



**Sisters Park and Recreation District
Employee Handbook: Personnel Policies of SPRD**

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INTRODUCTION

This handbook is designed to provide employees an understanding of what is expected of them, and to ensure consistent, fair, and uniform treatment of District employees. This handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time.

Neither this handbook nor any other District document confers any express or limited contractual right to remain in the District's employ. Nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific length of time and may be terminated at will, with or without cause, and without prior notice by the District or you for any reason at any time.

Please read through the handbook carefully. 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.

HIRING PRACTICES

Equal Employment Opportunity

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

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

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply:

“Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship, ethnic background, or place of national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

Americans with Disabilities Act

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

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

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

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

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

Reasonable accommodation is available to employees and applicants, as long as the accommodation doesn't cause undue hardship on the organization. Individuals protected by the ADA should discuss their needs for possible accommodation with the Human Resources Department.

NEW EMPLOYEES, PROMOTIONS, AND TRANSFERS

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally or externally. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, or the presence of a physical or mental condition or disability that can be reasonably accommodated.

Management will always try to select the most qualified person for each available job, favoring existing employees over outside applicants when possible. Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. Management may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of his/her spouse, domestic partner, or family member if such placement adversely affects supervision, safety, security, or morale.

You may, from time-to-time, be temporarily or otherwise transferred or assigned to perform work outside of your regular job classification, schedule, shift, or program. Depending upon the circumstance when transferred, you may be subject to a wage adjustment. Management may reassign an employee whose placement is determined to be unsuited to his/her individual skills and may transfer an employee who has an illness or disability that requires a modified duty job without posting the job.

New Employee Orientation

New employees are expected to attend a thorough orientation. At the orientation you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

Introductory Period

As a new employee, you are hired on a 90-day introductory period. The introductory 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 period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provide an opportunity to see if your abilities and the requirements of the position match. It is also a chance to see if SPRD meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made. If you have successfully completed the introductory period, you will be moved to regular status. If performance borders on satisfactory, but falls a little short, the introductory period may be extended if there is reason to believe that your performance will improve within (30) days. A request for extension won't be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or skills are not satisfactory, it is unlikely that your employment will be continued.

Completion of the introductory period does not alter the at-will employment relationship. Employment may be terminated at our will or discretion or by you at any time during or after the Introduction Period, with or without reason, if either party regards it as necessary or appropriate.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete an introductory period of (90) days to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job SPRD deems suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may also be adjusted.

Reinstatement

Employees who resign from the organization in good standing may be eligible for re-employment consideration. SPRD is not obligated to rehire former employees.

Prior Service Credit

Employees who are rehired by SPRD will receive credit for prior time worked as follows:

- employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one year after the separation date; and
- all other rehires shall be considered new employees, except where the Employee Retirement Income Security Act may rule otherwise for pension purposes.

Employee Status

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

- Introductory: Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, benefits. (Note: *if the probationary period exceeds 90 days the employee will be eligible for Oregon Sick Leave on the 91st day.*)
- Regular Full-Time: An employee who is regularly scheduled to work 30 hours or more per week. Classification is normally eligible for benefits. (For health insurance coverage, 30 hours per week is considered full-time).
- Regular Part-Time: An employee who is regularly scheduled to work at least (20) but less than (29) hours per week. This classification is normally eligible for benefits, though he/she may be on a pro-rata basis.
- Temporary: An employee who is hired for a specific length of time, usually no more than six months in a fiscal year. This includes program leaders, paid coaching staff, enrichment instructors, score keepers, and other individuals hired for a specific limited-duration program. This classification is not eligible for benefits, except for those mandated by law including Oregon Sick Leave.
- Independent Contractor: The District will evaluate any program proposals to provide services as an independent contractor based on the Bureau of Labor and Industries (BOLI) requirements.

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

- Exempt: An employee who is exempt from the overtime pay requirements under federal and state laws. Exempt employees include managers, executives, supervisors, and professional staff, and others who are paid a salary and whose duties and responsibilities allow them to be exempt under federal or state law.

Non-exempt

Salaried: An employee who is paid a set salary for a set amount of time and whose job calls for overtime payment as appropriate under federal and state laws.

Non-exempt: An employee who is paid an hourly wage, (typically assigned a regular work shift of not more than 40 hours per week), and whose job calls for overtime payment as appropriate under federal and state laws.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

The District 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, or any manager involved in potential transfer or promotional consideration.

Your personnel file is available for review (except for any references or other material exempt from disclosure under state law) by making advance arrangements with the executive director. Management 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.

Access to Personnel Files - Persons Other Than Employee

Personnel files are exempt from disclosure under the provisions of ORS 192.502(2) if disclosure would constitute an unreasonable invasion of privacy. Records of discipline may be exempt from public disclosure.

Removal of Documents

Documents shall not be removed from your personnel file, except pursuant to a determination by the executive director that a document is not accurate, or is no longer relevant or timely to any personnel or performance matter. Any document which is removed shall be maintained in a separate file containing all such documents, not indexed under the name of any employee.

Medical Records

Documents containing medical information shall be kept in a separate, confidential file that is not part of your personnel file. While these records shall be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and necessary accommodations. First aid and safety personnel may be informed, when appropriate, of an employee's disability, if the disability might require emergency treatment. Government officials investigating compliance with discrimination laws shall be provided relevant information on request.

Change in Personnel Data

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

- Name
- Marital status
- Address
- Telephone number
- Beneficiary(ies)
- Person notified in case of emergency
- Job related physical or other limitations that impact employment
- Other information having a bearing on your employment

An Employee Change in Personal Information form is available for your use in reporting any changes in your personal information.

HOURS OF WORK AND COMPENSATION**Hours of Work**

The general office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday unless special events or programs are being offered.

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

The normal workday is 8 hours. The total hours in a normal workweek for regular full-time staff are 40 hours, Monday through Sunday. 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 explicit advance approval from your supervisor.

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.

Employment Eligibility Verification (Form I-9)

All employees are required, by federal law, to prove eligibility to work in the United States by filling out a Form I-9 and presenting acceptable documents consistent with List A or Lists B and C to SPRD at the beginning of the onboarding process.

Employee Withholding Allowance Certificates (Form W-4)

You are required under federal law to furnish the District 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 is a record of time worked and should be filled out weekly. It provides a permanent record of the time spent on the job, indicating the exact time worked. Each non-exempt employee will be expected to begin a new time card at the start of each pay period. Non-exempt employee pay is calculated from this record.

The time card should be reviewed for completeness and accuracy at the end of each pay period. Supervisors will review and sign time cards at the end of each pay period. Time cards must be completed in ink or via computer. Your signature on the time card each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time card. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees classified as exempt do not fill out time cards and no deduction of pay will be made for hours worked fewer than 8 hours per day, unless authorized by law. However, because the District does have PTO benefits, if you have earned time in these bank(s), you must use this time first to cover any time off that is less than your normal work day. Notations of used PTO can be made on a time-card and signed by the exempt employee for that pay period. In addition, any SPRD committee (formerly known as partner committees) time should be recorded on the monthly time card and submitted at the end of each pay period.

Resolution Process for Paycheck Errors

If you have any questions regarding your pay, or feel a supervisor has made a change to your pay that you do not believe is accurate, please contact the executive director or his/her designee.

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 rate of pay for all hours worked over 40 in a regular workweek, or as otherwise required by state and/or federal laws. Paid time off will not be considered in computing the 40 hours after which overtime is paid. Your supervisor/manager must approve any overtime hours in advance. Supervisors are responsible for ensuring that no unauthorized overtime hours are worked.

Final Paycheck

While we request that you give SPRD at least 10 working days' notice prior to departure when resigning or retiring from the District, 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.

Social and Volunteer Recreational Activities

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

Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt District operations. In extreme cases, these circumstances may require the closing of our office.

SPRD will follow the decisions of Sisters School District, as it relates to severe weather closures, for SPRD activities and programs. Coffield Center staff members should plan to arrive at work for their regular shift unless otherwise notified via text message or phone call by 7am by the executive director or his/her designee.

If a decision is made to close the office prior to the start of the workday, non-exempt/hourly employees will not be paid unless they choose to use their PTO. Non-exempt/hourly employees who have reported to work before the decision to close will be paid for time worked, or a minimum of two hours, whichever is greater. Exempt employees will be paid for all absences related to emergency closures.

Employees who perform essential duties are required to be at work to complete time sensitive projects (e.g., processing payroll) and ensure that facilities are operational. The executive director will determine who is essential depending on the closure situation and communicate with staff accordingly.

MEALS AND REST PERIODS

Meal and rest periods will be provided for you according to the applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor (in an emergency situation) is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

Lactation

The District promotes and supports the practice and need for female employees to express breast milk on its premises, and will support female employees' continuation of

expressing breast milk upon their return to work. Please work with your supervisor to develop a plan.

EMPLOYEE TRAVEL AND REIMBURSEMENT

The District will pay employees consistent with federal per diem rates for expenses incurred while performing your job responsibilities. All such expenses must be pre-approved by your supervisor before payment will be made.

A Travel Reimbursement Request form must be supported by proof of purchase, e.g., detail receipts. Food reimbursements require a detailed accounting of meal purchases and the final receipt showing the amount paid. Forms are due to the finance coordinator within (five) days following the end of the month.

Mileage Reimbursement

SPRD requires staff to utilize SPRD vehicles for work related travel. If travel requires use of your personal vehicle it must be approved by your supervisor. When you use your own vehicle for organization business, you will be reimbursed for District-related business travel at the current IRS determined rate per mile.

To recover these costs, the Travel Reimbursement Request form must be signed by you and dated, initialed by your supervisor, and submitted to the finance coordinator for processing according to policy. If you have questions about expense reports and mileage allowances, ask your supervisor.

You assume liability for your vehicle when you use it for business purposes. All employees who want to use their personal vehicles for organization business must sign statements verifying that they have a current driver's license and the minimum vehicle liability insurance required by state law. The employee's personal insurance will be primary and SPRD's will be secondary.

BENEFITS

The District provides a comprehensive group health program for regular full-time employees. Full details about this program will be given to employees on their first day of work. The District also provides insurance programs as mandated by state and federal regulations for all employees.

Scope of coverage and levels of employer premium contributions are subject to the sole discretion of the District, and shall be subject to budgetary and policy considerations.

The following are brief summaries of these programs. Contact the finance coordinator for more information.

- A. **Group Insurance** – The District provides employer-paid medical, dental, and vision insurance coverage for all full-time employees, as well as life insurance. Short and long-term disability insurance is available for purchase by full-time employees.
- B. **Retirement Plan** – The District provides all employees, regular full and part-time,

with enrollment in a Simple 401(k) plan. The District contributes a matching amount of up to 3% of each employee's gross wage or salary to the plan on the employee's behalf based on an employee's contribution level. Employees may supplement the District's contribution with pre-tax contributions of their own, up to the limits allowed by law. Contribution, investment, and withdrawal of these funds are governed by the plan language and applicable state and federal laws.

Paid Time Off (PTO) Benefit

The Paid Time Off (PTO) program provides paid time off to be used at the employee's discretion, while protecting an allotment of time for disability, hospitalization, or injury. PTO is a combination of vacation and personal absence days. A separate account consisting of seven days per year is accumulated for disability time (see Extended Absence Disability Bank on page 13).

Eligibility and Accumulation Rates

All regular employees working 20 hours per week or more are eligible for PTO accumulation. Full time employees accumulate PTO hours at the following rates:

Length of Service Hours Accumulated

Until 1st anniversary 80 hours (2 weeks)
 From 1st to 5th anniversary 120 hours (3 weeks)
 Following 5th anniversary 160 hours (4 weeks)
 Following 10th anniversary 200 hours (5 weeks)

Accumulation begins on the first day of regular employment, but employees are not eligible to use PTO until the introductory period has been successfully completed unless approved by the executive director.

Appropriate notice is necessary so that PTO time can be scheduled for employees. The following schedule is recommended, but supervisors can revise it to meet their needs.

<u>Reason for or Duration of Time Off</u>	<u>Required Notice</u>
Illness	At least two hours before shift begins
One to three days	5 business days
Four to ten days	10 business days

PTO time can only be used for time off on regularly scheduled work days.

The notice schedule should provide time for SPRD to arrange for adequate coverage during employee absences. However, if management is unable to schedule time off, requests may be denied even though sufficient notice has been given. If more than one employee in a department asks for the same time off and gives the required notice, length of service within the department will be considered in granting the requests. All PTO will be paid at the employee's regular rate of pay.

At separation, any unused days in the PTO account will be cashed out at full value and will be included in the final paycheck, unless a termination for willful misconduct creates a loss of eligibility. No payment is made at separation for any remaining disability bank hours.

At the end of the PTO year, employees with remaining hours may exercise one of the following options:

- have remaining hours credited to the disability bank; or
- have remaining hours transferred to next year's earned leave, not to exceed 60 hours.

The election of these options will take place in May so July PTO balances can be adjusted.

Extended Absence Disability Bank

The disability bank is another component of the PTO program. Disability bank hours are to be used for extended illness, injury, disability, or hospitalization only. Therefore, they can only be drawn after three continuous business days of illness or disability, starting with the fourth day. If an employee is hospitalized or has surgery (including day surgery) for a problem that is not work-related, disability bank hours may be used starting with the first day of hospitalization. Disability related to pregnancy will be treated like any other medical condition.

Employees receive seven hours at the beginning of each fiscal year, and may accumulate up to 1,040 hours in their disability banks. No payment will be made for any hours in the disability bank upon separation.

Paid Holiday Benefit

The District observes the following holidays each year, and our offices are officially closed on the following nine days:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence 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 Year's Eve, will be determined each year at management's discretion.

Regular full-time and part-time employees are also entitled to one additional "floating holiday" of their choice, which requires at least 14 days advance notice to the employee's supervisor.

Eligibility

Employees regularly scheduled to work 30 hours or more per week will be paid for the above holidays. Part-time employees between 20 and 29 hours 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.

Veterans Day Holiday for Veterans

As a small way of saying thank you to those employees serving in our armed forces, you have the option to take off Veterans Day. An eligible veteran may request Veterans Day off, if scheduled to work on that date. This time will be paid time off.

Eligibility

Employees are eligible if they fall within specific parameters outlined by law. Besides providing military service in a reserve or National Guard unit, an individual must have been deployed for at least one day, or served on active duty for at least 6 months, and received an honorable discharge, if no longer a member of the military. You may be requested to provide documents establishing your eligibility.

Request Procedure

You must notify your supervisor of your request 21 days prior to the holiday. Your supervisor will respond to your request no less than 14 days prior to the holiday.

Employer Response

Due to situations where providing time off would create a significant economic or operational disruption, or undue hardship would occur, the decision may be made not to allow anyone to take the day off or only the minimum number of employees to avoid such a situation. If a veteran does not receive time off for Veterans Day, the employee may choose a single day off within the same fiscal year with supervisory approval.

Wellness Incentive Program

The Sisters Park and Recreation District will reimburse regular full-time and part-time employees who have completed their probationary period up to \$500 per year towards the cost of gym membership, fitness classes or activity fees that encourage active healthy lifestyles for them or their immediate family living in the same household. This benefit must be used within the July - June fiscal year and cannot be carried over. The reimbursement will be issued through payroll, as it is subject to taxes.

In addition, SPRD regular full-time and part-time employees and their immediate family members (within their household) are eligible to receive a 50% discount on SPRD sponsored activities with the exception of those run through SPRD committees and a limited discount of 25% for the preschool program.

LEAVES OF ABSENCE

Crime Victims' Leave *NOTE: This policy applies to employers of six or more persons in Oregon for 20 or more weeks in the calendar year in which the employee takes the leave or in the immediately preceding year.*

If an employee or a member of his/her immediate family suffers financial, social, psychological, or physical harm from a personal felony or an employee is a victim of harassment (under the public offenses statutes), he or she may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

The District will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the District for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the District. If the District must limit your leave due to undue hardship, SPRD will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

Request Procedure

You must provide your supervisor with reasonable notice of your intention to take crime victims' leave, and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. SPRD will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued PTO available to them. Exempt employees working partial days or partial weeks will be paid in full for the entire day or week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

Domestic Violence Leave *NOTE: This policy applies to Oregon employers of six or more persons for each working day during 20 or more calendar workweeks in the year in which an eligible employee takes leave. STATE REQUIREMENT, 2014.*

An employee who is a victim of domestic violence, sexual assault, or stalking, or is a parent or guardian of a minor child or dependent who is a victim, may be entitled to take unpaid protected leave from work to obtain services or treatment.

Eligibility

All full-time District employees are eligible to take domestic violence leave.

Types of Services/Treatment

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

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the District.

Request Procedure

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

Safety Measures

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

Pay While on Leave

Domestic violence leave is unpaid; however eligible employees who take this type of leave may use any accrued PTO available to them. Exempt employees working partial days or partial weeks will be paid in full for the entire day or week, although accrued PTO must be used first.

Status of Benefits

Benefits are not affected by domestic violence leave.

Family and Medical Leave Act (FMLA):

SPRD is an FMLA covered employer, however for an employee to be eligible SPRD must have more than 50 employees.

Oregon Family Leave Act (OFLA):

SPRD is an OFLA covered employer, however for an employee to be eligible SPRD must have more than 25 employees.

Leave to Donate Bone Marrow*Eligibility*

Employees working 20 or more hours per week are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of already accrued PTO. In extenuating circumstances, additional unpaid leave may be granted by the supervisor.

Request Procedure

You must notify your supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not

qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

Uniformed Services Leave and Re-Employment

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

Eligibility

All regular full-time and part-time employees of the District are eligible for leave.

Length of Leave

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

Request Procedure

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

Pay While on Leave

Military leaves are without pay unless you elect to utilize PTO benefits earned before commencement of the leave and are otherwise eligible to use such benefits. You must request and obtain approval to use PTO 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 24 months while on leave by paying the insurance premium through COBRA for any leave extending beyond 30 days.

Reinstatement

When 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 14 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 91 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 organization'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.

EMPLOYMENT RELATIONS AND CONDUCT

Ethics

Sisters Park and Recreation District believes in treating people with respect and adhering to ethical and fair practices in business. Employees are expected to avoid situations that might cause their personal interests to conflict with the interests of our organization or to compromise our reputation or our integrity. Employees who violate the ethics policy or who create an equally detrimental impact on the organization will be subject to corrective action, depending upon the circumstance, up to and including termination.

Conflict of Interest

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer/client, or any individual or organization doing or seeking business with SPRD. 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 organization 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 must have no proprietary or financial interest in any business that furnishes products, materials, or services to the organization or in any related transaction. Nor may he/she benefit directly or indirectly from a third party who furnishes products, materials, or services to the organization.

Misrepresentation

As an employee, you should consider how you represent SPRD. You should be careful not to misrepresent the organization's policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. You should also avoid using the organization's name, likeness, facilities, assets, resources, or the authority of your position with the organization for personal gain or private interests.

Gratuities/Gifts

No employee may receive, give, pay, promise, or offer to our customers anything of value, whether cash or any other property, to secure or appear to secure preferential treatment. This includes any form of gratuity to or from employees of our customers or members of their families.

Outside Employment

While employed at SPRD you may not engage in outside employment that conflicts with the nature of SPRD's business, competes with the District, conducts business with the organization or otherwise interferes with your ability to perform according to established standards of performance and work rules. You also may not conduct business connected to outside employment during hours you are scheduled to work at SPRD or use District equipment for such purposes.

Off-Duty Conduct

Generally, SPRD regards off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potentially negative impact on the organization's reputation within the communities SPRD serves. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct that adversely affects the organization or its public image, or their own ability or credibility to carry out employment responsibilities may be subject to corrective action, up to and including termination.

Solicitation and Bulletin Boards

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

- No one may solicit SPRD employees or distribute literature on organization property at any time.
- Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.
- You may not solicit, expect, or accept contributions from vendors, or anyone doing business with the organization.

- You may not sell merchandise or collect funds of any kind without prior approval from the executive director.

SPRD uses its organization bulletin boards to keep you up-to-date and to post notices and information required by law. They are also used to announce activities and other items of interest to employees. Management asks 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 organization business.

Confidentiality

Organization and Customers

At SPRD employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information. Disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to its patrons.

No organization records or information, including, without limitation, documents, files, records, computer files, and similar materials may be removed from our premises without permission from the executive director except in the ordinary course of performing duties on behalf of SPRD. Additionally, the contents of organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records

SPRD's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, Equal Employment Opportunity (EEO) data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under District proprietary electronic transmission and virtual

private network policies and security systems. Participants in SPRD's benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, District coding and recording systems, telephone directories, e-mail lists, and facility or location information and addresses, is considered to be proprietary information to be used for internal purposes only. The District retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of his or her personal information, the employee should report the incident to the executive director or his/her designee. The executive director or his/her designee has the responsibility to investigate the incident and take corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month, is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers in order to facilitate District work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employee's employment anniversary date will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or benefits statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

Workplace Rules

SPRD believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, SPRD has clearly 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 SPRD:

1. You are expected to be at work on time, stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.

2. You are expected to regard your workplace with respect and attention. SPRD equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.
3. You are expected to comply with all appropriate codes, laws, regulations, and policies regardless of whether they are set by SPRD or outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol consumption when representing SPRD in a business or social capacity.
5. You are expected to maintain the confidentiality of organization information or customer information in your possession (i.e., personnel information, trade secrets, etc.).
6. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression made on customers, visitors, and other employees and the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding performance expectations may help in providing guidance for employee actions. You are urged to use reasonable judgment and to seek 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, conduct outside the above guidelines will result in corrective action, up to and including termination.

SPRD also believes that all of our employees should be heard in matters involving discipline; therefore, the board of directors has adopted a formal dispute resolution procedure, which can be found on page 26 of this handbook.

Whistleblower Protections

SPRD encourages any employee with knowledge of an illegal or dishonest District activity to report it to the executive director or his/her designee. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the executive director or his/her designee.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact his/her direct supervisor or the executive director or

his/her designee. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. SPRD will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the executive director or his/her designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the executive director or his/her designee who is responsible for investigating and coordinating corrective action.

Harassment

SPRD 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. The District is committed to a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, 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, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, 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.

All forms of harassment are prohibited. It is our policy to emphasize that sexual harassment is specifically prohibited. Conduct is considered to be sexual harassment if:

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

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors,

and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at SPRD. Cell phone use, including text messages and other similar electronic communications, can be included in harassing behavior.

Each manager/supervisor has a responsibility to maintain 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, customers, etc.) is prohibited.

This policy covers conduct in the workplace, at social functions sponsored by the organization (holiday dinners, picnics, sporting events, etc.), and at business functions (conventions, trade shows, etc.).

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of SPRD 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 to the executive director or his/her designee. The organization 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 clients, vendors, or contractors.

Reporting Incidents of Harassment or Discrimination

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment/discrimination policy, you must immediately report the matter to the executive director or his/her designee. The executive director is responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation. (See page 26 in this handbook on dispute resolution for information on the appeal process).

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 generally be advised of the outcome.

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.

Workplace Bullying

Sisters Park and Recreation District expects staff's focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom they come into contact, with courtesy, respect, and professionalism. Further, SPRD require that employees work cooperatively and constructively in resolving issues or problems on the job to foster satisfactory working relationships. In that light, bullying or similar disruptive behavior does nothing positive to enhance our work conditions and will not be permitted here. While harassment due to a person's protected class is prohibited, so, too, is harassment due to personality clashes or issues.

SPRD defines bullying as "repeated or one-time inappropriate behavior, either direct or indirect, whether verbal, non-verbal, or physical, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior, whether exhibited between co-workers, management and staff, vendor/customer or other outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations. This policy also applies to off-site behavior exhibited by employees that negatively impacts the work relationship.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully will be considered. However, as in sexual harassment, the effect of the behavior upon the impacted individual is given primary weight. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that SPRD will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be subject to corrective action, up to and including termination.

When determining whether or not bullying has occurred, SPRD will consider the following examples; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered. Verbal bullying can include slandering, ridiculing or maligning a person; persistent name calling that is hurtful, insulting or humiliating; using a person as a butt of jokes; or abusive and offensive remarks. Physical bullying can include the obvious such as pushing or shoving or threat of physical assault, as well as damage to a person's work area, personal possessions, or property. Other examples of emotional bullying include threatening gestures or glances, which can convey the same message, and excluding someone socially at work.

Additional examples may also include:

- making comments on Facebook, texting, misuse of other forms of social media;
- public humiliation in any form;
- constant criticism on matters unrelated or minimally related to the person's job performance or description;

- spreading rumors and gossip regarding individuals;
- interfering with the ability of someone to do their job duties or consistently assigning menial tasks not central to the job; and
- taking credit for another person's ideas.

Dispute Resolution Process

The goal of SPRD's dispute resolution process is to resolve any disputes at the lowest level possible directly with the relevant/appropriate parties. This includes the following steps:

1. Talk directly with the individual with which there is a dispute.
2. If it remains unresolved, bring the matter to an immediate supervisor who may choose to mediate a conversation between the parties or take other corrective action.
3. If it remains unresolved, the matter may be elevated to the executive director.
4. If an employee continues to be dissatisfied with the resolution, they may bring it to the board president for review and settlement. The decision of the board president will be final.

If the dispute is between a staff member and the executive director, the following steps should be followed:

1. Talk directly with the executive director regarding the concern.
2. If the dispute remains unresolved, the staff member may bring it to the board president for review.
3. The board president will present the matter to the board of directors in a timely and appropriate manner to determine a path forward. The decision of the board is final.

Communication and Software Systems

Electronic Communications Systems

SPRD provides electronic communication systems to maintain reliable communications both within the organization and with outside clients and vendors. 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 organization who may use the systems are expected to be aware of and support this policy.

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

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

during business hours. Due to business reasons including systems capabilities and bandwidth limitations, use of District systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business 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 organization.

As an employee, you must not permit any proprietary or confidential information of SPRD to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the confidentiality policy (page 20). Also, these systems shall not be used to receive copyrighted materials, trade secrets, proprietary information, or similar materials from outside the organization without prior authorization.

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

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

Electronic Mail System

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

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. While the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. SPRD expects employees to respect others' privacy, and not retrieve or read electronic messages unintended for them unless authorized to do so. The use of passwords for security does not guarantee confidentiality. All passwords to District systems must be disclosed to the organization's executive director or his/her designee.

Computer Software and Programs

To protect the integrity of our systems, all software used on our computers must be registered with the Facility & Grounds Coordinator. Personal or downloaded software may

only be installed after written authorization. A virus check of all such software must be made immediately before it is installed on any SPRD computer. A virus check must also be made of any disk originating or used on any computer outside of the organization prior to use on an organization computer. Copy or transfer of District-owned software may occur only with the written authorization of the executive director or his/her designee.

Laptop Security

All staff that are issued laptops and other computer-related equipment will be given a copy of SPRD's computer-related equipment guidelines. These guidelines include security precautions and procedures as recommended by SPRD.

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Flickr are widely used and can be accessed by individuals from a variety of electronic devices. These tools can be used to market SPRD programs and services and share information. Employees may use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit individuals' access to these potential sources of information and communication tools. It is the intent, however, of this policy to provide guidelines and point out expectations and liabilities inherent in such use. When any employee is using organization-provided computers or when representing or reflecting the organization with social networking activity, employees are expected to represent the organization in a professional and positive light. Our commitment is to build an organization that can use social networking to its advantage while minimizing the downside. SPRD wants all employees to be free of all forms of harassment and/or unprofessional behavior. Employees need to abide by all applicable laws (including copyright) and ethical considerations.

Posting

Business Use

Employees may use social networking websites to conduct organization business, as long as it is authorized and meets organization policies. Organization logos or information must conform to pre-approved marketing concepts and standards. SPRD does not endorse making business references for others on sites such as LinkedIn.

Personal Use

Consistent with the organization policy on software and communications, personal use of electronic resources to access social networking sites is to be limited to incidental use. This usage must not hinder work productivity.

Organization information is proprietary and no such information, including names of employees, phone numbers, or e-mail addresses should be shared on any public forum. You must refrain from making statements which could be perceived as reflecting those of SPRD. Even positive comments may be found to be in violation of Federal Trade Commission prohibitions on endorsement of products or services without full disclosure. Under the FTC requirements, there must be a disclosure when a material connection (such

as an employment relationship) exists between an endorser and the seller of the advertised product or service.

Business Relationships

Organization relationships with clients, customers, and partners are valuable and should be treated with care, including online interactions. Understand that online postings and comments are not private and may be around indefinitely. Given this, avoid posting comments or photos involving these individuals, unless you have written permission to do so. The same should be considered when posting copyrighted information. All content associated with you or the organization should be consistent with professional standards and sound judgment.

Telephone Usage

SPRD 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 use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system is the property of SPRD and is provided for use in conducting organization business. All communications and information transmitted by, received from, or stored in this system are organization records and property of SPRD. The voice mail system is to be used for 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. SPRD in its discretion as owner of the voice mail system, 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 the executive director or his/her designee.

Performance Management and Review

To establish a meaningful performance evaluation system upon which SPRD can continuously monitor the effectiveness of the organization and its operations, 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 he/she is performing against established performance standards;
- determine how well the organization is doing in assisting with work performance and objectives;
- ensure communication and two-way feedback;
- provide a consistent, objective, and fair method of making compensation decisions;
- provide a tool for career planning; and,

- provide a permanent record of employee performance and organizational contributions.

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. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- inquire about your performance periodically;
- accept additional responsibilities and show initiative;
- review opportunities for advancement within the organization;
- ask for assistance in developing a goal-oriented path for advancement within the department or organization; 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, merit pay 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 any performance deficiencies to the expected level of performance.

HEALTH AND SAFETY

Drugs and Alcohol

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, SPRD has a responsibility to its employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To meet these responsibilities, SPRD must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, the board of directors has adopted this drug and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- manufacturing, selling, attempting to sell, using, distributing 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); and/or
- reporting for or being at work with the presence of alcohol, illegal drugs, or controlled substances in your system.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are 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 executive director or his/her designee 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 may be granted an unpaid leave of absence for this purpose, as long as your work performance warrants and there have been no violations of this policy. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the executive director or his/her designee. 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 management has a reasonable basis to believe 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. SPRD reserves the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable basis 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 organization premises that results in physical injury or property damage.

Presence of 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 and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination. SPRD also reserves the right to involve law enforcement officials for any conduct that 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). 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- and 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, distributing, using, or having the presence of drugs or alcohol in your system while at work, SPRD may terminate your employment without offering you the opportunity to participate in a treatment program.

If you are involved in a job-related accident resulting in property damage or physical injury requiring off-site medical attention, you will be required to submit to testing to determine the presence of alcohol or drugs. SPRD may waive the requirement if management determines, at its discretion, that the accident could not have been caused by alcohol or drug use.

You may be required to submit to testing on a random or unannounced basis to determine the presence of, use of, or involvement with drugs or alcohol. This may include testing by random selection, testing of an entire department or work unit, or testing of specific identified categories of employees as a group.

SPRD 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.

Workplace Violence

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

To foster a safe workplace, this organization specifically prohibits any employee, (customer/visitor) or vendor from bringing any kind of weapon, knife (other than folding pocket-knife) or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to

bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the executive director or his/her designee.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. SPRD will generally notify the reporting employee of action taken in response to the report.

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

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

Employee Health and Safety

SPRD 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.

The District develops and implements safety rules and regulations through our managers and supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. The District also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skills 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, shoes, and equipment, attending all training sessions related to your job description, and following directions of warning signs, signals, and/or supervisory personnel.

While SPRD respects personal taste in clothing, jewelry, and body modification, when any of these areas have the potential to make an employee more vulnerable to injury, management reserves the right to prohibit the attire or behavior or ask the employee to take some steps for safety. As an example, for those who have gauged or stretched

ear lobes, the District requests that you always wear ear tapers (plugs, earlets, tunnels, etc.) while at work to prevent accidental tearing or catching of the earlobe.

All job-related injuries or illnesses are to 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 injury or illness may preclude or delay the payment of any benefits to you and could subject SPRD to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time to time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If you are injured, you are required to:

1. take remedial first aid actions;
2. report the injury as soon as possible;
3. seek emergency care if necessary;
4. fill out the accident form;
5. provide your supervisor with a medical release from a doctor before returning to work; and
6. review the incident with the executive director or his/her designee.

Early Return to Work Program

Our return-to-work program provides guidelines for returning staff to work as early as possible after they have suffered an on-the-job-injury. The program is not intended to be a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability.

The return-to-work program consists of a team effort by supervisors, injured employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning injured employees to productive work.

Through this team effort, the District hopes to help our employees recover and return to full employment as soon as their medical condition permits.

If an employee is injured on the job and their doctor determines that they are able to perform modified work, the District will attempt to provide such a job until the employee is able to resume their regular duties, 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 an employee is offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

Return-to-work from non-work-related injuries is covered in the Family and Medical Leave section.

Use of Tobacco in the Workplace

SPRD is a tobacco-free facility. This includes the use of electronic cigarettes and vaping devices. Please do not use tobacco or any vaping devices, including electronic cigarettes, within 10 feet of any entrance, exit, window or air intake device.

Emergency Preparedness

SPRD may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. SPRD will try to provide emergency and limited services during periods of disruptions. The executive director or his/her designee shall make the determination to close the organization, suspend activities, or make the organization available for community support. In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, or explosion, contact the executive director or his/her designee. Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Should a threat to District property or employee be received, it is to be reported immediately to the executive director or his/her designee.

SEPARATION FROM EMPLOYMENT

Separation from employment with SPRD occurs when you voluntarily resign, or you are laid off or discharged by the organization.

Resignation

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

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization. Poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work, it will be considered job abandonment and a voluntary resignation after the third day of absence.

Job Elimination, Reduction in Work Hours or Staff

Our desire is to avoid circumstances that require a reduction in hours or staff, but the District also recognizes that situations may arise where such reductions would be necessary. Depending upon the circumstances, management may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work

hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors the District will consider in selecting employees for any reduced hours or reduction in force are:

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

Evaluation of these factors is at our discretion. When the District concludes that all the factors are substantially equal, a reduction in hours or laying off the employee with the least length of service will occur. The immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of lay-off, SPRD will provide limited re-employment rights to any employee laid off through no fault of his/her own for a period of eight weeks from the date of lay-off. The order of recall will be determined using the above factors. If you are not rehired during that period you may be separated from employment. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes in your telephone number and address. The offer will identify the available job and the date you are to report to work. If you decline re-employment or fail to report on the date specified, you will be deemed to have waived any re-employment privileges and will be treated as a voluntary termination.

Discharge

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

The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

The District also believes that employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and has provided a formal dispute resolution procedure found on page (page 26) of this handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview will be arranged to give you an opportunity to address unresolved issues before leaving the organization and allow us to solicit your opinions about our organization and any suggestions for improvement. SPRD encourages all employees to participate in an exit interview when they separate from employment, and will value all opinions and suggestions received in that process.

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

Return of Organization Property

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



Sisters Park and Recreation District Employee Handbook Receipt Acknowledgment Form

As an employee of Sisters Park and Recreation District, I acknowledge the following:

I have received a copy of the Employee Handbook. I understand that the Handbook contains important information about the organization's policies, work rules, and my benefits. I understand that I have the responsibility to read and understand the information in the Handbook, and to ask my supervisor and/or Human Resources for clarification of any information I do not understand.

I understand that this Handbook is not a contract of employment or a guarantee of specific treatment in specific situations. I understand that this Handbook supersedes all prior Handbooks, policies, and understandings on the subjects contained in it.

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

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

I understand that the Executive Director, with approval from the Board of Directors, is the only employee who is authorized to make changes in the policies, rules, and benefits described in this handbook and that all such changes must be in writing to be valid. I also understand that he/she is the only person who will ever have the authority to enter into an employment contract, and that all such contracts must be in writing and signed by both parties to be valid.

I am aware that I may be given confidential information during the course of my employment, including customer lists, proprietary organization plans, and other information. **I understand that this information is critical to the success of Sisters Park and Recreation District and I agree not to disseminate or use it outside of the organization. In the event of my termination, either voluntary or involuntary, I agree not to use this information or communicate it to any other individual, organization, or entity.**

I also acknowledge that, before signing this form, I have asked for and received clarification on any of the items listed above that I did not understand.

Employee Printed Name: _____

Employee Signature: _____

Date: _____