the Human Resources Office as your reference. Do not give your immediate supervisor, department head or department phone number. All department personnel are to refer any reference contacts to the Human Resources Office for response.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE POLICIES AND PROCEDURES MANUAL

I acknowledge that I have received a copy of the Tillamook County Policies and Procedures Manual. I understand that this manual contains important information on the County's policies and benefits and my rights and responsibilities as an employee. I will familiarize myself with the material in the handbook.

I understand that this handbook supersedes all prior handbooks, manuals, policies, summaries and understandings on these subjects, that it is not intended as a complete statement of my rights or responsibilities, AND THAT IT IS NOT A CONTRACT OF EMPLOYMENT. I also understand that unless I am covered by a collective bargaining agreement, all employment with the County is 'at-will' and can be terminated at any time for any reason. I also understand that the County reserves the right to change, substitute, discontinue, interpret and apply, in its sole judgment, all County policies, procedures and benefits.

Employee Signature