



Personnel Policies and Procedures Manual

Mission: Provide Sisters Country with exceptional recreation opportunities that enhance the livability of our community.

Welcome

Welcome to Sisters Park & Recreation District (SPRD)! We are delighted that you have chosen to join our district and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further SPRD's goals.

You are joining our district that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, SPRD will continue to achieve its goals. We sincerely hope you will take pride in being an important part of SPRD's success.

Please take time to review the policies contained in this manual as it is designed to provide employees an understanding of what is expected of them, and to ensure consistent, fair, and uniform treatment of district employees.

If you have any questions regarding the policies provided within this document, please talk with your direct supervisor.

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A. Employment At Will

Employment at SPRD is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the executive director of the district. This means that either the employee or the district may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this manual is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no district representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the [National Labor Relations Act](#). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. SPRD employees have the right to engage in or refrain from such activities.

B. District Employee Definitions

Employee: Anyone who is employed by salary or wages with Sisters Park & Recreation District, excluding temporary hires through employment agencies.

Part-time employee: An employee who is hired for indefinite tenure and not limited at time of hire by a stated term or for a specific project and is scheduled and regularly works less than 30 hours a week.

Full-time employee: An employee who is hired for indefinite tenure and not limited at time of hire by a stated term or for a specific project and scheduled and regularly works between 30-40 hours a week.

Seasonal or temporary employee: An employee who has been hired for a specific project or definite period, with such limited-period employment stipulated at the time of hire, not to exceed 179 days.

Probationary employee: All new employee or employees in a new position will be placed into a trial period of six months. All probationary employees are evaluated on the basis of their positions. A probationary employee may be terminated without cause by the district.

Exempt employee: An employee who works and holds a position such as executive, supervisor, administrative, or professional occupations as outlined in the [Fair Labor Standards Act](#) and are, therefore, not subject to overtime requirements.

Nonexempt employee: An employee who works this classification is subject to overtime requirements as outlined in the [Fair Labor Standards Act](#).

Supervisor: Supervisory employee means any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of the authority is not of a merely routine or clerical nature but requires the use of independent judgment ([ORS 243.650](#)). All references to supervisor imply both the immediate supervisor and any supervisors following the chain of command.

Management team: An executive level management employee who reports directly to the executive director.

Confidential employee: An employee who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies ([ORS 243.650](#)).

Executive director: The executive director is the chief executive officer of the district. The executive director is under contract to the board of directors (hereinafter referred to as "the board") and is subject to the rules and regulations of this personnel policies and procedure manual only as directed by the board or mandated by law.

C. Commitment to Fair Hiring Practice

1. Americans with Disabilities Act ([ADA](#)) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, SPRD will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the district would result. Employees who may require a reasonable accommodation should contact the executive director.

2. Commitment to Diversity

SPRD is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. The district embraces and encourages its employees' differences in age, disability, ethnicity, family or marital status, gender identity or expression, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that makes its employees unique. SPRD's diversity initiatives are not limited to just its practices and policies on recruitment and selection, but to the development of a work environment built on the values of diversity and equity.

3. Selection of Personnel

The district will comply with all state and federal employment requirements. The district will use a consistent recruitment process to ensure a fair, competitive selection process, and to select the best qualified applicant. The executive director or their designee is the designated hiring authority and shall select and hire all employees. All employees are subordinate to the executive director in all matters. The executive director has final authority over all decisions relating to personnel. The following are qualification and selection considerations:

- a. **In-house applicants:** The hiring supervisor may designate a posted job position as open to in-house applicants only. In-house applicants are defined as any current employee. In-house applicants follow the specified procedures for application.
- b. **Employing relatives of SPRD staff:** Pursuant to [ORS 659A.309](#), relatives or household members of district staff may be employed by the district as long as they are not within the chain of supervision of the relative. Chain of supervision is defined as any supervisor that could have disciplinary authority over the employee from the direct supervisor to the executive director.
- c. **Veteran's preference:** Oregon's veterans' preference law requires the district to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and/or promotion process. To be qualified for veterans' preference, a veteran or disabled veteran must meet the minimum and other special qualifications for the position. To be eligible for veterans' preference, a veteran or disabled veteran must provide certification that they are a veteran or disabled veteran as defined by Oregon law. If the veteran has passed minimum qualifications and any necessary requirements, has transferable skills, and provided the appropriate documentation, the veteran shall receive five preference points or 10 preference points for a disabled veteran during the initial screening as well as during the scored interview process. The district is obligated to hire or promote a qualified and eligible veteran or disabled veteran if they are equal to or better than the top candidate, after the preference has been applied.

4. Posting of Positions

The district shall post position openings as they become available or identified. The position opening shall be posted on the district's website as well as other job posting platforms applicable to position. Open positions shall remain posted for a period of at least five consecutive workdays before the position is closed. The district may advertise externally any time it deems necessary to ensure qualified applicants.

- a. **Internal postings:** The executive director and business operations manager may perform an internal recruitment for non-salary full-time positions, if, in their judgment, a sufficient number of applicants exists within the recruiting district's workforce that possess the required qualifications.

Posting requirements are as follows:

- b. **Hourly full-time/part-time/seasonal:** Job posting can be internal or external for a minimum of five days.
- c. **Salary, full-time:** Job posting must be external for a minimum of five days.

Exceptions to this policy may be made, at the executive director's discretion, for positions which need to be filled immediately, or for positions which are sporadic or inconsistent in nature due to programmatic needs.

5. Employment Application

All applications must be submitted via email, mailed to or dropped off at the district office. The employment application form shall be a standard form to include applicant's training, experience, general qualifications, and all other pertinent information. Reference letters and resumes are accepted as additional attachments.

6. Qualification and Screening of Applicants

All applicants shall possess the qualifications and meet the minimum requirements for the job as stated in the job description. Applicants will be screened and scored to determine the best selection method (i.e. phone screening, interview, skill tests or all of the above). The executive director or their designee will assist the hiring supervisor with the development of consistent scoring criteria to determine whether applicants possess the essential requirements outlined in the job description.

7. Interview

The same interview rating form will be used for each applicant being interviewed for the same position. The hiring supervisor will develop a list of questions prior to the interview, ensuring all applicants will be asked the same questions.

8. Testing

The following procedures may also be used in the selection and hiring of personnel when determined necessary by the executive director.

- a. Practical examination and testing. According to guidelines in the Equal Employment Opportunity Commission, SPRD will not discriminate based on race, color, sex, religion, national origin, age, or disability. In the manner and type of its use of testing procedures.
- b. A thorough physical examination may be required to determine ability to perform specific duties. If a physical examination is required, it shall be by a physician designated by the district and the fee will be paid by the district.
- c. Drug testing must be conducted on all safety-sensitive positions after an offer of employment has been extended to a candidate. All offers of employment are contingent upon successful completion of drug-use testing. Tests must be completed prior to the time the employee begins work.
- d. Criminal background checks will be conducted on all employees after an offer of employment has been extended to a candidate. Department of Human Services (DHS) background checks will be conducted on all employees who work directly with children (Kids Club/Preschool) or who work in a facility that supervises children.
- e. A three-year non-employment Department of Motor Vehicles report will need to be provided after

hire if the position is designated as a district driver. If driving is an essential duty of the position, an offer of employment will be contingent upon passing and maintaining the district's safe driving protocol.

9. Hiring

The individual selected for the position, and all other interviewees, will be notified of the selection outcome in an expedient manner.

D. Employee Orientation

1. Supervisor's Responsibility

It is the supervisor's responsibility to orient all personnel under their supervision as to the district's organizational structure and lines of authority, and the employee's general rights and responsibilities as a staff member of SPRD. Appropriate information to include in the employee orientation is the personnel policies and procedures manual, district policy and procedures, benefit information, and general district information. The supervisor will also orient the new employee to their job duties and responsibilities, as well as those job responsibilities of the supervisor and those employees with whom the employee will be working closely.

2. Employee's Responsibility

Employees are expected to read the district's personnel policies and procedures manual as well as other materials provided to them at their orientation. Employees are also expected to work their standard work week unless some form of leave time has been arranged with the supervisor. Employees may be required by the executive director or their direct supervisor to attend designated meetings, conferences, study groups, or training sessions. If the required attendance is outside normal working hours, employees will be compensated accordingly.

C. Employment Relationship

1. Employment Status and Compensation

New hires: New employees will be placed in the appropriate pay scale for the position in which they were hired. Placement within the wage scale will be equitable for all employees based on predetermined bona fide factors for the position. Bona fide factors will be determined by the executive director.

Pay increases: An employee may receive the following kinds of pay increases:

- For successful completion of the probationary period;
- For reclassification to a new position;
- Through general adjustments to wage scales (COLA, wage-scale survey); and
- Through a merit increase subsequent to the appraisal process.

Probation: A new hire will be placed on probation for six months. Upon successful completion of the probationary period, the employee will receive a two percent increase. The probationary period may be extended up to an additional six months if deemed appropriate by the supervisor and approved by the executive director. Any probationary employee can be dismissed without cause. Due to the length of hire, seasonal employees are exempt from a probationary period. A seasonal employee who does not meet job expectations may not be rehired for an additional season without approval from executive director.

Promotion: The executive director or designee may promote a district employee providing the employee has demonstrated the necessary skills, has the necessary qualifications for the position, and it is deemed to be in the best interest of the district to make any such promotion. When an employee is promoted to a higher classification, an assessment of their bona fide factors will be completed to determine their new rate of pay. An employee who moves into a new position will need to complete a probationary period in the new position. At the end of six months, a performance appraisal will occur.

Lateral transfer: The executive director may transfer an employee to a new position within the same classification and with the same level of responsibility when it is in the best interest of the district to make such a lateral transfer.

Merit increases: During the employee performance appraisal process, the supervisor will give the employee an overall rating. Employees receiving an overall performance appraisal of exceeds expectations will receive a two percent merit increase. Employees receiving an overall performance appraisal of meets expectations will receive a one percent merit increase. Employees receiving an overall performance rating of needs improvement will receive additional supervision, coaching and instruction to assist them in solving their job-related problems and will not receive any increase in wage. Employees who are at the top or will reach the top of their pay scale will receive a bonus consisting of one percent of their gross earnings with the district, if they have received an overall performance appraisal rating of exceeds expectations.

Cost-of-living adjustment (COLA): Annually, the board will consider granting a cost-of-living wage increase based on one or more of the published Consumer Price Index (CPI). The increase, if granted, will apply to all employees except for employees who received a wage adjustment greater than the approved COLA due to a minimum wage increase.

Seasonal/temporary full-time or part-time positions: Except for sick leave and as otherwise provided under applicable law, a seasonal/temporary employee is not eligible to receive any employee benefits provided by district under this manual including annual merit increases and COLA adjustment.

2. Work Week and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. Individual work schedules may vary depending on the needs of each department. Staff are expected to work their assigned shift. Any deviation from work schedule requires pre-approval from their direct supervisor. All requests to deviate from work schedule need to be submitted in writing to direct supervisor with at least one week notice prior to requested change.

3. Meal and Rest Breaks

Federal law requires non-exempt employees to take breaks based on the number of hours worked. Rest periods are 10 minutes in length and are paid time. Meal periods are at minimum 30 minutes but may be greater due to work schedule. Meal periods are unpaid time. If an emergency situation arises requiring that an employee works through their lunch period, this time will be paid and requires preapproval from supervisor. All rest and meal periods need to be documented on employee's timecard.

The following are the required rest and meal breaks based on hours worked:

Length of work period	Number of 10 min. rest breaks required	Number of meal periods required
2 hrs. or less	0	0
2 hrs. 1 min.- 5 hrs. 59 min.	1	0
6 hrs.	1	1
6 hrs. 1 min. – 10 hrs.	2	1
10 hrs. 1 min.-13 hrs. 59 min.	3	1
14 hrs.	3	2
14 hrs. 1 min.-18 hrs.	4	2

4. Lactation

SPRD recognizes the need for female employees to express breast milk and will support the continuation of milk expression upon an employee's return to work. Staff are expected to work with their supervisor to develop a plan.

5. Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time worked. These records are required by government regulations and are used to calculate regular and overtime pay. At the end of each pay period, the employee and their supervisor must review the time sheet attesting to its accurateness before submitting it to the business operations manager. Time records will be completed digitally, via mobile app or desktop access. Time cards will need to be approved bi-monthly. The business operations manager will communicate these due dates to all employees. If the due date falls on a district recognized holiday or the employee is not scheduled to work, the employee is required to coordinate a new submission date with the business operations manager.

6. Overtime

When required due to the needs of the district, staff may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 worked in a single workweek. Paid leave, such as holiday, sick time, vacation, bereavement time, and jury duty does not apply toward work time. All non-emergency related overtime work must be approved in advance by the employee's direct supervisor. Requests need to be submitted in writing to direct supervisor with at least one week notice of requested overtime hours. If unauthorized overtime hours are worked, corrective action may occur.

7. Deductions from Pay for Exempt Employees

The district will only make permitted deductions from the salaries of exempt employees and complies with the salary basis requirements of the [Fair Labor Standards Act](#) (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

- a. **Permitted deductions:** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:
 - Deductions that are required by law, e.g., income taxes;
 - Deductions for employee benefits when authorized by the employee;
 - Absence from work for one or more full days for personal reasons other than sickness or disability;
 - Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
 - Offset for amounts received as witness or jury fees, or for military pay; or
 - Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

- b. **Improper deductions:** If an employee classified as exempt believes that an improper deduction has been taken from their pay, the employee should immediately report the deduction to the business operations manager. The report will be promptly investigated and if it is found that an improper deduction has been made, the district will reimburse the employee for the improper deduction.

8. Paychecks

SPRD's pay period for all employees is bi-monthly. If pay day falls on a recognized district holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into employee's checking and/or savings account unless the employee opts for a check as a payment method.

9. Access to Personnel Files

Employee files are maintained by the executive director and are considered confidential. Supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed on-site under the supervision of the executive director or their designee. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information with proper supporting paperwork.

10. Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the district if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, grandparents or members of one's household. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the district provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the district will attempt to reassign one of the employees to another position for which they are qualified, if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from SPRD.

11. Termination from Employment

Probationary: A probationary employee can be dismissed without cause.

Employee resignation: Employees are expected to give two weeks advance notice of intent to terminate their employment.

District termination: Employees may be dismissed through administrative action such as organizational changes, or through corrective action due to inappropriate employee conduct in policy practices, work practices, or job performance.

Layoff: If conditions necessitate an employee layoff, the executive director will consider the following criteria when deciding who to lay off within the district: (a) an employee's ability to perform the work needed by the district; and (b) an employee's seniority when equal abilities are involved. The district will aim to provide employees at least two weeks' notice prior to a layoff.

Termination pay of full-time employees:

- **Vacation cash out:** Up to 160 hours of unused vacation for employees who work 40/hrs. a week will be paid upon termination. Full-time employees working between 30-39.75 hrs. a week will be able to cash out unused vacation hours on a prorated schedule.
- **Sick leave cash out:** The district will not cash out any unused sick time upon termination.
- **Severance pay:** The district does not recognize severance pay.

Termination pay of part-time/seasonal employees:

- **Sick leave cash out:** The district will not cash out any unused sick time upon termination.
- **Severance pay:** The district does not recognize severance pay.

Pay upon separation: A regular employee terminating employment with the district will be paid any earned and unpaid wages due for work hours and earned vacation up to maximum cash out amount. An employee who is involuntarily terminated will be paid no later than the end of the first business day after discharge or termination. If an employee resigns and fails to give at least 48 hours advance notice to quitting, pay upon separation shall be paid within five business days of separation.

Exit interview: In most cases, the executive director or their designee will conduct an exit meeting on or before the last day of employment to collect all district property, and to discuss final pay. If applicable, information regarding benefits continuation through the [Consolidated Omnibus Budget Reconciliation Act](#) (COBRA) will be sent to the employee's home address.

12. Reemployment

An employee who has resigned while in good standing (i.e., one who has received a "meets expectations" or above on the most recent appraisal and gave two-weeks' notice of separation) and who subsequently is reemployed within six months, will:

- Be credited with prior district service only for the purpose of computing vacation accrual;
- If rehired for same position as previously held, not be required to complete another probationary period;
- Have annual performance appraisal date adjusted to reflect rehire/recall date.

Vacation and sick time balances will begin at zero upon rehire for all employees regardless of length of separation.

Any employee who has been gone for more than 12 months must submit to all preemployment screening including drug testing and criminal background screening before they may be reemployed with the district.

D. Workplace Harassment

1. Equal Employment Opportunity

SPRD is committed to fair employment practices and non-discrimination, including pay equity for all employees. The district will not discriminate based on a protected class such as race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law including in the payment of wages or screen applicants based on their current or past compensation.

2. Purpose Statement Prohibiting Workplace Harassment

Sisters Park & Recreation District is committed to providing a work environment in which all individuals are treated respectfully. All employees of SPRD should have the expectation that they work in a professional environment and that SPRD promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

SPRD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the district.

This policy applies to all employees, board members, committee members, volunteers, interns and any other person an employee may interact with in the course of accomplishing the work of the district.

This workplace harassment policy has been developed to ensure that all employees can work in an environment free from unlawful harassment, discrimination and retaliation. SPRD will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with the executive director or the business operations manager.

- a. **Retaliation:** SPRD encourages reporting of all perceived incidents of discrimination or harassment. Reports of incidents of discrimination and harassment will be promptly and thoroughly investigated. This district prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
- b. **Sexual harassment:** Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Under Oregon law sexual assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

- c. **Harassment:** Harassment based on any other protected class is also strictly prohibited. For this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or

expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of their relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

- d. **Reporting an incident of harassment, discrimination or retaliation:** SPRD encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. The district recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

SPRD encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the executive director or business operations manager.

3. Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the executive director. If the employee is unable to reach the executive director, please reach out to the business operations manager. The district encourages employees to document the event(s), associated date(s), and potential witnesses.

SPRD encourages the prompt reporting of complaints or concerns so that action can be taken quickly. Early reporting and intervention are very often the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. Employees are encouraged to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

SPRD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or corrective action. Examples of possible corrective action may include a warning, written reprimand, reassignment, temporary suspension without pay, or termination as SPRD believes appropriate under the circumstances.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. However, employees should not wait for the management follow-up to share related experiences. If an employee would like to discontinue the follow-up process, a request must be submitted in writing to the executive director.

False and malicious complaints of harassment, discrimination or retaliation, as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Employees are encouraged to bring their concerns and complaints to the district, and understand that, at times however, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
<https://www.oregon.gov/boli/civil-rights/pages/default.aspx>
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with [ORS 30.275](#).

Employment agreements: No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven days to change their mind.

E. Employee Conduct

1. Ethics

Sisters Park & 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 the district or to compromise its reputation or its integrity. Employees who violate the ethics policy or who create an equally detrimental impact on the district will be subject to corrective action, depending upon the circumstance, up to and including termination.

2. Conflict of Interest

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, patron, or any individual or organization doing or seeking business with SPRD. This means an employee 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 district or interferes with their ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the employee responsible must have no proprietary or financial interest in any business that furnishes products, materials, or services to the district or in any related transaction. Nor may they benefit directly or indirectly from a third party who furnishes products, materials, or services to the district.

3. Misrepresentation/Personal Gain

Employees of the district should always consider how they represent SPRD. Employees should be careful not to misrepresent the district's policies, practices, procedures, prices, or misrepresent their status and authority to enter into agreements. It is strictly prohibited to use the district's name, likeness, facilities, assets, resources, or the authority of the employee's position with the district for personal gain or private interests.

4. Gratuities/Gifts

No employee may receive, give, pay, promise, or offer to its 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 the patrons or members of their families.

5. Confidentiality

At SPRD employees have access to highly confidential and proprietary information, including information about district plans and patrons. Patrons trust the district with confidential information. Disclosing this information without authorization would have a materially adverse impact on the district's integrity and on relationships with patrons. Employees must not disclose any information pertaining to its patrons.

No district records or information, including, without limitation, documents, files, records, computer files, and similar materials may be removed from the premises without permission from the executive director except in the ordinary course of performing duties on behalf of SPRD. Additionally, the contents of district records or information otherwise obtained regarding 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.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

6. Whistleblower Protections

SPRD encourages any employee with knowledge of an illegal or dishonest district activity to report it to the executive director or their 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 their designee.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact their direct supervisor or the executive director. 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 they are being retaliated against must contact the executive director or their 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 who is responsible for investigating and coordinating corrective action.

7. Workplace Bullying

SPRD defines bullying as repeated and targeted 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/patron 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 district operations. This policy also applies to off-site behavior exhibited by employees that negatively impacts the work relationship.

Sisters Park & Recreation District expects staff's focus to be on customer service, productivity, and the ability for each employee to flourish. This makes it essential that employees treat each other and those with whom they come into contact, with courtesy, respect, and professionalism. Further, SPRD requires 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 work conditions and will not be permitted at the district. While harassment due to a person's protected class is prohibited, so, too, is harassment due to personality clashes or issues.

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 and management team 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.

Examples of workplace bullying 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.
- Pushing or shoving or threat of physical assault;
- Causing damage to a person's work area, personal possessions, or property;
- Threatening gestures or glances, which can convey the same message;
- Excluding someone socially in the workplace;
- 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.

8. 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:

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

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

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

F. Workplace Safety

1. Drug-Free and Alcohol-Free Workplace

It is the policy of SPRD to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the district.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on district or other working premises or while performing services for the district is strictly prohibited. SPRD also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours.

Marijuana is considered a “controlled substance” under applicable federal regulations. Therefore, marijuana is an illegal drug for purposes of this drug-free workplace policy, even if it has been prescribed by a physician and even though Oregon has authorized the use and sale of recreational and/or medical marijuana.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: As required by the district for all prospective employees who receive a conditional offer of employment for identified safety sensitive positions¹.

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee’s job performance.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to corrective action, up to and including termination, for the first offense.

2. Smoke-Free Workplace

Smoking is not allowed in district buildings or work areas at any time. Smoking includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

3. Workplace Violence Prevention

SPRD is committed to providing a safe, violence-free workplace for its employees. The district strictly prohibits employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at district-sponsored functions.

All SPRD employees bear the responsibility of keeping a work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior must promptly inform their supervisor or the executive director. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or corrective action as a result of reporting a threat in good faith under this guideline.

¹ Safety Sensitive Position - a position where the employee holding this position has the responsibility for his/her own safety or other people's safety. It would be particularly dangerous if such an employee is using drugs or alcohol while on job. An employee has to be with clear mind and diligent while occupying such positions.

All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination. Any individual engaging in violence against the district, its employees, or its property will be prosecuted to the full extent of the law.

SPRD prohibits the possession of weapons on its property at all times, including the parking lot or district vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to corrective action up to and including dismissal for the first offense.

The district reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on district property.

In addition, SPRD may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all SPRD's property and other items that are in violation of SPRD rules and policies.

4. Employee Safety

SPRD is committed to providing employees with a safe 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. The district will also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

Employees are expected to give full skills and attention to the performance of duties, using the highest standard of care and good judgment. Employees are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions related to job description, and following directions of warning signs, signals, and/or supervisory personnel.

All job-related injuries or illnesses are to be reported to the employee's direct supervisor immediately, regardless of severity. In the case of serious injury, the 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 and could subject SPRD to fines and penalties.

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 employee's and posted on the employee bulletin board.

The following steps must be followed if an injury occurs at work:

- Take remedial first aid actions;
- Report the injury as soon as possible to direct supervisor;
- Seek emergency care if necessary;
- Fill out employee accident form;
- Provide direct supervisor with a medical release from a doctor before returning to work; and
- Review the incident with the direct supervisor.

5. Early Return to Work Program

The district's return-to-work program provides guidelines for staff to return to work as early as possible after 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 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.

6. Emergency Closures

Emergencies such as inclement weather, fires, power failure and pandemics can disrupt the operations of the district. In some cases, these circumstances may require a closure of programs or the entire district.

Program and district closures are decided by the executive director. Programs that operate during the school year will normally follow the decision of Sisters School District. Office staff are expected to report to work, as normal, in the event of program closures. If office staff are not able to report to work, they must follow the time off procedure.

In the event that the entire district is closed, the executive director or their designee will notify staff. If the decision to close the district is made prior to the start of the workday, non-exempt/full-time employees will not be paid unless they choose to use accrued vacation time. Non-exempt/part-time who have reported to work before the decision was made 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.

G. Workplace Guidelines

1. Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Leaving a voicemail, text message or e-mail messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in corrective action up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination.

If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned employment.

2. Outside Employment

If an employee is concurrently employed elsewhere, the employee must ensure that it does not interfere with their job performance and work schedule with the district. Holding an additional job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, and refusal to travel.

3. Social and Volunteer Recreational Activities

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

4. Media Inquiries

All inquiries from the media must be referred to the executive director.

5. Standards of Dress

The district values a positive reputation as a professional provider of park and recreation services. Therefore, all employees are expected to project a professional image when at work and when working with the public. Employees are expected to exercise discretion in appearance, dress and demeanor by adhering to the standards of dress policy.

- a. **Purpose of this policy:** To clearly identify employees as SPRD staff. To contribute to recreation patrons' sense of safety and security through the provision of an "official presence" throughout SPRD's programs and facilities.
- b. **General standard of dress policy:**
 - Employees are responsible for wearing clothing that is clean, presentable and appropriate for the work being performed. Staff should dress in a manner that represents a professional image.
 - Appropriate dress, neatness, cleanliness and good grooming are required.
 - It is expected that all employees maintain good hygiene including free of all odors including but not limited to body odor, perfume, cologne and tobacco odor.
 - Clothing and shoes must be clean and in good repair.
 - Clothing that represents a safety hazard for the employee or their co-workers may not be worn.
 - Body piercings that disrupt or impact the ability of an employee to perform job duties need to be removed.
 - Tattoos that are inappropriate and/or in conflict with the district's values must be covered up.
 - SPRD logo wear should have no unapproved alterations including tie-dying.
 - Discretion should be used when wearing logo items and name tags during non-working hours. Employees should not wear them in an environment that would create a negative image of SPRD (i.e. a bar).

- Staff working within school district facilities must also comply with their facility’s dress code, which may include restrictions on baseball caps, etc. If in doubt of school’s requirements, please speak with the principal.

c. Consequences:

Staff who violate the standards of dress policy will be sent home by their direct supervisor to change into appropriate attire. If available, an appropriate staff shirt will be provided for use that day. If this occurs frequently, the employee may be subject to further disciplinary actions.

Examples of Attire	
APPROPRIATE	INAPPROPRIATE
<ul style="list-style-type: none"> • Khaki-style pants, cords and slacks. • Jeans in good condition (no rips or holes) • Capri pants • Shorts or skirts mid- thigh or longer • Blouses, turtlenecks, sweaters, T- shirts, collared shirts • Sleeveless blouses /polos • Swimming: one-piece suits and/or swim trunks • SPRD logo wear • Dress shoes, casual shoes, sandals with heel strap, athletic shoes • Leggings with a mid-thigh skirt or shorts over them 	<ul style="list-style-type: none"> • Pants that reveal undergarments • Pajama, yoga, or sweatpants • Athletic clothing (including athletic style shorts, T-shirts and sweatshirts) <i>unless teaching a sport or fitness activity that day.</i> • Tank tops • Hats- <i>approved for outside only</i> • Any shoe which would inhibit participation or be unsafe for duties assigned • Any item that has a logo, wording or picture on it that is inappropriate or in conflict with district values (i.e. beer logo)

6. Social Media Use

SPRD encourages employees to share information with co-workers and with those outside the district for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the district has established the following guidelines for employee participation in social media.

As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

- Off-duty use of social media:** Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the district considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.
- On-duty use of social media:** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their supervisor, and does not identify or reference district patrons, or vendors without express permission. The district may monitor employee use of district computers and the internet, including employee blogging and social networking activity.
- Respect:** Demonstrate respect for the dignity of the district, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge SPRD confidential information such as finances, patron lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage

in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

- d. **Post disclaimers:** If an employee identifies themselves as a district employee or discusses matters related to the district on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the district and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the district or the district's business. Employees must keep in mind that if they post information on a social media site that is in violation of district policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.
- e. **Confidentiality:** Do not identify or reference district patrons or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. When in doubt, ask before publishing.
- f. **New ideas:** Please remember that new ideas related to work or the district's business belong to the district. Do not post them on a social media site without the district's permission.
- g. **Trademarks and copyrights:** Do not use the district's or others' trademarks on a social media site or reproduce the district's or others' material without first obtaining permission.
- h. **Corrective action:** Violations of this policy may result in corrective action up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit the employee's rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

7. Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect SPRD's employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after their shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on property managed by the district at any time.

8. Computers, Internet, Email, and Other Resources

The district provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, fax, scanner, internet, e-mail, text messaging, or any other district-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of district computer, phone, or other communication tools. All communications made using district-provided equipment or services including email and internet activity, are subject to inspection by the district. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the district's systems.

Employee use of district-provided communication systems, including personal e-mail and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. Staff should also be aware that information transmitted through e-mail and the internet is not completely secure or may contain viruses or malware, and information transmitted and received could damage the district's systems as well as the reputation and/or competitiveness of the district. To protect against possible problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers. It also is against district policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on district computers. Violations of this policy may result in termination for a first offense.

The district encourages employees to use e-mail to communicate with fellow employees, suppliers, customers, or potential customers regarding district business. Internal and external e-mails are considered district records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the district.

All use of district-provided communications systems, including e-mail and internet use, should conform to district guidelines/policies, including but not limited to the equal opportunity, harassment, confidential information, and conflicts of interest. For example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as patron lists, or information restricted from disclosure by law on social media sites.

E-mail, telephone and voice mail, and internet communication equipment are provided for district business purposes and are critical to the district's success. An employee's communications may be accessed without prior notice by executive director to ensure compliance with this guideline. The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the district recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the district's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The district reserves the right to monitor customer calls to ensure employees abide by district quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

9. Performance Management and Review

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

The objectives of the district's performance management and formal appraisal process are to:

- Ensure that each employee knows how they are performing against established performance standards;
- Determine how well the district 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 district 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.

The district's performance appraisal program is intended to be participatory and equally involves both the employee's input and the supervisors. This allows the employee to contribute to the growth and improvement of the district. Employees are encouraged to:

- Inquire about performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the district;
- Ask for assistance in developing a goal-oriented path for advancement within the department or district; and
- Learn about training available to assist them in improving 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.

H. Corrective Action

SPRD expects employees to comply with SPRD's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, SPRD endorses a policy of progressive corrective action in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer corrective action in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict SPRD's right to bypass the corrective action steps if behavior is severe and/or egregious and with notification to the board.

The following steps outlines the districts corrective action procedure. All steps should be documented in the employee's personnel file. The district will consult with [Special Districts Association of Oregon](#) prior to moving into steps 3-5.

Step 1: Informal Discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Counseling. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present their views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include discharge, and (e) issue a counseling notice to the employee.

Step 3: Reprimand. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and the executive director should meet with the employee in private and proceed via (a) through (d) as listed in step 3 and issue a reprimand notice to the employee.

Step 4: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the executive director. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

Step 5: Termination. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive corrective action procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor or executive director determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

I. Leave of Absence

1. Injury Leave

All district employees are covered for work-related accidents/illnesses on the job under Workers' Compensation insurance. Employees who are injured on the job and have filed a proper claim with the district's workers' compensation carrier will be paid by the insurance carrier once claim is approved. An employee having leave time available may request that the difference between what the carrier pays and the employee's net salary be paid and charged against the employee's accrued leave time. If employees do not have enough accrued leave time to pay for the first three days of lost time, those hours will be unpaid. If the employee is absent for 14 or more consecutive days, the insurance carrier will then pay for the first three days of lost time. Vacation and sick leave accrual will be terminated during the leave period; however, an employee may be eligible for FMLA, OFLA and COBRA coverage.

2. Military Leave

SPRD supports all employees in carrying out their military obligations and grants leave for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the executive director, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination. The prescribed time to return to work depends on the length of leave. The employee should work with executive director prior to the beginning of their military leave to determine their return to work date.

All employees who enter military service may accumulate a total absence of five years and still retain employment rights.

3. Jury Duty/Court Appearance

The district supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence. All employees may use any accrued time off if required to serve more on a jury. If an employee is released from jury duty after 4 hours or less of service, they must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

4. Oregon Victims of Certain Crimes Leave Act (OVCCLA)

The OVCCLA requires leave for victims of domestic violence, sexual assault, stalking or is the parent or guardian of a minor child or dependent who is the victim of domestic violence, sexual assault or stalking. Eligibility for this leave is determined by the same standards as eligibility for OFLA. Additionally, the law prohibits discrimination against employees using leave under OVCCLA.

5. Family & Medical Leave

It is the policy of the district to comply with all leave rights and requirements as found in the [Oregon Family Leave Act](#) (OFLA), and in the federal [Family & Medical Leave Act](#) of 1993 (FMLA). Family and medical leave rights, responsibilities, requirements, and procedures will be a combination of both the federal and state laws which address the topic of family and medical leave. Most of the elements of the laws are the same, but where a difference occurs, the district will comply with the law which grants the

more generous substantive or procedural leave rights to the employee. Some periods of leave qualify under both FMLA and OFLA; if this is the case, the leaves will occur concurrently. There may be periods of leave which qualify under one law, but not the other; in this case, there may be an additional period of leave granted during the same eligible 12-month period.

6. Bereavement Leave

In the event of death of an employee's or spouse's/domestic partner's immediate or step-family member (parent, grandparent, grandchild, sibling, child, spouse, domestic partner, or other parent equivalent), the supervisor will approve paid bereavement leave up to a maximum of three working days. This leave time will not be deducted from accumulated sick or vacation leave. The employee may take up to two weeks OFLA leave to attend a funeral (or alternative ceremony), to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. In addition to the three paid working days, the employee may use any accumulated paid or unpaid leave time. The three days provided by the district will run concurrently with the two weeks of OFLA. Bereavement leave taken must be completed within 60 days of the death of the family member

J. Employee Benefits

1. Medical, Dental, and Vision Insurance

Full-time employees are eligible for insurance coverage on the first day of work. Full details about this program will be provided to employees on their first day of work. To keep coverage in force, every insured employee must be work a minimum of 30 hours per week. Insurance will become effective on the first day of the month proceeding the employee hire date. Eligible employees may add dependents to their insurance plan at their own expense. Short and long-term insurance is available for full-time employees.

Employees have the option of opting out of the district insurance plan if it can be demonstrated that the employee has current health coverage elsewhere. The employee may receive a monthly opt out stipend, the amount of which is set each year during the budget process. Employees will be required to submit paperwork each year in spring that shows they have current healthcare benefits.

2. Group Life Insurance

SPRD provides life insurance for full-time employees. Employees are eligible for this benefit on the first of the month following 30 days of service. The life benefit is equal to an employee's annualized base rate. The cost of this coverage is paid for in full by the district.

3. Simple 401(k) Plan

SPRD recognizes the importance of saving for retirement and offers all part-time and full-time employees a Simple 401(k) plan. The district contributes a matching amount of up to three percent of each employee's gross wage or salary to the plan on the employee's behalf based on the employee's contribution level. The employee may increase their pre-tax contributions on their own, up to the limits allowed by law.

4. Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. SPRD pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The district abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to immediately notify the direct supervisor or the business operations manager. The supervisor will complete an injury report with input from the employee and turn the form in to the executive director. The executive director will file the claim with the insurance district. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the district's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

5. District Holidays

The district will be closed in observation of the following holidays:

- New Year's Day*
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day*
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas*

*Whenever a recognized holiday falls on a Saturday, the preceding Friday is observed; when a recognized holiday falls on a Sunday, the following Monday is observed.

6. Paid Holidays

Full-time employees will be paid, at their straight time rate, for their regularly scheduled shift on all district holidays. Paid holidays will begin immediately upon joining the district. To receive a paid holiday, an eligible nonexempt employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid sick leave. If an employee is absent on one or both days because of an illness or injury, the district may require verification of the reason for the absence before approving holiday pay. If a full-time employee is on vacation when a holiday occurs, that day will not be counted against their vacation hours.

7. Floating Holiday

Full-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. This holiday must be taken within one day (for example, an employee cannot take four hours one day and another four hours a separate day). The floating holiday cannot be accumulated from year to year and will not be paid out.

8. Veterans Day

As a small way of saying thank you to those employees serving in the armed forces, eligible veterans have the option to take off Veteran’s Day as a paid holiday, if scheduled to work that day, requiring a 14-day notice to the employee’s supervisor. Eligibility as defined by federal and state law. The district has the right to request verification of service at its discretion.

9. Religious Observances

Employees who want time off to observe religious practices or holidays not already scheduled by the district should speak with the executive director. Depending upon district needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The district will seek to reasonably accommodate individuals’ religious observances.

10. Vacation Pay

SPRD recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The district provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year.

Full-time hourly employees will accrue paid vacation according to the following schedule. Full-time staff working less than 40/hrs. a week will accrue time on a prorated basis.

<u>Service Period</u>	<u>Hours/Month</u>	<u>Days/Year</u>
First Calendar Year	6.67 hours	10 days/year
Calendar Years 2 – 3	8.67 hours	13 days/year
Calendar Years 4-14	10 hours	15 days/year
Calendar Years 15 and over	16 hours	24 days/year

- a. **Scheduling time off:** Requests, in writing, shall be made no more than 12 months prior to leave and must be requested at least two weeks in advance. Due to the size of the district, the executive director may limit the amount of people who are scheduled off within the same program or department.

- b. **Vacation accrual:** Vacation hours will accumulate based on the schedule listed in this policy. Vacation hours will roll over each year. The maximum balance of vacation hours an employee can carry is 250 hours. Vacation leave for all employees shall not accrue during a leave of absence without pay.
- c. **Leave without pay.** Employees must exhaust their vacation hours prior to requesting leave without pay.
- d. **Vacation payout upon separation:** An employee shall be entitled to compensation for accrued vacation leave up to 160 hours.

11. Sick Leave

Sick leave may be taken for personal or family member illness, injury, preventative health and dental care or a qualifying absence under [Oregon Revised Statute 653.616](#). Immediate family means those qualifying under [Oregon Administrative Rule 839-007-0000](#).

Full-time: All full-time employees will be given 40 hours of sick leave each 12 months at the beginning of the fiscal year. Sick leave may be accumulated year over year with a maximum accrual of 480 hours.

Part-time/seasonal: Part-time/seasonal employees will accrue sick leave at a rate of one hour per 30 hours worked, with a cap of 40 hours earned per year. Up to 20 hours of unused sick leave can be carried over to the next calendar year, however, no more than 60 hours will be in the employee's sick leave bank at any time. No more than 40 hours of sick leave can be used in any one calendar year. Sick leave cannot be used until 60 days of employment has been completed.

Employees who are unable to report to work due to personal illness or injury must contact their direct supervisor at least two hours before scheduled starting time via phone. If an employee becomes sick during the day, the supervisor must be notified before the employee leaves work.

The district may require verification of illness by a doctor's certification, if believed by management that this policy is being abused. Violation of this sick leave policy will be cause for termination.

12. Mileage Reimbursement

SPRD requires staff to utilize SPRD vehicles for work related travel. If travel requires use of a personal vehicle, it must be approved by the employee's supervisor. When a personal vehicle is used for district business, the employees 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 the employee and dated, initialed by the supervisor, and submitted to the business operations manager for processing according to policy. If there are questions about expense reports and mileage allowances, the employee shall ask their supervisor.

An employee assumes liability for their vehicle when it is used for district purposes. All employees who want to use their personal vehicles for district 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.

13. Employee Discount

Full-time employees will receive the following discounts on SPRD programs:

- 25% off all district operated programs for themselves and members in their household.
- 50% off of Kids Club and SPRD operated summer day camp programs.
- 25% off district rentals with the exception of the canopy.
- Free attendance for all district operated group exercise fitness programs, employee only.

- District operated programs refers to non-contracted programs.

Regular part-time and seasonal employees will receive that following discounts on SPRD programs:

- 25% off all district operated programs for themselves.
- 25% off of district rentals with the exception of the canopy.
- Free attendance for all district operated group exercise fitness programs, employee only.
- District operated programs refers to non-contracted programs

**Personnel Policies and Procedures Manual
Acknowledgement and Receipt**

I hereby acknowledge receipt of the Sister Park & Recreation District's Personnel Policies and Procedures Manual. I understand and agree that it is my responsibility to read and comply with the policies in this manual.

I understand that the manual and all other written and oral materials provided to me are intended for informational purposes only. Neither it, district practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the manual and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the district to employ me now or hereafter and that my employment may be terminated by me or the district without reason at any time. I understand that no representative of the district has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing. I also understand and agree that this agreement may not be modified orally and that only the president of the district may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the district.

Employee's name in print

Signature of employee

Date signed by employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Receipt of Harassment Policy

I have read and I understand the district's Harassment Policy.

Employee's name in print

Signature of employee

Date signed by employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE